

MARINA GREEN DAY USE PERMIT APPLICATION

CITY OF BRISBANE MARINA
 400 SIERRA POINT PARKWAY, BRISBANE, CA 94005
 650 / 583-6975 PHONE
 650 / 583-6978 FAX

1. RESERVATION REQUEST

Contact Person _____
 Organization (if applicable): _____
 Day Phone: _____ Evening Phone: _____
 Address: _____
 City of Residence/Group Status*: _____ Zip: _____ CDL#: _____
*(please provide proof of residency or group status)
 E-mail: _____

2. EVENT

Area(s) Requested (refer to map for locations): **1 2 3 4**
 Date: _____ Day of Week: _____
 Starting Time (include time for set-up): _____
 Ending Time (include time for clean up): _____
 Number attending under 18 years old: _____ 18 - 20 years: _____ 21+ years: _____

3. Describe your event. Include nature of event and specific description of use of the Marina Green (include any music, barbecues, games such as volleyball, badminton, Cosmo Jump, piñatas, food service, entertainment, tents, booths, fund raising activities, special signs, etc.).

4. ADMISSION FEES AND SALES*

Will there be an admission fee or booth fee?	Yes	No	
Will there be sales of novelties or goods?	Yes	No	
Will there be sales of food?	Yes	No	(If yes, a Permit To Operate is required by the California Health and Safety Code. Applications can be obtained from the Marina Office)
Does your group have a City of Brisbane License?	Yes	No	

* Additional insurance is required for exhibitors, non-food sales concessionaires and food sales concessionaires. Contact the Marina Office for more information.

5. I have read and understand the Marina Green Day Use Permit Policy and hereby agree to comply with such policy. I understand the failure to comply with the policy could result in the cancellation of my event and the forfeiture of all fees paid to the City for the event. I agree to indemnify, defend, and hold the city harmless from any liability claim arising from the conduct of my event.

Applicant's Signature _____

Date _____

Received:

Date: _____ By: _____

Approved:

Date: _____ By: _____

Issued:

Applicant: _____
 Police: _____
 Attendant: _____

Fees:

Total # of Participants: _____

Total Fees Collected: \$ _____

CK# / MO# / CC / Cash _____

Bus. Lic. Req'd: Yes # _____ No

Health Per. Req'd: Yes # _____ No



CITY OF BRISBANE
BRISBANE MARINA
400 Sierra Point Parkway
Brisbane, California 94005-1898
(650) 583-6975
Fax (650) 583-6978
www.ci.brisbane.ca.us

LIABILITY RELEASE

NOTICE: THIS IS A LEGAL DOCUMENT WHICH LIMITS OUR LIABILITY, PLEASE READ CAREFULLY! BY SIGNING THIS DOCUMENT YOU STATE THAT (1) YOU ASSUME ALL RISK OF INJURIES FROM PARTICIPATION IN THIS ACTIVITY, (2) YOU RELEASE THE CITY OF BRISBANE, ITS OFFICERS, EMPLOYEES, AGENTS, AND SERVANTS FROM ALL LIABILITY ARISING OUT OF YOUR PARTICIPATION IN THIS ACTIVITY.

I. ASSUMPTION OF RISK: I voluntarily participate in the activity described in the Brisbane Marina Day Use Permit, fully aware of the dangers and risks involved and knowing that the City of Brisbane does not guarantee the construction, condition, or safety of the facilities or the equipment, nor the supervision of the activity by its officers, employees, agents, and servants. I expressly assume the risk of all loss, damage or injury from my participation in or presence at the said activity.

II. RELEASE OF LIABILITY: In consideration for the opportunity to participate in this activity and the services provided by the City of Brisbane, I (on behalf of myself, my heirs, assigns, and legal representatives) release the City of Brisbane, its officers, employees, agents, and servants from any liability arising out of my participation in or presence at the described activity in the Brisbane Marina Green Day Use Permit. I expressly absolve the City of Brisbane, its officers, employees, agents, and servants of liability for their negligence.

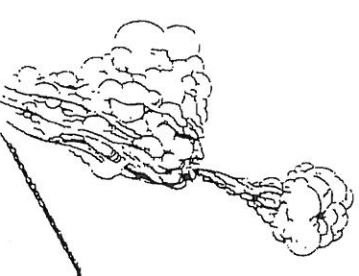
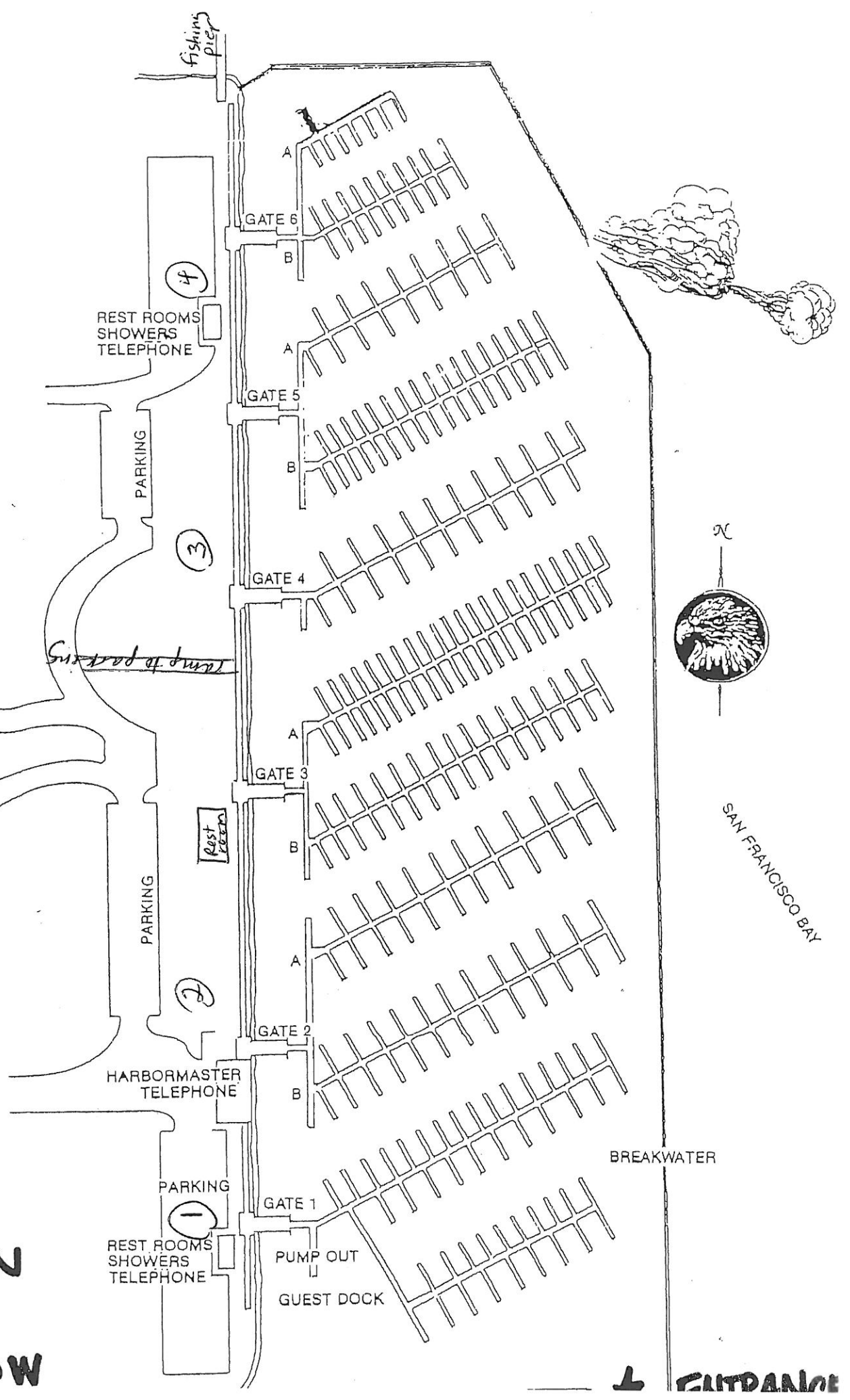
X

PARTICIPANT

DATE

- ① South Promenade (grass + trees, small space)
- ② Dock 2 Promenade (largest open space area, no trees)
- ③ Poplar Picnic Area at Gate 4 (grass + trees)
- ④ North Poplar Grove Promenade (grass + trees)

★ LAT
 37° 40.30' N
LON
 122° 22.10' W



SAN FRANCISCO BAY

BREAKWATER

ENTRANCE

The City of Brisbane

Marina Green Day Use Permit Policy

A. General Policy

It is the general policy of the City of Brisbane that persons/groups shall be permitted and encouraged to use Brisbane Marina Green area for recreational, educational, cultural and other worthwhile purposes which are available to all persons regardless of age, gender, race, religion or national origin. Persons or groups may reserve portions of the Marina Green for their use based upon criteria contained within this Reservation Day Use policy. This policy does not preclude any persons from using the Marina Green without a reservation in accordance with the adopted policies and ordinances pertaining to such use.

B. Reservation Designated Areas

The Marina Green is divided into four distinct group reservation areas: (1) the South Promenade, (2) the Dock 2 Promenade (3) the Poplar Picnic Area at Gate 4 and (4) the North Poplar Grove Promenade. Portions of these areas can be reserved utilizing the Day Use Permit policy. The entire Marina Green's grassy area is designed to be an open space, limited recreational area. It may be used on special occasions for small and large group activities with a Day Use Permit. The picnic table areas are intended for families and small groups, but can accommodate larger groups as needed.

C. Reservation Procedure

1. Reservations may be made by contacting the Brisbane Marina during normal business hours.
2. The application must be completed and filed in person by an adult representative of the group applying. No permit will be issued to a minor.

Permit applications must be completed and submitted no less than two (2) working days prior to the desired date for groups of fifty (50) persons or under and no less than five (5) working days prior to the desired date for groups of fifty (50) persons to one hundred (100) persons. Over one hundred (100) person permit requests require City Council approval, thus require one (1) month advance notice.

Phone reservations will be held for five (5) working days and will not be secured until the application process is complete and the fee is paid within the timeframe prescribed in Section F8 of this policy.

3. Applicants must comply with the rules and regulations pertaining to their request.

D. Priorities for Use of Park Areas

Brisbane residents, Marina tenants and Brisbane businesses and their employees have priority over non-resident persons or groups in the scheduling of facilities. The City of Brisbane reserves the right to cancel any permit if said use conflicts with a City sponsored or co-sponsored event.

E. Timeline for Application

The City of Brisbane reserves the right to schedule exclusive use of any part of the Marina Green or the entire areas at any time for City or City sponsored functions.

Permit applications will be considered on a first-come, first-served basis for one time use, such as birthday parties, weddings, company picnics, etc. Applications may be filed up to **three (3) months in**

advance for Brisbane residents, Marina tenants and Brisbane businesses and **one (1) month in advance** for non-residents.

Major Community Event Use Permit applications for City sponsored or co-sponsored events open to the general public may be submitted up to one (1) year in advance.

F. **Guidelines for Persons/Groups Issued A Day Use Permit**

1. Day use permit is defined as between the hours of sunrise to sunset. Any nighttime events will be considered on their individual merits.
2. Any person, group or organization which has damaged or destroyed any City property or has failed to follow established policy in the past may be denied a permit.
3. Users of the Marina Green are responsible for any damages or extraordinary cleanup resulting from their use. Permit holders are prohibited from using nails, staples or other items that could damage any components of the Marina such as the trees, restrooms, BBQ's, tables or any of its facilities. The permit holder will use all due diligence to avoid having any debris or materials pollute the Marina's grounds and waters.
4. Staff shall consider the safety, health and welfare of persons and the security, preservation and orderly use of Marina facilities as criteria when reviewing permit applications. All applicable City ordinances, including the City Noise Ordinance and any special rules or regulations established for the Marina Green will be in effect. This includes, but is not limited to: entertainment, sales and games.
5. All illegal activities are prohibited. Alcohol may be permitted upon approval of the application, depending upon the legality and appropriateness of its usage.
6. Charging admission, selling tickets or solicitation of money in any manner without prior approval is prohibited. This includes the sale and/or peddling of any foods, refreshments, novelties or goods.
7. The permit holder shall be required to perform all site preparation and all clean up following the completion of the event.
8. A fee will be charged for reservation of City facilities in accordance with section G of this document. Checks must be made payable to the City of Brisbane and must be submitted to the Marina office at least two (2) days prior to the event.
9. The City of Brisbane reserves the right to pre-empt any event at any time.
10. No person shall use or permit the use of any sound amplification device in any portion of the Marina Green without specific permission of the City of Brisbane. All noise being emitted from said gathering must comply with the City of Brisbane Noise Ordinance.
11. Parking will be specified in each permit condition based on availability, location and convenience to Marina tenants.
12. Permit holders shall not engage in any activity or erect any equipment or decorations which infringes on the Marina tenants' ability to use or access the Marina or any of its other facilities.
13. Permit holders are prohibited from access to the dock gates unless prior permission has been granted.

- 14. Permit applicants must sign an agreement that holds the City of Brisbane harmless for any loss or damage of any property brought onto the premises and any liability associated with the activity and assumes the risk for participating in the area applicant is requesting.
- 15. Special use conditions may apply on a case by case basis depending on the activity.

G. Schedule of Fees

The City of Brisbane reserves the right to adjust fees at its discretion when necessary. Fee increase adjustments are recommended to the City Council through the process of a public hearing. Reservations already secured will not be affected by rate changes. Daily fees are charged for the exclusive use of the portion of the Marina Green that you reserve.

<u>Persons</u>	<u>Resident Fee*</u>	<u>Non-Resident Fees</u>
25 – 50	\$ 25	\$ 75
51 – 100	\$ 75	\$225
101 – 250	\$125	\$375

* Includes Brisbane businesses and Marina berth renters in good standing.

H. Group Application Process

The application approval process is designed to allow for consideration of small group applications (groups between one and fifty persons) by the Marina staff. Group applications (groups of more than 50 persons) must be approved by the Marina Services Director and group applications (groups of more than 100 persons) must be approved by the City Council, at a scheduled public meeting. Applications will be reviewed to assure that the Marina’s passive, recreational community environment is maintained and that the Marina berth renters and the public’s best interest are protected.

I. Time Periods for Groups to Utilize Reserved Areas

Day Use Permits are valid until sunset. **Hours may be expanded with advance approval by the City, depending on the type of event and fees may be adjusted appropriately.**

J. Cancellation Policy

Applicants must notify the Marina office in writing within two (2) working days prior to the scheduled reservation. Failure to cancel an event within this timeframe may result in forfeiture of the reservation fee.

K. Refund Policy

In the event of rain, groups may receive a partial or full credit or refund of their reservation fees. Rainy day refunds will be determined by the Marina Services Director.

In the event of a complete rainout, groups will receive a full refund or a credit toward an alternate reservation date, if the applicant notifies the Marina in writing within ten (10) working days after the date of scheduled use.

Allow four to six weeks for processing of refunds.

L. Violations of Day Use Policy

Violations of conditions of the Day Use Permit or City regulations shall be punishable by a fine in the maximum of \$100 for each violation as per City Ordinance.