



**CITY OF BEVERLY HILLS**  
**COMMUNITY SERVICES DEPARTMENT**  
**444 N. REXFORD DR, 2<sup>ND</sup> FLOOR**  
**BEVERLY HILLS, CA 90210**

# PICNIC TABLE AND FIELD USE PERMIT

ROXBURY PARK – AREA # \_\_\_\_\_  
 471 S. ROXBURY DRIVE  
 BEVERLY HILLS, CA 90212  
 310.285.6840

LA CIENEGA PARK – AREA/FIELD # \_\_\_\_\_  
 8400 GREGORY WAY  
 BEVERLY HILLS, CA 90211  
 310.285.6810

COLDWATER CANYON PARK – AREA# \_\_\_\_\_  
 1100 N. BEVERLY DRIVE  
 BEVERLY HILLS, CA 90210  
 310.285.6820 / [bhreg@beverlyhills.org](mailto:bhreg@beverlyhills.org)

event day/date

time

**APPLICANT INFORMATION**

Organization name (if applicable) \_\_\_\_\_

Applicant name (and title if applicable) \_\_\_\_\_

Address \_\_\_\_\_ City/State/Zip code \_\_\_\_\_

Phone: Home \_\_\_\_\_ Mobile \_\_\_\_\_ Email \_\_\_\_\_

Type of event \_\_\_\_\_ # of guest\* \_\_\_\_\_ # of tables \_\_\_\_\_ # of grills\* \_\_\_\_\_

\*Does not apply to Coldwater Canyon Park. Also, please note Coldwater Canyon Park hosts a maximum number of 30 guests, only 1 picnic area may be reserved per day, and absolutely no open fire or barbecues allowed.

**PAYMENT INFORMATION**

Resident  Non-resident  \*\*charge per table \$ \_\_\_\_\_ x # of tables \_\_\_\_\_ = \$ \_\_\_\_\_

\*\*Note: Only 1 Area (2 tables) at Coldwater Canyon Park can be rented.

Credit Card: Amex  Discover  MasterCard  Visa

Credit Card Number \_\_\_\_\_ Expiration Date \_\_\_\_\_ CVV \_\_\_\_\_

Cardholder Name \_\_\_\_\_ Cardholder Signature \_\_\_\_\_

I hereby certify that I will abide by all rules, regulations and ordinances of the City of Beverly Hills. As an individual or duly authorized representative of the sponsoring organization, I agree to defend and to hold harmless the City of Beverly Hills, together with its officers and employees, against any and all liability and claim thereof for any injury, death or property damage allegedly suffered by any person, occurring during and as a result of the exercise of the privileges and the permission hereby being granted to the sponsoring organization, its agents and employees. My signature below indicates that I agree to be in attendance for the duration of the permit, and disseminate rules and event parameters to all invited guests. Failure to comply with any listed rules, regulations or ordinance may result in permit cancellation.

Applicant signature \_\_\_\_\_ Today's date \_\_\_\_\_

<b>OFFICE USE ONLY</b>		
STAFF NAME _____	SIGNATURE _____	DATE _____
SITE REVIEW COMMENTS _____		
REFUND/REMARKS _____		

**PERMIT APPLICATION** – This permit must be completed by an adult (18 years or older), appearing in person and accompanied by full payment prior to review and processing. Applicants may reserve up to three (3) months in advance for Beverly Hills residents, two (2) months for Beverly Hills businesses, and up to one (1) month in advance for non-residents. Once issued, permits are non-transferable. The staff may relocate applicants and reserves the right to cancel or revoke permits.

**RESIDENCE STATUS/PRIVILEGES** – To qualify for the resident fee and privileges, the applicant must reside within the legal City limits of Beverly Hills. Applicant must show proof of residency in the form of a driver's license, matching address-imprinted checks, utility bill, etc. Beverly Hills post office boxes or postal zones are not acceptable for residency status. Beverly Hills businesses must pay with a check imprinted with Beverly Hills business address to qualify for residence status.

**PAYMENT OF FEES** – Cash, a personal check, cashier's check, or money order, made payable to "City of Beverly Hills" or payment by Visa, MasterCard, Discover or American Express are acceptable. No permit will be taken without full payment of all fees.

**SECURITY DEPOSIT** – The facility is to be left clean and free of debris/trash. Applicant is financially responsible for any damage to equipment or property, and for any additional personnel costs that may result from facility use. Examples of damage include chipped paint, broken furniture, damage/staining to floors, carpets, picnic tables or bbq's, etc. A refund of the deposit will be processed following the activity date, if all Department regulations and requirements have been satisfactorily met, and if no damage to City facilities has occurred. Refund checks are to be mailed 4-6 weeks after event date.

**INSURANCE** – A Certificate of Insurance, naming the City of Beverly Hills as additionally insured for said event, is required for certain activities, events, organized competitive games and for all activities involving participation of more than 100 people. Insurance requirements will be stated upon receipt of application. If insurance is required, written verification is due at least five (5) business days prior to the reserved date.

**CANCELLATION & REFUND** - Applicant is required to notify in writing the Community Services Department of cancellation a minimum of five (5) business days prior to reserved date. A refund of permit fees will be issued, and are subject to a \$10 or 10% service charge, whichever is greater.

**GROUP SIZE & STAFFING** – Outdoor permits are limited to groups of 100 people or less at Roxbury Park, 50 or less at La Cienega Park and 30 or less at Coldwater Canyon Park. Indoor maximum capacities are reflected on the accompanying sheet for each respective park. Activities for minors must be supervised by responsible adults at a ratio of one (1) adult for every ten minors. Permit users may be asked to secure services of a private security officer for supervision of teenage (13-17 years) events. Staff on duty in the park or in the recreation center will provide assistance as appropriate and are authorized to enter a facility room, picnic area or field at any time in the performance of their duties.

**SPORTS EQUIPMENT** – Sports equipment may be used only in appropriate areas designed for sports use. Hardball playing is not allowed in the park, except with written permission of the Community Services Department. Softball playing is permitted only within the diamond area with an outdoor rental permit. Automobiles, trucks and motorcycles are not permitted in the park.

**DOGS** – All dogs must be on a leash not to exceed six (6) feet in length. Nuisances created by animals must be cleaned up immediately. Animals are not allowed indoors without proper identification as registered companions.

**PUBLICITY** –Publicity materials must not advertise City facility telephone numbers and also require approval by the Department.



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455 N. REXFORD DR, ROOM 200  
BEVERLY HILLS, CA 90210

## PARK RULES AND REGULATIONS

To ensure the safety and enjoyment of all park users, the following municipal code is enforced at Roxbury Park, La Cienega Park and Coldwater Canyon Park.

### **BEVERLY HILLS MUNICIPAL CODES Sec. 8-1-4 and 8-1-7**

#### Activities/items that are prohibited in the Park:

- Alcoholic beverages, smoking or narcotics
- Amplified sound
- Privately owned barbecues, hibachis, smokers or any open fire other than in City provided grills
- Bicycles, skateboards, roller skates, in-line skates or scooters
- Folding tables or chairs
- Canopies, tents, umbrellas, shade structures or portable stages
- Gymnastic equipment
- Kites, gliders, piñatas, silly string or wading pools
- Moon bounces/jumpers, obstacle courses, inflatable decorations or carnival attractions
- Parachute games
- Pony rides, petting zoos, reptile farms or any other type of animal attraction
- Projectiles (e.g. lawn darts, foam planes, water powered rockets)
- Remote controlled vehicles, land or air
- Hanging anything in or from the trees
- Staking items into the ground

#### Activities/items that are prohibited in the Park without additional permits and/or license:

- Bubble, popcorn, cotton candy or similar machines without a Beverly Hills permit
- Entertainers including, but not limited to : characters, magicians, scientists or puppeteers without a current Beverly Hills business license
- Generators without Beverly Hills permit approval
- Sports equipment, except in appropriate areas designated for sports use and with proper permits
- Commercial vehicles such as fire trucks and food service vehicles
- Vendors or caterer without a current Beverly Hills business license

The Department reserves the right to cancel picnic facility permits.

By your signature below the applicant/organization agrees to abide by all City Ordinances and Department Rules and Regulations governing the use of the park. Applicant is also responsible for the cleanup of the area upon departure.

Print name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_