PICNIC SHELTER RULES AND REGULATIONS

- Picnic shelter reservations can be made a maximum of three (3) months in advance and a minimum of ten (10) business days prior to the date of interest. Picnic shelters not reserved after ten (10) business days are available to the public on a first come, first serve basis without reservation.
- To receive the Alhambra resident rental rate, applicant must provide a valid identification card and current utility bill listing applicant's name and address in Alhambra. Reservations cannot be made on someone else’s behalf, payment and application information must match.
- Park hours are 5:00 A.M. – 10:30 P.M. with picnic shelter reservations beginning at 10:00 A.M. and ending at 4:30 P.M. On reservation date at 10:00 A.M., applicant agrees to arrive at the reserved picnic shelter for check-in with staff with their reservation permit regardless of event start time. Approved reservations will have reservation notices posted at the facility.
- No area will be held for any patron unless approved by the Director of Parks and Recreation. Any person who shall attempt to hold a picnic without a permit in place set aside for picnickers, shall vacate the place upon presentation of a permit issued to others, and refusal to vacate shall constitute a misdemeanor.
- Decorations can be displayed in such a manner that does not damage or deface the facility. Picnic shelters must be returned to their original state prior to the reservation with all decorations/materials removed, including tape/string used to secure decorations.
- Moonbouncers/jumpers, SoftPlay, game trucks, dunk tanks, animal rides, carnival rides and other commercial attractions are prohibited.
- Canopies (no larger than 10 x 10) can be set up in picnic areas that are not covered, as long as they are NOT staked into the ground or fixed to any structure/tree in the park. Canopies and umbrellas are meant to provide shade and not to expand your area.
- There are no public electrical outlets available and generators are not allowed.
- Solar, Bluetooth and battery powered radios are allowed as long as the sound is kept at a level that will not disturb other park patrons. Amplified sound (i.e., no mariachis, DJs, karaoke, etc.) are NOT allowed.
- Taco carts are allowed however food trucks are not allowed.
- Unruly and disruptive behavior such as shouting and profanity is prohibited.
- Patrons may bring additional barbecue grills, propane and charcoal barbecue grills are acceptable.
- Alcoholic beverages, tobacco, and smoking are not allowed.
- Piñatas are not allowed unless they are free-standing. Piñatas cannot be hung from trees or structures.
- Private vehicles are not allowed to drive onto park property. Only authorized and emergency vehicles are allowed on City park maintenance roads.
- Dogs must be kept on a leash at all times while in all City of Alhambra Parks.

ANY VIOLATION OF THE ABOVE REGULATIONS SHALL RENDER THE RESERVATION AND PERMISSION FOR THE USE OF PARK AND FACILITIES APPROVAL NULL AND VOID AND THE PERSON OR GROUP PERMITTED THE USE OF THE PARK SHALL UPON NOTICE BY CITY STAFF, CEASE USE OF THE PARK AND ITS FACILITIES. ADDITIONALLY, SUCH HOLDER MAY BE SUBJECT TO APPLICABLE PENALTIES FOR VIOLATION.
REFUND POLICY

1. The security deposit will be retained if the facility is not properly cleaned or if persons/group do not comply with the laws, ordinances, policies, rules and regulations of the City pertaining to the use of City’s parks and facilities. The person signing the reservation application form shall be held responsible for the conduct of and any damage done by their group.

2. If the group is a “no-show” at check-in on the day of their event, they forfeit the reservation fee and the security deposit is contingent upon the condition of the reserved facilities.

3. Refunds will be mailed in the form of a check and may take up to six (6) weeks after the date of your event. If the reservation was paid with a credit card, the security refund will be redeposited to the account within six (6) weeks.

DATE CHANGE AND CANCELLATION POLICY

1. Date changes or cancellations can be made a minimum of ten (10) BUSINESS days PRIOR to the event. In order to make changes or cancellations, the applicant must come to the Parks and Recreation Department at Alhambra City Hall with reservation permit, receipt, and photo ID. Reservations canceled up to ten (10) business days prior to an event will be charged a $10.00 handling fee and the entire fee will be retained if reservations are canceled less than ten (10) business days prior.

2. Holidays (days when Alhambra City Hall is closed) are NOT considered business days.

3. Cancellation refunds will not be issued immediately, please allow up to six (6) weeks for processing.

RAINY DAY POLICY

1. Cancellations or date changes CANNOT be made within ten (10) BUSINESS days of event due to rain forecast. Any cancellations will result in the reservation and security deposit fee being forfeited. Holidays (days when Alhambra City Hall is closed) are NOT considered business days.

2. If it rains on the day of your event (ground saturated with water, not sprinkling nor drizzling), a full refund will be issued.

3. Cancellation and rainy day refunds will not be issued immediately, please allow up to six (6) weeks for processing.