



**City of Santa Clarita**  
*Facility Reservations*  
 20880 Centre Pointe Parkway, Santa Clarita, CA 91350  
 Phone: 661-250-3710 Email: reservation@santaclarita.gov

## PICNIC INQUIRY FORM

### INSTRUCTIONS:

- ◆ All fees must be paid when reservation date is confirmed by the Reservation Office. – no exceptions.
- ◆ All requests must be received at least 14 days prior to requested event date.
- ◆ A four-hour minimum is required for all picnic reservations.
- ◆ For certain events, the City of Santa Clarita may require a General Liability insurance policy. Please refer to section C under policies and procedures. You will be notified if this is required for your event.

### Applicant Information:

Name of Applicant:		Organization, if applicable:	
Address:			Phone:
City:		Zip Code:	
Applicant's Email:			
Alternate Contact Name:	Phone:	Alternate email:	

### Please check the best category which applies to you/your organization:

- ☐ **\*\*Non-Profit Organization (Resident\*)**     
 ☐ Private Function (Resident\*)     
 ☐ Commercial/Business  
☐ **\*\*Non-Profit Organization (Non-Resident)**     
 ☐ Private Function (Non-Resident)     
 ☐ City Sponsored

**\*\*Requires Proof of Non-Profit Status 501©3 or 501©4, please attach copy of IRS documentation stating non-profit status.**

### Event Information:

Name of Park Requested:		Event Date Requested:	
Start Time (include set up):		End Time (include clean up):	
Type of Event:			
Total # of Expected Attendees:		# of Adults:	
# of Children:			
Is event open to the public? <input type="checkbox"/> YES <input type="checkbox"/> NO	Will food be served?: <input type="checkbox"/> YES <input type="checkbox"/> NO	If food served: <input type="checkbox"/> self-prepared <input type="checkbox"/> professionally catered	
Will you have a food truck?: <input type="checkbox"/> YES <input type="checkbox"/> NO		Please note: You may be asked to provide a health permit and business license for the catering or food truck. Stand-alone taco carts are prohibited per City Municipal Code (14.06.210).	

### Event Details:

<b>Will you have a bounce house?</b>  <input type="checkbox"/> YES <input type="checkbox"/> NO	<b>If yes, please indicate which bounce house company:</b> <input type="checkbox"/> SCV Bounce <input type="checkbox"/> The Bounce House SoCal <input type="checkbox"/> Extra Fun Jumpers <input type="checkbox"/> Aladdin Jumpers <input type="checkbox"/> Munchkins Arena <input type="checkbox"/> Magic Jump Rentals <input type="checkbox"/> Jolly Bouncers <input type="checkbox"/> Other
<b>Will you have any third-party vendors other than a bounce house? (Example: game truck, bubble soccer)</b>  <input type="checkbox"/> YES <input type="checkbox"/> NO	<b>If yes, please indicate which third-party vendor:</b> <input type="checkbox"/> Game Force Gaming <input type="checkbox"/> D&E Entertainment <input type="checkbox"/> Totally Rad Video Games <input type="checkbox"/> Airballing LA <input type="checkbox"/> Amazing Kid Company <input type="checkbox"/> Other
<b>Which of the following will be present at your event? (Please check all that apply):</b> <input type="checkbox"/> Generator <input type="checkbox"/> Pop-up Canopy (not to exceed 10'x10') <input type="checkbox"/> Amplified Sound <input type="checkbox"/> Carnival Game Booths <input type="checkbox"/> Inflatable Jumper/Bouncer (see note below) <input type="checkbox"/> DJ/Band/Music	
<b>Please provide a description of your event including activities and anything you are planning on bringing to the park not listed above:</b>	