



## City of Torrance - Community Services Department

Facility Booking Office: 3031 Torrance Blvd., Torrance, CA 90503

Phone: (310) 618-5982 • Fax: (310) 781-7598

E-Mail: [FacilityBooking@TorranceCA.Gov](mailto:FacilityBooking@TorranceCA.Gov)

## PICNIC RESERVATION POLICY

### PICNIC RESERVATIONS

Picnic area reservations are offered at the following parks.

Columbia Park	4045 190 <sup>th</sup> Street, Torrance, CA 90504
El Nido Park	18301 Kingsdale Avenue, Redondo Beach, CA 90277
El Retiro Park	126 Vista Del Parque, Redondo Beach, CA 90278
Hickory Park	2850 232nd Street, Torrance, CA 90503
Lago Seco Park	3920 235th Street, Torrance, CA 90505
McMaster Park	3624 Artesia Boulevard, Torrance, CA 90504
Paradise Park	5006 Lee Street, Torrance, CA 90503
Torrance Park	2001 Santa Fe Avenue, Torrance, CA 90501
Victor Park	4727 Emerald Street, Torrance, CA 90503
Walteria Park	3855 242 <sup>nd</sup> Street, Torrance, CA 90505
Wilson Park	2200 Crenshaw Boulevard, Torrance, CA 90501

A picnic reservation is required for groups exceeding 25 people and for groups having a bouncer (regardless of group size). Torrance residents, groups and organizations may make picnic reservations nine (9) months in advance. Non-resident individuals, groups and organizations may make reservations two (2) months in advance. All applications must be received no later than seven (7) business days prior to the event. Online reservations may be made a maximum of two (2) months in advance regardless of residency.

Picnic reservations are available between 10 am – 6 pm. Barbecue grills are nearby all picnic areas and are available on a first come-first served basis. A picnic reservation is for picnic tables only. If you are interested in booking a Park Building and a Picnic Area together, please complete the Park Building Application only at [www.TorranceCA.Gov/services/parks/park-buildings](http://www.TorranceCA.Gov/services/parks/park-buildings).

Torrance residents must provide proof of residency with the application packet. Proof of residency submissions AFTER the application has been processed WILL NOT receive the discount or be refunded the difference. Submission of completed forms does not guarantee the facility or date.

### MAKING A RESERVATION

Booking priority is given in the following order:

1. Online Booking at [www.TorranceCA.Gov/FacilityBooking](http://www.TorranceCA.Gov/FacilityBooking). A convenience fee applies for credit card processing.
2. Walk-In: City Hall, West Annex Building, 3031 Torrance Blvd. Torrance, CA 90503.
3. E-Mail or Fax: Forms can be found at [www.TorranceCA.Gov/services/parks/picnic-areas](http://www.TorranceCA.Gov/services/parks/picnic-areas).
4. Mail to: City of Torrance, Attn. Facility Booking Office, 3031 Torrance Blvd., Torrance, CA 90503.

## PICNIC RESERVATION PRICE SHEET

The following fees shall apply to all Picnic Reservations. Fees and number of tables granted are determined by guest count. To reserve an item listed as an 'Additional Fee', you must reserve picnic tables and pay picnic fees.

Picnic reservations can be made in the following time slots only: 10 am – 2 pm for 4 hours, 2 – 6 pm for 4 hours, or a full day from 10 am – 6 pm for 8 hours. All groups interested in bouncers, regardless of size, must make a full day (10 am – 6 pm) picnic reservation.

SMALL GROUP FEES:	GROUP SIZE	RESIDENT (4-Hour Rental) 10-2pm or 2-6 pm	NON-RESIDENT (4-Hour Rental) 10-2pm or 2-6 pm	RESIDENT	NON-RESIDENT
		10-6 pm (8-hour rental)			
	1 - 25	*\$ 100.00	\$ 200.00	*\$ 150.00	\$ 300.00
	26 - 50	\$ 200.00	\$ 400.00	\$ 300.00	\$ 600.00
	51 - 75	\$ 300.00	\$ 600.00	\$ 450.00	\$ 900.00
	76 - 100	\$ 400.00	\$ 800.00	\$ 600.00	\$ 1,200.00
LARGE GROUP FEES: (insurance required for all large groups)	GROUP SIZE	RESIDENT	NON-RESIDENT	RESIDENT	NON-RESIDENT
	101 - 150	\$ 600.00	\$ 1,200.00	\$ 900.00	\$ 1,800.00
	151 - 200	\$ 800.00	\$ 1,600.00	\$ 1,200.00	\$ 2,400.00
	201 - 250	\$ 1,000.00	\$ 2,000.00	\$ 1,500.00	\$ 3,000.00
	251 - 300	\$ 1,200.00	\$ 2,400.00	\$ 1,800.00	\$ 3,600.00
	301 - 350	\$ 1,400.00	\$ 2,800.00	\$ 2,100.00	\$ 4,200.00
	351 - 400	\$ 1,600.00	\$ 3,200.00	\$ 2,400.00	\$ 4,800.00
	401 - 500	\$ 2,000.00	\$ 4,000.00	\$ 3,000.00	\$ 6,000.00
	501 - 600	\$ 2,400.00	\$ 4,800.00	\$ 3,600.00	\$ 7,200.00
	601 - 700	\$ 2,800.00	\$ 5,600.00	\$ 4,200.00	\$ 8,400.00
	701 - 800	\$ 3,200.00	\$ 6,400.00	\$ 4,800.00	\$ 9,600.00
	801 - 900	\$ 3,600.00	\$ 7,200.00	\$ 5,400.00	\$ 10,800.00
	901 - 1000	\$ 4,000.00	\$ 8,000.00	\$ 6,000.00	\$ 12,000.00
ADDITIONAL FEES: (must reserve picnic tables and pay picnic fees)	PERMIT	RESIDENT	NON-RESIDENT	RESIDENT	NON-RESIDENT
	Bouncer Permit:	\$ 50.00	\$ 50.00	\$ 50.00	\$ 50.00
	Electricity usage permit <sup>1</sup> :	\$ 20.00	\$ 20.00	\$ 20.00	\$ 20.00
	Concession stand rental:	\$ 100.00	\$ 200.00	\$ 100.00	\$ 200.00
	Picnic Insurance:	<i>Determined by park and group size</i>			

<sup>1</sup> An electricity usage permit is required to power bouncers at El Retiro, Paradise, and WALTERIA Parks. Electricity is not available in the picnic areas at Columbia, El Nido, Torrance and Wilson Parks where a generator is required to power bouncers.

## PICNIC DEPOSIT

All picnic groups must leave a credit card on file in the case of damages, overages and improperly incurred expenses. Customers that do not have a credit card must pay a refundable deposit by cash or check (\$100 small group/\$250 large group or \*50% of reservation fee). Refundable deposits are returned via mailed check to the permit holder. Please allow 5-7 weeks for delivery.

## PICNIC RESERVATION RULES AND REGULATIONS AGREEMENT

The rules and regulations as identified in this document are agreed to by the facility renter hence referred to as the “facility user”, and the City of Torrance Community Services Department, henceforth referred to as the “City.” Parks, picnic areas, fields, and any City of Torrance facility henceforth referred to as “facility or facilities.” The facility user agrees to the following rules and regulation by signing at the end of this agreement and/or paying for the reservation.

- The facility user is responsible for the care and protection of equipment and property, leaving them in a clean, undamaged condition. The facility user agrees to reimburse the City for any equipment or supplies damaged or lost.
- The delivery and use of event tents, banquet seating (tables and chairs) are strictly prohibited and not approved inside any facility. ONLY a single 10’ x 10’ EZ-UP canopy is permitted.
- The facility user is responsible for set-up/clean-up/removal of decorations. Banners may not be posted without City approval and notation on permit. No objects are to be suspended, attached or affixed to City facility property and/or equipment. No tape, tacks or pins are to be used on facility property or furnishings. No candles, confetti, glitter, rice or birdseed are allowed in or around the facility.
- The facility user is responsible for the behavior of all group members.
- The facility user uses the facilities at their own risk and not hold the City responsible in the event of loss, damage or injury.
- A copy of the use permit must be available during all use and presented to any City Park Ranger, employee and/or representative upon request.
- Parking and driving of cars on park grounds other than parking lots is strictly prohibited. Parking is allowed in designated areas only. Facility users must inform their participants to park in facility parking lots and public parking areas. It is the facility users’ responsibility to alleviate traffic and parking issues as a result of their use of the facility.
- Facility Users must be respectful of neighbors and other park patrons. Please keep volume to a minimum.
- Consumption of alcoholic beverages, smoking and/or drug use is not allowed in City parks, fields, facilities, or adjacent areas at any time (TMC 49.2.6), (TMC 49.2.11).
- Selling food, merchandise or other items is not allowed on City property.
- Insurance is required for any group for 100+ persons, and business/organizations regardless of group size.
- If the applicant provides false information such as: purpose of event, name(s) and address(s) of event holder(s), number of persons in attendance, etc., the event may be canceled prior or during the event at the discretion of the City staff and will result in forfeiture of fees and deposits and/or denial of current and future applications for use of City facilities and may incur additional City charges. The City reserves the right to cancel any reservation with advanced notice.

## PROHIBITED ACTIVITIES IN OR ON PARKS/PARK FACILITIES

1. Consumption of alcoholic beverages (TMC 49.2.6)
2. Smoking (TMC 49.2.11)
3. Use of tacks, nails, screws, etc.
4. Model airplanes, cars, and boats (TMC 49.2.7)
5. Golf (TMC 49.2.7)
6. Overnight camping (TMC 61.6.31).
7. Fireworks (TMC 45.6.27)
8. No feeding of birds/ animals (TMC 41.13.1)
9. Ponies, petting zoos and uncaged animals (TMC 49.2.7)
10. Dogs without leashes (TMC 41.1.5)

## BOOKING POLICIES

Proof of residency is required by Torrance residents to get a discount. The items we can accept are driver's license, utility bill, car registration or car insurance (no phone bill). The applicant, payer and proof of residency must all reflect the same name. We cannot accept a check or credit card from anyone besides the applicant. All applicants must complete the Credit Card Authorization Form and sign the Damages, Overage and Improperly Incurred Expenses Agreement. In the event of damage, overage or improperly incurred expense, the customer will be notified in advance if their credit card will be charged and will be provided with a detailed statement. Customers that do not possess a credit card will need to pay a refundable deposit by cash or check (\$100 small groups/ \$250 large groups or 50% of reservation fee). Please allow 6-8 weeks for the deposit to be returned by check.

## PICNIC INSURANCE

Groups reserving for 100+ are required to provide proof of general liability coverage of One Million Dollars that names the City as additionally insured. This insurance may be purchased at the time of reservation.

## PICNIC AREA ASSIGNMENT

Please see the Picnic Area Maps at: [www.TorranceCA.Gov/services/parks/park-area-maps](http://www.TorranceCA.Gov/services/parks/park-area-maps) for picnic table configurations at each of the reservable parks. If you are requesting a specific area, you must include the Booking Code on your application. The Booking Code can be found on the Picnic Area Map.

## BOUNCER POLICY

Bouncers are only permitted at Columbia, El Nido, El Retiro, Hickory, Lago Seco, Paradise, Torrance, Victor, Walteria, and Wilson Parks. All groups interested in bouncers, regardless of size, must make a picnic reservation for a full day from 10 am - 6 pm. Bouncers are only allowed in designated areas next to picnic tables. Certain parks require generators while others require an electricity permit. See *Bouncer Policy* at [www.TorranceCA.Gov/home/showpublisheddocument/85403](http://www.TorranceCA.Gov/home/showpublisheddocument/85403) for additional information including a list of approved bouncer companies.

## AMPLIFIED SOUND POLICY

Amplified sound is not permitted in the parks. This includes electric-amplifying equipment, other sound-amplifying equipment, DJ's, speakers, microphones, and musical instruments. Small radios/iPod players will be permitted at a low volume. Amplified sound is only allowed with a reservation of a reservable stage area. There are two reservable stage areas in Torrance: The Bandshell at Torrance Park and the Amphitheater at Wilson Park. A stage area may only be rented in conjunction with a picnic area. After the picnic and stage fees are paid to Facility Booking, you will be given permission to obtain an amplified sound permit through the One-Stop Permit Center in the East Annex of City Hall. An amplified sound permit application along with payment are required at least two (2) weeks prior to the event. For more information or to download a sound permit application visit our website at [www.TorranceCA.Gov/government/city-departments/finance/doing-business/permits](http://www.TorranceCA.Gov/government/city-departments/finance/doing-business/permits) or call (310) 618-5923.

## GENERAL POLICIES

- All parks shall be open to the public between the hours of 6:00 A.M. and 10:00 P.M. No person shall enter or remain in any park between the hours of 10:00 P.M. and 6:00 A.M., except when engaged in an activity scheduled or permitted by the City (TMC 49.2.1).
- Facility use agreements are issued in accordance with the policies established by the City Council and the Parks and Recreation Commission. All reservation forms must be completed and signed and all fees and deposits paid before reservation requests can be considered for approval.
- One (1) responsible adult must be present for each ten (10) children for any activity involving minors.
- Facility must be vacated at the close of the reservation period.

## CANCELLATION/CHANGES

Facility bookings may be canceled by the City for the following reasons: weather, unforeseen facility problems, required maintenance or upgrade of the facility, double booking or required City use of the facility. When a cancellation by the City occurs for any reason, fees paid will be refunded. All requests for refunds/cancellation must be submitted in writing no later than seven (7) business days prior to the event. A twenty percent (20%) administrative fee will be deducted from the total payment. Any cancellations after that time will not be refunded or credited.

All changes to the reservation must be submitted in writing a minimum of seven (7) business days prior to the event. You may make one major change (date, location, etc.). A ten percent (10%) administrative fee will apply to any additional changes.

## REFUNDS

The following Procedures and Guidelines shall apply to all Community Services Department Facility Booking Refunds:

- If you paid by cash or check the refund process will begin within a few days of receiving your written cancellation request. A check will be mailed to you in six (6) to eight (8) weeks.
- If you paid for your reservation by credit card, a credit will be issued to your credit card within 7-10 business days from receiving your written cancellation request, and a receipt will be mailed to you. The debit/credit card fee is non-refundable.

I certify that I have read and understand all the policies, rules and regulations governing the use of the facility. I, the undersigned, do hereby agree that we will abide by the policies governing the use of the facility and will be responsible for any damages to the facility, furniture, or equipment caused by our occupancy of the facility. I understand that any false information provided or violation of any rules and policies will result in immediate cancellation of our event and will cause forfeiture of all fees and deposits. I have read and understand the cancellation policy and its fees.

Signature of Applicant: \_\_\_\_\_

Date: \_\_\_\_\_

Name (Print): \_\_\_\_\_



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# PICNIC RESERVATION APPLICATION

### APPLICANT INFORMATION

Name: \_\_\_\_\_ Email: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_

Contact Number(s): Cell: \_\_\_\_\_ Home: \_\_\_\_\_ Work: \_\_\_\_\_

Organization Name (if applicable): \_\_\_\_\_ Non-Profit ID#: \_\_\_\_\_

Organization Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_

Alternate Contact: \_\_\_\_\_ Phone: \_\_\_\_\_

### PICNIC INFORMATION

Park Name: \_\_\_\_\_ Specific Area Requested: \_\_\_\_\_ Anticipated Headcount: \_\_\_\_\_

Date: \_\_\_\_\_ Day of Week (circle): SUN MON TUES WED THU FRI SAT | Time (check one):  10 – 2 pm  2 – 6 pm  10 – 6 pm

Type of Event:  Family/Friend Picnic  Birthday  Company Picnic  Shower Other: \_\_\_\_\_

Brief Description of Event: \_\_\_\_\_

*(Company picnics, reunions, and other groups may require additional information and/or detailed event proposal).*

### ADDITIONAL REQUESTS (CHECK BOXES)

<input type="checkbox"/> Bouncer Permit \$50.00	<input type="checkbox"/> Bouncer with Electricity \$70.00 <i>Required for El Retiro, Paradise and Waleria Parks.</i>
<input type="checkbox"/> Ball Field \$20.00 per hour <i>El Nido, Waleria and Wilson Parks. Must apply separately.</i>	<input type="checkbox"/> Concession Stand \$100.00 Resident   \$200.00 Non-Resident <i>Wilson Park only.</i>
<input type="checkbox"/> Insurance <i>Required for groups exceeding 100 people. Please allow 2 weeks for insurance certificate to be processed.</i>	

### USERS MUST AGREE TO THE FOLLOWING TERMS (CHECK BOXES)

- I have included full payment for this reservation. The picnic fees can be found on the Picnic Price Sheet.
- I have read, signed and attached the Damages, Overage and Improperly Incurred Expenses form with my credit card number, or I have included a refundable deposit by cash/check.
- \*Torrance Residents Only:* I have included proof of residency.

**I, the undersigned, agree to comply with all facility Rules and Regulations and have submitted the Picnic Policy Agreement with this application and will maintain an acceptable standard of behavior.**

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### FOR OFFICE USE ONLY

Receipt #: \_\_\_\_\_ Staff: \_\_\_\_\_ Date: \_\_\_\_\_



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### REQUEST TO PAY BY CREDIT CARD

#### PERMIT DELIVERY

Please choose one (1) option.

I would like my permit and receipt:

E-Mailed: \_\_\_\_\_

Mailed – Reservation date must be at least two (2) weeks in the future.  
*Please indicate address if different on reservation/application form:*

\_\_\_\_\_

#### CREDIT CARD INFORMATION

I hereby authorize use of my:  Visa  MasterCard  
 Discover  American Express

Print Name As It Appears on Card: \_\_\_\_\_

Credit Card Number: \_\_\_\_\_

Expiration Date Month: \_\_\_\_\_ Year: \_\_\_\_\_ CVV#: \_\_\_\_\_ Amount Authorized \$ \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

***A surcharge will be added to all credit and debit card transactions.***

#### DAMAGES, OVERAGE AND IMPROPERLY INCURRED EXPENSES

In the case of any damage to the facilities being rented or if the facilities are not left in the same condition that they were in before the start of this contract, damages or expenses (cleaning, repair, replacement, and otherwise) will be billed directly to the credit card provided for this purpose. For building, gym, pool and rink reservations, the hourly fee will be charged for each portion of an hour that you stay past your scheduled end time. In addition to the amount incurred in damages, the credit card on file may be charged up to \$500.00 for any breach of contract.

I have read and understand Damages, Overage and Improperly Incurred Expenses and authorize my credit card to be charged.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Please include with a completed application to:**

Facility Booking

[FacilityBooking@TorranceCA.Gov](mailto:FacilityBooking@TorranceCA.Gov)

P: (310) 618-5982

F: (310) 781-7598