



City of Patterson  
 Recreation & Community  
 Services Department  
 1033 W. Las Palmas Ave  
 Patterson, CA 95363

## FIELD RESERVATION APPLICATION

Phone: (209) 895-8080  
 Fax: (209) 895-8189  
 recreation@ci.patterson.ca.us  
 P.O. Box 667  
 Patterson, CA 95363

**All Park Reservations require insurance.**

Name  Phone/Cell:

Address

City  State  Zip Code

Email \_\_\_\_\_

Alternate Contact:  Phone/Cell:

Non-Profit (Must meet the 501c (3) qualifications)     Private Event     Special Event Reservation

Name of Organization:

Type of Event:  Event Size: (Estimated People Attending)

Date:  Check-In:  Check-Out:

Include Setup Time

Include Cleanup Time

Facility:	Amenity : (Will you have or need?)	Add On: (For Office Use)
<input type="checkbox"/> Sports Park Ball Diamond 1	<input type="checkbox"/> \$20/hour Lights 2 hour minimum	<input type="checkbox"/> \$100 Deposit (Park/Season)
<input type="checkbox"/> Sports Park Ball Diamond 2	<input type="radio"/> Sports Park Ball Diamond 1	
<input type="checkbox"/> Garza Park Ball Diamond	<input type="radio"/> Sports Park Soccer Field	
<input type="checkbox"/> Soccer Field	<input type="radio"/> Garza Park Ball Diamond	

**\*Use and attach sheet if necessary - all games and practice reservations must be accompanied by a schedule.\***

Additional Notes / Requests

**Insurance Requirements:**

General Liability Insurance and Endorsement are requirements:

- 1) \$1,000,000 General Liability
- 2) City of Patterson must be named on the endorsement.

HUB International Insurance website: [www.eventinsure.com](http://www.eventinsure.com) email: [specialevent@hubinternational.com](mailto:specialevent@hubinternational.com)

2300 Clayton Road, Suite 300  
 Concord, CA 94520  
 Phone: 925-609-6500  
 Fax: 925-609-6550  
 CA License # 0757776

Approved:  Date:

**FACILITY HOLD HARMLESS WAIVER**

The undersigned agrees to indemnify and hold harmless and defend, the City of Patterson, its officials, employees, volunteers, agents and representatives against any and all claims or liabilities of any injury or death to any person or damage to property in any manner arising out of or incident to the performance of this agreement, including without limitations all consequential damage, whether or not resulting from the negligence of the undersigned or their agents or guests.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**KNOWING AND VOLUNTARY EXECUTION**

I have carefully read this application and fully understand its contents. I am aware that this is a contract between myself and the City of Patterson and I sign this application on my own free will.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

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***The City of Patterson, Recreation & Community Services Department hopes you enjoy using our facilities. If you have any questions or problems please call the Recreation & Community Services Department at 209-895-8080 during regular business hours, M-Th 8:00 a.m. - 6:00 p.m., Friday 8:00 a.m. - 5:00 p.m. or 911 in case of an emergency. If you need assistance during the weekend, please call our part-time parks staff during weekend mornings, afternoons & evenings 495-2370 & weekday evenings from 6 p.m. to 10 p.m.***

**Facility Information**

- Sports Complex - Ball Diamonds** - Field 1 & 2 - Dugouts. Drinking Fountain. Skinned infield. Bleachers.
- Sports Complex - Soccer Field** - One Large Soccer Field. On Small Soccer Field (Triangle). Soccer Goals.
- Garza Park - Ball Diamond** - Near Playgrounds. Near Restrooms. Lights for Ball Diamond.

**Reservation Policy**

- 1) Reservations are made on a first come first reserve basis.
- 2) All reservations can be made with the Public Works Department at City Hall, through our Reservation Clerk, **no later than Friday before the week ahead.**
- 3) All fees must be made in full at the time of reservation.
- 4) No changes will be made to the permit 5 business days before the scheduled reservation.
- 5) General liability insurance with an endorsement naming the City of Patterson as additional insured is required. All insurance requirements must be met 6 business days in advance of the event.
- 6) Deposit is required.

**Refund Policy**

The following refund policy will be in effect regarding all park and recreation facilities available for reservation:

- 1) A group may cancel their reservation thirty (30) calendar days prior to the reservation; a refund will be given less a \$10.00 administration fee.
- 2) A cancellation fee based upon 50% of all fees will be assess if cancellation is made after 30 days.
- 3) In the event the permit holder fails to appear for the scheduled use or cancel with less than 5 days notice, no refunds of fees will be given.
- 4) A full refund or new reservation will be given due to cancellation cause by inclement weather.

**Park Rules (Ordinance 74, 598 & 688)**

- 1) No Vehicles on Grass    2) No Alcohol without a Permit    3) No Glass Bottles    4) No Organized Games without a Permit
- 5) No Groups over 50 people without a permit    6) No Special Events without a Permit    7) No Gambling
- 8) No Golfing    9) No Littering    10) No Dogs on Leash    11) Parks Close at Dusk

**FAILURE TO ABIDE BY THESE RULES WILL RESULT IN THE LOSS OF YOUR DEPOSIT.**