



Application for Use of City Picnic Areas

Office location: 1600 Grand Avenue, Diamond Bar, CA 91765 * 909.839.7070

Mailing address: 21825 Copley Drive, Diamond Bar, CA 91765

All parks are owned and operated by the City of Diamond Bar

Responsible Person:		Organization/Business:	
Address:		City:	Zip:
Home phone:		Cell Phone:	
Email:			
Date(s) requested:		Purpose of Use:	
Event hours:			
Begin set up: _____ Actual event time: Start _____ End _____ Clean up: _____ Total Hours _____			
Expected Attendance: Adults:		Youth:	Total:
		Open to Public? Y / N	
Admission to be charged? Y / N if Yes, give specific examples:			
Park Requested		Event Equipment	
<input type="checkbox"/> HERITAGE PARK 2900 S. Brea Canyon Road		<input type="checkbox"/> Food Vendor *	
<input type="checkbox"/> MAPLE HILL PARK 1309 S. Maple Hill Road		<input type="checkbox"/> Bouncer * (\$50 refundable security deposit required)	
<input type="checkbox"/> PANTERA PARK 738 Pantera Drive <input type="checkbox"/> Shelter <input type="checkbox"/> By Playground		<input type="checkbox"/> Tables	
<input type="checkbox"/> PETERSON PARK 24142 E. Sylvan Glen		<input type="checkbox"/> Chairs	
<input type="checkbox"/> RONALD REAGAN PARK 2201 S. Peaceful Hills Road		<input type="checkbox"/> Canopies	
<input type="checkbox"/> SYCAMORE CANYON PARK 22930 Golden Springs Drive <input type="checkbox"/> Upper <input type="checkbox"/> Lower		<input type="checkbox"/> Clown *	
		<input type="checkbox"/> Stage *	
		<input type="checkbox"/> Audio	
		<input type="checkbox"/> D.J. *	
		<input type="checkbox"/> Band *	
		<input type="checkbox"/> Generator	
		<input type="checkbox"/> Child's trackless train *	
		<input type="checkbox"/> Other _____	
*May require \$1 million general liability insurance and endorsement of additional insured.			
<ul style="list-style-type: none"> No alcoholic beverages are allowed in City Parks. The City of Diamond Bar may cancel use of the park facilities. No vehicles are allowed on City Park property. The applicant must ensure that participants utilize public parking areas and only park in marked stalls. Call 909.839.7073 for field reservations. Reservations cancelled 7 days or more prior to the event will receive a refund of fees minus \$5; reservations cancelled 6 days or less prior to the event will receive no refund of rental fees. Refunds will be made in cases of rain. 			

THE UNDERSIGNED hereby states, under penalty of perjury of the laws of the State of California, that he/she is the person duly authorized to make and sign this application, and that (s)he has read and understands the Park, Athletic and Facility Use Policies and Procedures of the City of Diamond Bar pertaining to the use of City park and recreation facilities. A copy of which is available upon request.

FURTHER, THE UNDERSIGNED ACCEPTS AND AGREES AS FOLLOWS:

- To comply with all laws, policies, rules and regulations of the City of Diamond Bar pertaining to the use of City facilities and to hold the City of Diamond Bar harmless from any liability or damage to persons or property which may occur due to such use.
- To promptly, upon receipt of notice, reimburse the City of Diamond Bar for any expenses or loss incurred by said City as a result of non-compliance with any of the approved terms of this permit.
- To promptly, upon receipt of notice, reimburse the City of Diamond Bar for any loss or damage to City Property caused by use of such property, ordinary wear and tear excepted.

Indemnification Clause --To the full extent permitted by law, user shall defend, indemnify and hold harmless City, its officials, employees and agents, from any liability, claims, suits, actions, arbitration proceedings, administrative proceedings, regulatory proceedings, losses, expenses or costs of any kind, whether actual, alleged or threatened, actual attorney fees incurred by City, court costs, interest, defense costs including expert witness fees and any other costs or expenses of any kind whatsoever without restriction or limitation incurred in relation to, as a consequence of or arising out of or in any way attributable actually, allegedly or impliedly, in whole or in part to the use of facility by user. All obligations under this provision are to be paid by the user as they are incurred by the City.

Signature of Authorized Applicant

Date

Fees Collected:

- \$25 picnic rental fee:**
Diamond Bar Resident (Must show proof of residency to qualify.)
- \$50 picnic rental fee:**
Non-Diamond Bar Resident
- \$50 refundable security deposit:**
Parties of 30 or more
- \$50 refundable security deposit & insurance**:**
Parties of 50 or more
- \$200 refundable security deposit & insurance**:**
Parties of 100 or more

**Proof of \$1 million general liability insurance and endorsement of additional insured. Can be purchased from the City of Diamond Bar or provided through contract holder's homeowners insurance.

Total: _____

Staff Signature: _____ Date: _____