



## TOWN OF LOS GATOS

### PARKS RULES AND REGULATIONS

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#### **HOURS**

- Parks are open from sunrise until one-half hour after sunset.
- Town trails are open from 7:00 a.m. to sunset (unless posted otherwise).

#### **RESERVATIONS ONLINE**

- Reservations must be completed online at [www.losgatosca.gov/parkres](http://www.losgatosca.gov/parkres) or in person at the Parks and Public Works Department by appointment only. Reservations by phone are not accepted.
- Reservations must be made at least 72 hours prior to the requested reservation date.
- Reservations are required for Oak Meadow Park (picnic areas #1-9), and the Town neighborhood parks (Bachman, Belgatos, Blossom Hill, La Rinconada, and Live Oak Manor).
- Reservations are not applicable to Creekside Sports Park.
- Reservations are confirmed once payment has been made online by Visa or MasterCard only.
- All credit card information is processed through a secure service and the data is encrypted for transmission. Credit card information is not stored in our reservation system.
- Single family areas are available in Oak Meadow Park on a first-come, first-serve basis, with a maximum of two tables allowed for a group of 25 or less.
- Changes to location, date, and time of reservation can be made by contacting the Parks & Public Works Department.

#### **CANCELLATION REQUESTS/REFUND POLICY**

- If a reservation is cancelled more than five (5) days prior to the reservation date, a refund is available; however, a non-refundable cancellation fee of \$15 is charged\*.
- If a reservation is cancelled less than five (5) days prior to the reservation date, no refunds are available.
- \*The 2.4% credit card fee is nonrefundable for all cancellations and refunds.
- Cancellations cannot be done online. Customers must contact the Parks and Public Works Department to cancel a reservation.
- Reservation fees are non-transferable.
- Refunds are processed by check only and are mailed within four (4) weeks of cancellation. No online credits are issued.

#### **RAIN POLICY**

- Full refunds are issued only in the event the park is closed due to inclement weather.
- A one-time rescheduling offer will be given if customer notifies the Parks Department within 72 hours of reservation.

### **PARKS SPECIAL USE PERMIT**

If you or your organization is planning an event in a park or trail it may require a Parks Special Use Permit approved by the Parks and Public Works Department. This process is not available through the Town's online reservation program.

A Parks Special Use Permit may be required for some of or all the following elements:

- Use of 3 or more sites and groups of 100 or more in Oak Meadow Park
- Groups of 25 or more at any of the Town's neighborhood parks
- Organized recreational/class activities
- Runs, weddings, etc.

Parks Special Use Permit Application **must be submitted at least sixty (60) days prior to event.** Permits cannot be transferred, assigned, or sublet.

### **CATERER/VENDOR REQUESTS**

- Use of caterers and/or vendors MUST be requested **no less than thirty (30) days prior to the scheduled event** and are subject to approval.
- Permit holder must provide a list of any vendors **at least 30 days prior to the event.**
- All vendors must park on the street or in designated parking lots. (Town Code Section 19.10.035.)
- If approved, the caterer and/or vendor **must** submit the following, **no later than fourteen (14) days prior to the scheduled event** to the Parks and Public Works Department:
  - Proof of Town of Los Gatos Business License
  - Certificate of Insurance per the Town of Los Gatos Insurance Requirements
- I/we agree to require any vendor to indemnify the town of Los Gatos, its elected and appointed officials, employees, and agents (the "Town") and to provide the following insurance with endorsements listing the Town as an additional insured and stating that the insurance is primary with regard to the Town.
- Permit holder is responsible for cleanup after the event. If the Town is required to do cleanup after the event, the permit holder will be invoiced for the Town's costs. (Town Code Sections 19.10.025, 19.30.025.)
- Mobile game trucks and inflatable games (i.e., bubble soccer, hamster ball, etc.), petting zoos, and pony rides are **NOT ALLOWED.**
- Unauthorized caterers and/or vendors will be removed from the park.

### **JUMP HOUSE**

- Jump houses are allowed in select parks, group areas, and picnic areas for an additional fee and require a park reservation.
- Jump houses can only be rented from companies that have an approved Town of Los Gatos Business License and Certificate of Insurance naming the Town as additional insured. The following jump house company is pre-approved and are subject to change.
  - Astro Jump – 408-292-7876
  - Rocket Jumpers – 408-603-6704
  - Bali Baly Jump – 408-226-2706

The Town of Los Gatos has no affiliation with bounce house vendors and does not recommend one over the other. The Town recommends customers research the vendors, their fees, services, and reputation before entering a contract.

- Jump houses must be placed a minimum of 60 feet from the residential fence line.
- Jump houses are allowed at the following neighborhood parks:
  - Bachman
  - Belgatos
  - Blossom Hill
  - La Rinconada
  - Live Oak Manor

### **JUMP HOUSE**

- Jump houses are not allowed in or near the following areas in Oak Meadow Park:
  - Single family areas
  - Playground area
  - Picnic Areas #1, #2, and #7
- Jump houses with water features are NOT allowed.

### **VEHICLE ESCORT**

- Vehicle escorts may be requested for caterer and/or vendor requests only.
- Vehicle escorts are allowed in select parks, group areas, and picnic areas for an additional fee and require either a parks reservation or Parks Special Use.
- Vehicle escorts are limited to one vehicle only (one entry and one exit in the park). No multiple vehicle escorts allowed.
- Parking is allowed only in designated parking lot spaces.

### **ALCOHOL AND FOOD**

- Beer and wine are allowed with food and must not leave the picnic area.
- No hard liquor is allowed.

### **BARBECUES**

- Barbecuing is not allowed one hour prior to sunset.
- Personal/portable barbecues (gas only) are only allowed in reservable picnic areas, as well as existing and designated barbecue areas in the following parks:
  - Blossom Hill Park (located near Baggerly Field and restroom)
  - La Rinconada Park
  - Oak Meadow Park (located in Picnic Areas 1 through 9 and the single-family area closest to the playground)
- Charcoal is only allowed in the large barbecue pits located in reservable picnic areas, as well as existing and designated barbecues in certain parks indicated above.
- Allow fires in barbecue pits to burn out. Do not use water as it will damage the grill and barbecue pit.
- Barbecues are not allowed in the following parks or fields:
  - Bachman Park
  - Balzer Field
  - Belgatos Park
  - Blossom Hill Park (Group Area only)
  - Live Oak Manor Park
  - Pageant Grounds Park
  - Town Plaza
  - Howes Play Lot
  - Oak Hill Play Lot

### **DECORATIONS AND SIGNS**

- Tacks, nails, and staples may not be used on tables and trees for decorations and signs.
- Decorations must not interfere with other picnic areas and must be cleaned up and removed before leaving the park.
- Directional signs may be posted within picnic area or group area only and must be removed before leaving the park. Posting of these signs at the front entrance (curb, gutter, fence, and sidewalk) of the park is prohibited.

### **DOGS**

- Town Code Section 4.40.005 - Restraint of Dogs: The owner or person with the right to control any dog shall keep such dog under his or her own physical restraint by means of a leash not to exceed six (6) feet in length.
- Pet owners are required to clean-up after their pets.

### **SETUP AND CLEAN-UP**

- Customer is responsible for the general setup and clean-up of the reserved group and picnic areas.
- Clean-up includes the removal of all food, decorations, directional signs, and equipment. Trash and recycle receptacles are located in each area. Customer or park visitor shall provide means to clean up area, including extra trash bags. Customer will be charged for additional clean-up.

### **SMOKING**

- Smoking and electronic smoking devices are prohibited in all parks and trails.

### **SOUND**

- Loud music is prohibited at all times.

### **MISCELLANEOUS**

#### **Allowed:**

- Volleyball and badminton nets
- Canopies - no more than two 12' x 12' in each area
- Portable music devices
- Portable pickleball nets

#### **Not Allowed:**

- Egg toss, piñatas, water balloons, confetti, and rice
- Hover boards and skateboards
- Radio controlled airplanes, helicopters, and drones
- Water slides and Slip 'N Slides
- Organized sports without Parks Special Use Permit