SANTIAGO PARK PICNIC RESERVATION APPLICATION 2024

City of Santa Ana
Reservations Office

3006 Centennial Road Santa Ana, CA 92704

(714) 571-4225 | Fieldreservations@santa-ana.org

Dear Customer:

Thank you for the request to use a City of Santa Ana Park Facility. To honor your request, please read and follow the instructions in this *Picnic Reservation Application,* which will be attached to your Rental Contract/Permit that you receive when you complete your rental.

PAYMENT: In order for the Agency to provide the best service possible, the completed ***Rental Contract/Permit*** and payment, consisting of the hourly fee must be paid at least 72 hours before scheduled reservation. Reservations made less than (10) days prior to the event require payment by money order. No payment will be accepted after Tuesday for reservations that same weekend. Walk-in reservations are welcomed and must follow the same procedure.

Checks and money orders are accepted as payment. We do not accept cash and cannot accommodate credit card customers in-house. Credit card payments are available online only. Checks are to be made payable to the **City of Santa Ana.** Please note that checks will only be accepted if the address on the check coincides with the address on the ***Rental Contract/Permit*** and all other documents. If you pay by check, you expressly authorize the City or its agent, should the check be dishonored or returned for whatever reason, to electronically debit your bank account on which the check is drawn for the amount of the check, PLUS the state's maximum allowable processing fee and any applicable sales tax.

CANCELLATIONS: To ensure full refund, cancellations must be made at least three (3) business days before your reservation date. Cancellations with less than five (3) business days' notice will incur fees. Less than three (3) business days advance notice: 100% forfeiture of reservation fees plus $17.00 processing fee. No Show: 100% forfeiture of reservation fee plus $27.00 processing fee.

NOTE: Alcohol in City parks is prohibited S.A.M.C. (Section 31-2.1A). Loud and raucous noise from sound making or amplifying devices is prohibited S.A.M.C. (Section 10-153). Please dispose of litter in the appropriate receptacles. Bounce houses are prohibited on City parks (see Park Rules Form for more information).

GASHOUSE AND AMPHITHEATER CLEANING FEE: Users who reserve the Gashouse picnic area(s) and/or Amphitheater will be required to pay a $70 cleaning fee in addition to the Gashouse and Amphitheater reservation fees.

RESERVATION HOURS: User can reserve the picnic area(s) until projected sunset hours. Set-up and clean-up time must be included in the reservation.

Applicant Name: _____

Address: _____

Phone: _____ **Email:** _____

Date: _____ **Time:** _____

Purpose and detailed description of event:

_____

_____

_____

Total amount due is $ _____.

Please contact the Reservations Office at 714-571-4225, Monday through Friday from 8:00 a.m. to 5:00 p.m., if you have any questions about the Santiago Park Picnic Reservation Application. For Mobile Recreation Facility Attendant assistance on holidays, weekends and after 5:00 p.m., please call 714-586-6013 or 714-586-6230.

I have read, understand and I am in agreement with the items mentioned above.

_____ _____

Signature ***Date***

Please sign and return the Santiago Park Picnic Reservation Application. Once the application is received and processed, a waiver will be sent to the email provided. Please ensure the waiver is signed.

Parks & Recreation, Community Services Agency
Mailing Address:
Reservations Admin. P.O. Box 1988 M-23
Santa Ana, CA 92702

AMENITIES: Please select from the following:

☐ Gashouse Picnic Area #1 (Includes 4 picnic tables, 1 prep table, 1 grill, and kitchen)

☐ Gashouse Picnic Area #2 (Includes 3 picnic tables, 1 prep table, 1 grill, and kitchen)

☐ Gashouse Picnic Area #3 (Includes 2 picnic tables, 1 prep table, and kitchen)

☐ Picnic Area #1 (Includes grass area closest to the Amphitheatre. Does not include picnic tables, prep tables, grills, and kitchen)

☐ Picnic Area #2 (Includes grass area closest to the playground/Santiago Cabin. Does not include picnic tables, prep tables, grills, and kitchen)

☐ Picnic Area #3 (Includes 4 picnic tables only in between the Gashouse and Santiago Cabin)

☐ Picnic Area #4 (Includes 3 picnic tables only in between the Gashouse and Santiago Cabin)

☐ Picnic Area #5 (Includes 2 picnic tables only in between the Gashouse and Santiago Cabin)

☐ Picnic Area #6 (Includes 4 picnic tables closest to the Lawn Bowling Center)

☐ Picnic Area #7 (Includes 3 picnic tables closest to the Lawn Bowling Center)

☐ Amphitheater (stage included)

GASHOUSE PICNIC AREA RESERVATION FEES:

- Please note a **$70 cleaning fee** will be included for Gashouse picnic area(s) reservations.

- Price for the kitchen will vary based on your group classification.
  - **Group 2:** $15/hr. for Youth Non-Profit Organization
  - **Group 3:** $15/hr. for Resident Recreation Use
  - **Group 4:** $46/hr. for Resident Commercial (Profit-Making Use)
  - **Group 5:** $47/hr. for Non-Resident Recreation Use
  - **Group 6:** $48/hr. for Non-Resident Commercial (Profit-Making Use)

Select one of the following:

☐ Kitchen - $15.00 to $48.00/hr.

☐ Grills - $2.00/hr.

☐ Picnic tables - $10.00/hr. (Santa Ana Resident)

☐ Picnic tables - $21.00/hr. (Non-Resident)

PICNIC AREA RESERVATION FEES: Select one of the following:

☐ Santa Ana Resident - $10.00/hr.

☐ Non-Resident - $21.00/hr.

AMPHITHEATER RESERVATION FEES: Please note a $70 cleaning fee will be included for Amphitheater reservations. Select one of the following:

☐ Santa Ana Resident - $10.00/hr.

☐ Non-Resident - $21.00/hr.