

CITY OF CORONADO

APPLICATION FOR PARK USE AND BEACH SPORTING EVENTS

Thank you for your interest in a Coronado public park as the location for your special event. Please review the application procedures and regulations carefully before completing the application. Regulations are established to ensure the safety of your event participants as well as compatibility with the park environment and neighboring residents. Your cooperation in following our guidelines is appreciated.

1. All organized use of City Parks, use specific to a particular time or location in a park, use by a group of more than 25 people, or use including a "Jump House" or other activity center requires a use permit. Groups of larger than 100 persons require special consideration for locations other than the beach venues.
2. Applications are considered on a first-come, first-served basis for available space. All use must be compatible with the intended use of the park. Only one permit per venue per day will be issued (only one permit per weekend at Bayview Park).
3. Persons requesting use of a City facility are required to pay applicable rental fees and provide the City with a Certificate of Insurance naming the City additionally insured for bodily injury and property damage, along with an Additional Insured Endorsement. The amount required is \$1,000,000 for any event. **The Certificate of Insurance will not be accepted unless it states all the correct information.** The applicant must sign a Hold Harmless Agreement. The City of Coronado is able to provide you with the Special Event Liability insurance coverage; cost is determined by type of event and number of participants. Please call our office for further information.
4. Event will be tentatively scheduled after receipt of application, proof of Residency (to qualify for Resident Rates if applicable), and a \$25.00 non-refundable application fee.
5. Event will be confirmed upon receipt of the following:
 - Signed contract
 - Cleaning/damage deposit (not refunded on cancelled events)
 - 50% of the rental fee.
 - Certificate of Insurance with the additional insured endorsement (or payment to purchase insurance through the City).
 - Event equipment (such as tents, canopies, arbors, jump houses or entertainment centers) must be provided through a company holding a current Coronado business license.
6. Events can be held between **9:00 a.m. and 7:00 p.m.**
7. Applications must be submitted a minimum of **10 working days in advance** and will be accepted no more than 14 months (24 months for Coronado Residents) prior to the event.
8. All sporting events, regardless of the number of participants, require a use permit.

REGULATIONS:

- Organized use is not permitted on holidays or holiday weekends; Use permits will not be issued for these dates.
- Smoking and Alcohol are not allowed in any of the parks.
- Vehicles are not allowed on turf or sand.
- Amplified music or bands are not permitted. Radios and one (1) acoustical instrument are permitted provided music cannot be heard outside of immediate area.
- Decorations must be environmental friendly. No latex balloons.
- Commercial vendors are not permitted on Parks.
- Curfew in all parks is from 11:00 p.m. - 5:00 a.m.
- Stakes are not allowed in any parks due to potential irrigation system damage.
- All tents must be free standing. Tents larger than 225 sq. ft. require a building permit from the City of Coronado, Community Development Department at (619) 522-7326.
- Areas cannot be roped off in any manner.
- The damage deposit will be retained on all cancellations.
- Jump houses or entertainment activities will be limited to one activity and one generator only.

For additional information, call the Recreation Department at (619) 522-7342.

THIS FORM IS NOT A PERMIT. PLEASE DO NOT FINALIZE PLANS OR SEND INVITATIONS UNTIL YOU HAVE RECEIVED A PERMIT FROM OUR OFFICE.



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Applicant's Information:

Name Home Phone
 Address Cell Phone
 City State Zip Code e-mail

Additional Contact Person:

Name Home Phone
 Cell Phone e-mail

Organization Name:

Name Non-Profit (501-C) Yes No
 (Federal/State documentation Required)

Rental Information:

Requested Event Date: 2nd Choice Date:
 Event Type: Multiple Requested Dates:
 Estimated Start Time: Estimated End Time:
 Estimated Attendance:

PARK LOCATION REQUESTED

- Bayview Park Coronado Cays Park Glorietta Bay Park Mathewson Park (Pomona)
 North Cays Park Spreckels Park (w/Gazebo) Spreckels Park (no Gazebo) Star Park

BEACH SPORTING LOCATION REQUESTED

- Central Beach North Beach South Beach

Equipment:

List of equipment

Application can be submitted by:

A non-refundable \$25 application fee is due with the application.

Mail:
 Coronado Community Center
 Reservations
 1845 Strand Way
 Coronado, CA 92118

e-mail:
 recdept@coronado.ca.us

Fax:
 (619) 522-7870

Credit Card Information:

Name on Card Expiration Date:
 Card Number Security Code:



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Location	Standard Rental Rate	Cleaning/ Damage Deposit	Jump House Permitted	Maximum Occupancy Permitted
Bayview Park	\$100	\$100	No	30
Beach – North, Central or South	\$100	\$100	No	300
Coronado Cays Park	\$100	\$100	Yes	200
Glorietta Bay Park	\$100	\$100	Yes	100
Glorietta Bay Promenade	\$200	\$200	No	200
Mathewson Park (Pomona)	\$50	\$100	Yes	75
North Cays Park	\$50	\$100	Yes	75
Spreckels Park (without gazebo)	\$100	\$100	Yes	200
Spreckels Park (with gazebo)	\$200	\$200	Yes	200
Star Park	\$100	\$100	No	75
Sunset Park (resident use only)	NA	\$100	No	100
*Jump House (additional deposit required)	None	\$200	N/A	N/A
Fund Raising activity associated with facility use (flat fee per event)	\$300	N/A		N/A

All rates are applied per day.

Proof of Residency:

- In order to receive resident benefits, the resident must complete the application, prove residency and be an immediate family member of the event honoree (i.e. bride, groom, graduate).
- To qualify for resident benefits, Coronado residents must show proof of residency by providing a government issued photo ID plus one of the following documents, showing name of applicant and Coronado address:
 - Current property tax bill (original or photocopy with applicant's or participant's name).
 - Current utility/telephone bill.
 - Current rental receipt/lease.
 - Imprinted address on check (not acceptable if handwritten or P.O. Box).
 - Military orders/housing assignment in applicant's/participant's name.
 - Business owners who can provide both proof of ownership and property tax payment.

Rental Fees

Rates shown are the standard rental rates for Coronado Parks, and Beach Sporting Events. Other rates may apply depending on the nature of the specific use.

Application Fee

A \$25.00 fee is required with the application and is non-refundable.

Cancellation Fee

A fee equal to the damage deposit, but not to exceed \$200, is charged for all cancelled events after the first payment due date.

Liability Insurance

A \$1,000,000 liability insurance is required for all rentals and must list the City of Coronado as an "additional insured".

Organized Sporting Events

All organized sporting events, regardless of the number of participants, must have a permit issued by the City of Coronado.