



CITY OF SAN CLEMENTE

BEACHES, PARKS & RECREATION DEPARTMENT

www.san-clemente.org | recreation@san-clemente.org

PARK RENTAL POLICIES

A park rental permit is required for the following: (1) activity includes 50 people or more; (2) hosting a wedding ceremony/reception; (3) will be utilizing an outside rental company or specialized equipment such as a bounce house or food truck; (4) to hold/reserve space.

APPLICATION PROCESS

1. Applications will be approved on a first-come, first-served basis.
2. All applications must be submitted at least two weeks before the requested rental date.
3. All fees are due 30 days in advance of the rental date. Fees are subject to change unless paid in full before the effective date of a fee change.
4. An application can be denied if: A) the park is not available; B) the applicant has an unsatisfactory use record; C) the rental does not meet applicable laws/rules; or D) the rental could be detrimental to the best interest of the City, as determined by the Beaches, Parks and Recreation Director.
5. Each applicant shall be at least 21 years of age and act as or designate one person to act as the coordinator of all rental matters.

GENERAL POLICIES

All renters are required to abide by the following general policies. Failure to abide by these conditions may result in the forfeiture of the renter's refundable Compliance/Damage Deposit.

1. **Park Hours:** Parks are open each day from 6:00 am to 10:00 pm. Designated rental areas may be rented between the hours of 8:00 am and the published sunset.
2. **Rental Time:** Renters shall not exceed the approved rental hours for their event. Usage time on the application must include all site preparation, including the renter's setup as well as any time needed to tear down, lightly clean, and vacate the park.
3. **Reservations:** Renters only have reserved rights to park areas specifically described on the approved permit. Park restrooms, play structures, and other amenities shall remain available to the general public.
4. **Park Rules and Regulations:** Renters shall abide by all applicable laws, including the prohibition of smoking, alcohol, and loud music or noise within the park.
5. **Noise & Amplified Sound:** Renters are responsible for controlling noise from their event. Amplified sound for private rentals is limited to a portable music player with non-detachable speakers with a 25-foot amplification limit. No special permit is required for this level of sound. Amplified sound of any other type may be permitted by obtaining a City of San Clemente Sound Permit. Sound Permits are reviewed separately through the Recreation Division and issued with conditions when appropriate.
6. **Clean-up:** Park renter is responsible for leaving the park area clean after their usage. All trash will need to be put in the appropriate trash receptacle.
7. **"Styrofoam" Products Prohibited:** Foodservice items comprised of expandable polystyrene, commonly referred to by the trade name "Styrofoam" are prohibited. The renter of any City facility shall assume the responsibility for preventing the utilization and/or distribution of expandable polystyrene foodservice products by any attendee or vendor (caterer) during the term of the rental agreement.

8. **Unforeseen Circumstances:** The City is not responsible for personal injuries, damaged or stolen property, or inclement weather conditions.

DEPOSITS AND RENTAL FEES

- A. **Reservation Deposit:** A reservation deposit of 25% of the estimated rental fee is required at the time of application to hold a requested date. This deposit will be applied to your rental fee. If your application is not approved, your deposit fees will be refunded. The deposit is non-refundable and non-transferable if the renter chooses to cancel or change their rental date.
- B. **Compliance/Damage Deposit:** Compliance/Damage deposits are due 30 days before the rental date. A compliance/damage deposit equaling 25% of the total rental fee is required for all rentals. Compliance/Damage deposits will be fully refundable, except for costs for damages to City property or non-compliance with general policies.
- C. **Rental Fees:** All rental fees are due 30 days before the rental date. If a date is booked within 30 days of the rental date, the entire rental fee amount must be paid immediately. **A late charge** of 10% of all outstanding rental fees (not including deposits) will be charged against fees not received within 21 days of the rental date.

ATTENDANCE	HOURLY FEE
1-49	\$50
50-99	\$75
100-199	\$100
200-299	\$200
Additional 100	\$50

The following discounts are available:

- 50% discount for San Clemente residents and San Clemente non-profit organizations.
- 25% discount for non-resident residents and non-resident non-profit organizations.

REFUNDS, CANCELLATIONS, AND CHANGES TO APPROVED APPLICATIONS

1. All cancellations and changes must be submitted in writing before any request will be considered. Requests must be emailed to recreation@san-clemente.org.
2. Cancellations at any time will automatically forfeit renter’s initial payment. Cancellations within 30 days of the rental date will automatically forfeit the entire rental fee. If the renter has not paid the balance within the 30 days and cancels the event, the renter is still responsible for payment of the entire rental fee.
3. A change fee of \$25 will be added for a reduction in time or space requested after the rental permit has been approved.
4. The City reserves the right to cancel an approved rental in the unlikely event that the park cannot be used or there is a conflicting activity.
5. The City reserves the right to terminate a rental activity, without refund, if it is considered necessary by the Beaches, Parks and Recreation Director, his/her designee, or a Sheriff’s Deputy for the safety and welfare of the public and City.
6. Refunds are not given for cancellation of a rental due to inclement weather, such as rain and/or wind storms. However, a credit may be applied to your account with an option to reschedule your rental to avoid cancellation fees.

FUN ON THE RUN PARTY PACKAGES

Looking for the 'fun factor' at your next birthday party, company picnic, block party, or social event? Let Fun on the Run Mobile Recreation do the work for you! Minimum of 4 weeks notice required.

1. **Ages:** 3-12 years
2. Parties packages include activities for **12 children** and **\$5 for each additional child**.
3. **Available Party Themes** (varies by age and site location): All Sorts of Sports, Carnival Spectacular, Under the Sea Luau, Pirate Adventure, Princess Fantasyland, Ooey Goey Slime, Super Heroes, Crafty Creations, and Super Science.
4. **Locations:** City of San Clemente park sites or choose your own site (extra \$25 fee applies).
5. **Fee:** \$180/90 minutes of activity (this fee includes the park reservation fee for up to 2 hours).
6. **Times:** Saturdays and Sundays as available (Contact the Recreation Division to reserve your date/time).

BOUNCE HOUSE, FOOD VENDOR, AND SPECIAL EQUIPMENT POLICIES

If you are planning an event involving rental services or specialized equipment, including a bounce house, services from an outside vendor, or similar type of usage, please abide by the following:

1. **Renter must obtain a park permit** for the entire time that the services will be on site to include delivery and removal of equipment. The application must be submitted 30 days before the event date.
2. **No electricity is provided.** Use of a generator is permitted.
3. **Insurance Requirements:** The rental service/vendor must provide a million dollar certificate of insurance naming the City of San Clemente as additionally insured and an endorsement letter is required. Once submitted to the Recreation office, the certificate of insurance and endorsement letter will go through an approval process before the activity will be permitted.
4. **Business License Requirements:** The rental service/vendor must provide a current City of San Clemente Business License to the Recreation Division for approval.
5. **Food Vendors/Truck:** The food service/vendor must provide proof of current Orange County Health Department Permit.
 - A. An additional \$50 fee will be applied to all approved food vendors/trucks.

[Click Here to Reserve a Park Picnic Area](#)