



CITY OF CORONA- COMMUNITY SERVICES DEPARTMENT

PICNIC SHELTER RESERVATION APPLICATION

****SUBMITTAL OF THIS APPLICATION DOES NOT CONSTITUTE APPROVAL****

THIS APPLICATION MUST BE SUBMITTED AT LEAST 30 DAYS PRIOR TO YOUR EVENT

*Return completed application to the Circle City Center located at 365 N Main Street Corona, CA 92880.

Applicant Information

Applicant or Group Name: _____

Primary Contact Person Name: _____ Alternative Contact Person Name: _____

Address: _____ City: _____ State: _____ Zip: _____

E-mail: _____ Primary Phone: _____ Alternate Phone: _____

Reservation Details (reservations must be min. of 5 hours)

Picnic Shelter Requested: _____ Primary Reservation Day & Date: _____

Primary Reservation/ Booking Time: _____ AM PM to _____ AM PM

Alternative Reservation Day & Date: _____

Alternative Reservation/ Booking Time: _____ AM PM to _____ AM PM

Please note that the booking time must include all set up and clean up time you will need before and after your event. Start time is the time you will be let onto the reserved area(s). The latest booking time for any of the reserved area(s) is 10 PM.

Total Number of Guests Expected: _____

Guest Break Down By Age:

Adults (21 & Over) _____ Adults (age 18 to 20) _____ Teens (age 13 to 17) _____ Children (under 12) _____

TYPE OF FUNCTION: Provide information on the type of function (i.e., assembly, baby shower, birthday party, group meeting, repast):

FUNCTION is being held for: Provide who or what the function is for (i.e., self, parent, child, group, friend):

Serving food or beverages? YES NO Will meal be catered? YES NO Is event open to the public? YES NO

Will there be music? YES NO Is there a charge to attend the event? YES NO

VENDOR / ENTERTAINMENT REQUESTS: List vendors/entertainers you will be hiring (All vendors are required to provide proof of liability insurance):

MARKETING: (All events open to the public are required to have a Police Department Special Event Permit & copy of flyer):

Indicate how you will market your event:

FLYER SOCIAL MEDIA OTHER

Please discuss all of your requests for items or equipment you wish to bring, activities to be conducted, and any requests for City equipment use needs with City staff at the time of your booking. All requests require prior approval.



PICNIC SHETLER RESERVATION POLICIES & GUIDELINES

APPLICATION SUBMISSIONS

- The person filling out this form must be 21 years of age or older. If the facility will be used by patrons under the age of 21 years old, there must be one (1) adult present per ten (10) minors (17 or younger) during the event.
- Applicant must abide by all federal and state laws as well as the Corona Municipal Code.
- All fees are required to be paid in full at the time of application submission
- Applications must be submitted a minimum of fifteen (15) days in advance of desired reservation date.
- Applications will be accepted no more than six (6) months in advance for any picnic shelter.

CANCELLATIONS

- The amount of your refund is determined by the date on which you contact the City of Corona of your decision to cancel your reservation:
 - 5 days + from your reservation date: Full refund of hourly fees. Application fees are non-refundable.
 - 1 - 4 days from your reservation date: 50% loss of total rental cost

NON- PROFIT STATUS

- A reduced rate is available for 501 (c)3 non-profit organization who have a physical address within Corona city limits. Proof of State of California non-profit status and/or IRS Certificate is required and must accompany your application.

CONCESSIONS

- Nothing shall be sold, offered, or advertised for sale on or in City facilities unless correct licensing procedures are followed according to the Corona Municipal Code.

INSURANCE

- Upon the Department’s request, the applicant and/or all organizations that are having vendors associated with the reservation will be required to provide a Certificate of Liability Insurance in the minimum amount of \$1,000,000 naming the City of Corona as an additional insured and must be submitted at least fifteen (15) days before the reservation date.

AGREEMENT

I hereby certify that I am the authorized representative of the applicant organization, that application statements are true to the best of my knowledge and that I agree to be bound by the regulations and policies listed above or attached to this application. I, through the signing of this agreement, indemnify, hold harmless and defend the City of Corona and its agents and employees from all suits and actions, including reasonable attorneys’ fees and all costs of litigation and judgement of every name and description against the City as a result of loss, damage, or injury to any person or property by reason of any action or omission by the application organization.

Applicant’s Signature

Date

OFFICE USE ONLY

_____	_____	_____
Date Received	Staff Name	Title