

PICNIC RESERVATION POLICY

550 E. Remington Drive, Sunnyvale, CA 94087

408-730-7350 · Sunnyvale.ca.gov · picnics@sunnyvale.ca.gov



Sunnyvale

The City of Sunnyvale Picnic Reservation Policy has been established to ensure that City facilities are utilized for recreational and athletic functions that meet the needs and interests of the community and that permitted users are fully informed of the City's rules that govern their use.

Purpose

- To establish policies and procedures governing the use of City facilities.
- To provide for a variety of activities reflecting the athletic preferences of Sunnyvale residents.
- To collect fees for the use of the gymnasium, in support of the ongoing maintenance

Sunnyvale's park system includes 772 acres of parks and open space located in neighborhoods throughout the City and includes Baylands Park, a joint venture with Santa Clara County, which owns the property but is managed and maintained by the City. We have a variety of beautiful picnic areas available to reserve. To place a reservation, please read this entire document, complete and return a Picnic Application.

Picnic Reservation Procedures

- Obtain a Picnic Reservation Application from the Sunnyvale Community Center or on the City of Sunnyvale website at Sunnyvale.ca.gov and search "Reservation and Rentals" for more information.
- To check availability, visit the [Picnic Availability Calendar](#) online, or visit the Sunnyvale Community Center Recreation Center front counter, 550 E. Remington Drive, in person, Monday – Friday, 8:30 a.m. to 5p.m.
- To reserve a site, complete an application and return to the Sunnyvale Community Center with payment (cash, check, Visa, MasterCard or Discover accepted). Reservations are not complete until the payment in full has been processed by the City and permits have been issued. Customers who make their reservation at the Community Center during business hours are served immediately. Emailed and mailed applications will be processed in the order received as time permits, phone in reservations are not accepted. The terms and conditions of your reservation are outlined in the City of Sunnyvale Picnic Reservation Policy. Applications will be responded to within three business days. No site holds will be placed for incomplete applications.
- Reservations are taken on a first-come, first-served basis. Only one City park picnic area is available for reservation per customer, per reservation date. To inquire about reserving multiple locations at Baylands, please contact the front desk staff at 408-730-7350. Special Event application may be required when reserving multiple locations.
 - Reservations can be made six months in advance of the desired date. You may reserve picnic areas from April 1 through Oct. 31.
 - Only City of Sunnyvale residents and companies may make reservations in designated City park picnic areas. Baylands facilities are reservable by residents, non-residents and companies. First-come, first-served areas are available to the public and are not reservable.
 - All customers must submit two forms of residency verification (one current photo ID and one utility bill) to reserve a picnic area in City parks.
 - To reserve on behalf of your Sunnyvale company or organization, you must provide the City of Sunnyvale with a signed letter of authorization on official letterhead, granting

- your representative the ability to act as an agent. The letter must be provided at the time the reservation is placed. No holds will be placed while a letter is being secured.
- Reservations will only be made to adults 18 years or older.

Payments

- Full payment is required at the time of the reservation. No holds will be issued for sites.
- In-person reservation requests may be taken until the business day prior to the event.
- If paying by check or with credit card, the payment information must match the name of the individual or company/organization on the rental permit. No third-party payments will be accepted. When an event date is less than two weeks away, all payments must be made by cash or credit card. Checks will not be accepted.

Cancellations, Revisions and Rainouts

- The City of Sunnyvale reserves the right to cancel any use of facilities and/or equipment with two weeks' notice.
- Cancellations must be completed by contacting a Sunnyvale Community Center staff representative by phone or in person at least 30 days prior to your event. Cancellations 30 or more days before the event are subject to a \$15 administrative fee, and cancellations within 30 days of the event will result in the forfeiture of all fees.
 - If paid by check or cash, a refund check will be mailed to permittee for the appropriate amount within six to eight weeks following the event or cancellation request. If paid by credit card, the permittee's credit card will be credited the appropriate amount within two to three days following the event or cancellation request.
- To change the date or location of an event, the permittee must inform a Sunnyvale Community Center staff representative by phone or in person at least two weeks prior to the event date and will be subject to a \$5 transfer fee. Changes to the event date or location may only be made once, must be within the current picnic season, and are subject to availability.
- If it rains the day of your picnic, please call 408-730-7350 within three business days following your event to inquire about reservation fees being refunded. After three business days, no refunds will be processed. A backup indoor facility will not be provided in the event of inclement weather.

Fees

City Park Picnic Areas and Fees

Park	Area	Capacity	Sunnyvale Resident/ Business Fee
Braly 704 Daffodil Court	Area 1	70	\$105
	Area 2	50	\$75
	Area 3	70	\$105
Columbia* 789 Morse Ave.	Area 1**	160	\$240
De Anza 1150 Lime Dr.	Area 1	70	\$105
	Area 2**	140	\$210
Fair Oaks 540 N. Fair Oaks Ave.	Area 1	40	\$80
	Area 2	60	\$120
	Area 3	50	\$100
	Area 4	80	\$160

Fairwood 1225 Sandia Ave.	Area 1	90	\$135
Lakewood*** 834 Lakechime Drive	Area 1 Area 2 Area 3**	75 100 150	\$113 \$150 \$225
Las Palmas 850 Russet Drive	Area 1 Area 2 Area 3 Area 4	40 50 60 40	\$60 \$75 \$90 \$60
Murphy*** 260 N. Sunnyvale Ave.	Area 1 Area 2 Area 3	20 20 20	\$30 \$30 \$30
Muwekma Park 1035 Indian Wells Ave.	Area 1	60	\$90
Ortega 636 Harrow Way	Area 1 Area 2 Area 3 Gazebo	80 80 70 100	\$120 \$120 \$105 \$150
Ponderosa 811 Henderson Ave.	Area 1 Area 2 Area 3	65 65 40	\$98 \$98 \$60
Raynor 1565 Quail Ave.	Area 1 Area 2 Area 3 Area 4	60 40 30 50	\$90 \$60 \$45 \$75
Serra 730 The Dalles Ave.	Area 1 Area 2 Area 3 Area 4	40 20 50 90	\$60 \$30 \$75 \$135
Washington 840 W. Washington Ave.	Area 1 Area 2 Area 3	80 30 30	\$120 \$45 \$45

*Columbia Picnic Site is not reservable on school days.

**Special Event Application may be required to reserve this picnic area.

***Fire Pit available for reservations.

Baylands Park Picnic Areas and Fees, 999 Caribbean Dr., Sunnyvale, CA 94089

Park	Area	Capacity	Sunnyvale Resident/Non-Resident
Indian Grass	Areas 1-2	65/site	\$98/site
Bay Breeze	Areas 1-2	65/site	\$98/site
Meadowlands	Areas 1-5	65/site	\$98/site
Pickleweed	Areas 1-2	65/site	\$98/site
Owl Burrow	Areas 1-2	65/site	\$98/site
Eucalyptus Hollow	Areas 1-5	65/site	\$98/site

Other Fees

Inflatable 20x20 Structure	\$25 each
Baylands Single Car Entry	\$6
Pre-paid Parking Passes	\$5.40 pre-paid
Baylands Season Pass	\$25
Baylands Grove	\$100 fee for event non-exclusive facility use.
Lakewood or Murphy Fire Pit Use Permit	\$25

General Park Permit Conditions

The following conditions apply to all park permits and reservations; violations may result in immediate termination of the permit:

- The permittee is required to leave the picnic area in the condition it was received.
- You may use masking tape on picnic tables; however, staples, tacks, nails, screws or any material that may damage the picnic site are prohibited.
- Adjacent picnic site users share barbecue grills.
- All dunk-tanks, petting zoos, bird shows and carnival activities are prohibited in the park.
- Dogs, balloons and kites are prohibited at Baylands Park.
- No model rockets or fireworks are permitted in parks.
- Each guest at an event must obey all applicable City of Sunnyvale, State and Federal rules, ordinances, laws and regulations.
- Permit holders are responsible for adhering to the capacity of their designated site.
- The person or organization to whom the permit is issued assumes all responsibility for use of the facility. Permits cannot be transferred, assigned or sublet. Permit holders must be in attendance for the entirety of the permitted time.
- Only City of Sunnyvale vehicles are allowed on park grounds. You may park only in designated parking areas, and must comply with all zoning and traffic ordinances.
- Food trucks are not allowed in City Parks or in City Park parking lots without a permit. See Municipal Code 5.26.040. Permits may be secured through the Special Event Process. See “Special Event Permits” for additional information. In general, permits can be secured for events occurring only at Baylands Park and afford for one truck per event.
- The areas reserved exclusively for your activity are indicated on your permit. Other non-reserved areas may be used by anyone on a first-come, first-served basis.
- The City of Sunnyvale has the right to assign a staff member to supervise the event.
- Printed material may not be placed on park property or private vehicles without first obtaining permission from the City of Sunnyvale.
- The City of Sunnyvale has banned use of foam plastic food and beverage containers by food vendors and retail sales of these items. To protect the local environment, we ask for your cooperation in not using foam food containers (also known as “styrofoam”) at your event.
- Not all picnic sites are equipped with electrical access, and power to electrical outlets in the picnic areas is not guaranteed and refunds will not be issued should a site be without power.
- Anyone violating established rules and regulations or permit terms and conditions, or acting as to constitute a public nuisance, may be required to leave the picnic facility.

Alcohol

- Alcohol is permitted in picnic areas only in conjunction with a meal.
- Alcohol is limited to beer, wine and champagne.
- Hard alcohol, including “mixed drinks” and “cocktails,” are not permitted in the parks.

Amplified Sound

Any system for amplifying sound, whether for speech, music, or otherwise is prohibited in Sunnyvale parks without a permit. (SMC 9.62.070) Permits are available (\$25) for Baylands Park and through the Special Event process for neighborhood parks. Permit holders using amplified sound at Baylands are required to rent an entire picnic area and cannot use until after 10 a.m. Speakers must be orientated northwest, toward the Bay.

Equipment and Special Requests

Use of personal and rented equipment is not allowed except under the following conditions. **Items not listed must be reviewed, approved and may require a Special Event application.**

Chairs	Up to 12 chairs can be used at one (1) reserved picnic site.
Tables	Up to two (2) tables, no longer than 8ft., can be used at one (1) reserved picnic site.
Pop Up Tents	Up to one (1) pop up tent/umbrella, no larger than 10' x 10', can be used at one (1) reserved picnic site.
Catering	Only pre-prepared food can be delivered to your reserved picnic site. On-site cooking is acceptable if using the City BBQ pits with wood or charcoal.
BBQ's/open flames	BBQ's in City BBQ pits are allowed with wood and charcoal only. No personal cooking equipment is allowed on City property included but not limited to personal BBQ's, BBQ trailers, use of propane, food warming fuels (Sterno), electric appliances or any other type of open flame. (SMC 9.62.070 (g)) Fire Pits at Lakewood and Murphy are reservable with the exception of Spare the Air days. Only dry firewood can be used.
Inflatables*	One (1) inflatable structure no larger than 20' x 20' is allowed per reserved picnic site. A \$25 fee is required. "Bubble Soccer" can be used in conjunction with a field reservation. Please see the list of approved City inflatable vendors.

*See information below for additional information on inflatables.

Inflatables

- One (1) inflatable structure, no larger than 20' x 20', is allowed per reserved picnic site at City parks. Events reserving multiple sites at Baylands Park are limited to a maximum of 2 inflatables per event. A \$25 fee per inflatable is required. Enclosed inflatables may be rented from any vendor of your choice, or you may use your own inflatable.
- Inflatables are not allowed during the off-season, November through March.
- Inflatables are not allowed at first-come, first-served picnic areas, and are only allowed in certain areas at reservable parks. At Baylands, inflatables are not permitted in Pickleweed #2, Owl Burrow #1 and #2 and Eucalyptus Hollow Picnic Sites.

- Inflatable delivery vehicles must remain in parking lots only. Inflatables must be transferred from the parking lot to the appropriate location by some other method than a motorized vehicle.
- Power from the outlets located in the picnic areas may not be used to power inflatables; permittees must rent a generator to power inflatables. Requirements for using generators:
 - Generators must be located at least 20 feet from a booth or tent.
 - Generators must be separated from contact with the public by physical guards, fencing, caution tape or other barrier and must be placed on top of platforms to avoid damaging turf and native grasses.
 - Refueling of the generator is not allowed during event hours.
 - Extra fuel cannot be stored in vendor booths during event hours.
 - Keep combustibles 20 feet away from generator.
 - Permittee shall provide each generator or generator area with at least one fire extinguisher having a minimum rating of 2A:10BC located within 25 feet, but not closer than 10 feet, of the generator. [CCR Title 19, Division 1, §319(b)]

Baylands Parking Procedures

- A \$6 vehicle parking fee per car applies from March through October. Fees are collected at the park entrance and payment must be made before entering the park.
- Buses are not allowed to park in the lot.
- Discounted parking passes for large groups are available upon completion of the Baylands Parking Pass Agreement Form. A 10 percent discount is given when the permit holder elects to complete the Parking Pass Agreement Form. To qualify for the discount, the form must be completed and submitted two business weeks before the event.
- A \$25 season pass is available for frequent visitors. The season pass is valid only at Sunnyvale Baylands Park (Santa Clara County Park season passes are not valid). Carpooling is encouraged.
- There is no charge for pedestrians or bicycles.

Special Event Permits

Visit Sunnyvale.ca.gov to learn about the Special Event Permit process and to determine if your event requires a Special Event Permit. In general, if your event meets one or more of the following criteria, you may be required to complete a Special Event Application:

- Attendance is expected to exceed 450 people
- Advertised and open to the public
- Your event requires traffic/intersection control
- Parking needs exceed the capacity of the venue
- You intend to sell, vend or offer services for sale
- Your event is a tournament, parade, run/walk, carnival or festival.

All Special Event Applications are due to the City **at least 6 weeks before the proposed event**. If your event has an anticipated attendance of over 750 people, applications must be submitted at least 8 weeks in advance. For more information, contact the Special Event Coordinator at 408-730-7599 or events@sunnyvale.ca.gov.

For general park use rules, visit Sunnyvale.ca.gov