

How to Make a Reservation Request



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Go to: BrisbaneCA.org/PicnicReservation

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Reserve Options

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Reservation Requests



Reserve Facility

To create a reservation request, login with your username and password. If your account does not have a "Customer Type," please email parks&rec@brisabneca.org or call 415.508.2140

1. Click "Reservation Requests"

Brisbane Parks & Recreation Department
50 Park Place
Brisbane, CA 94005
Parks-Rec@ci.brisbane.ca.us
Tel. 1 (415) 508.2140
Email: Parks-Rec@ci.brisbane.ca.us

Methods of Payment
Visa, MasterCard, American Express

Have Questions?
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network.

2. Sign in
- or -
Create an account by
clicking "Join"

Sign in

Don't have an account? [Join](#)



Sign in

*Login name (Required)

Enter your Login name

*Password (Required)

[Forgot your password / login name ?](#)

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Sign in

Don't have an account? [Join](#)



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Reservation Event Information

Welcome to the Reservation Request Site!

▼ Reservation

Please provide the following information about the event for which you want to reserve facilities and/or equipment.

*Event Type (Required)

*Description (Required) (e.g., Johnson Wedding)

*Number of Guests (Required)

Continue

3. Enter your event's
description and expected
number of guests.

*If the number of guests entered exceeds the capacity of a facility, you will not be able to move forward with your reservation request.



Reservation: Facility / Equipment Search



Please use the fields below to find facilities/equipment for your event.

▼ Choose the location or area for your event

[Use SHIFT or CTRL to select multiple locations or areas]

Locations -OR- Areas

Any Locations
Brisbane Cmty Park

Any Area

▼ Choose the type of facility for your event

[Use SHIFT or CTRL to select multiple types]

Any Facility Type
Gazebo
Picnic Area

▼ Choose the facility for your event

[Use SHIFT or CTRL to select multiple facilities]

Any Facility
Park Gazebo
Picnic Area 1 (4 tables)
Picnic Area 2 (4 tables)
Picnic Area 3 (4 tables)

▼ Specify facility amenities or special features your event requires

[Use SHIFT or CTRL to select multiple requirements]

Facility must meet **One** of the requirements

Unspecified
Access to BBQ pit
Access to Kitchen
Access to Scoreboard
Area for Jumpers

When you have selected your requirements, click

Continue



Use the following list to go back to a previous step.

Start Over

Go Back

4. Narrow your search results

If you want to check availability for multiple facilities, highlight them before clicking Continue.

▼ Choose the type of facility for your event

[Use SHIFT or CTRL to select multiple types]

Any Facility Type
Gazebo
Picnic Area

▼ Choose the facility for your event

[Use SHIFT or CTRL to select multiple facilities]

Any Facility
Park Gazebo
Picnic Area 1 (4 tables)
Picnic Area 2 (4 tables)
Picnic Area 3 (4 tables)



Any Facility
Park Gazebo
Picnic Area 1 (4 tables)
Picnic Area 2 (4 tables)
Picnic Area 3 (4 tables)

Reservation Facility / Equipment Search

No results match your criteria.

Please use the fields below to find facilities/equipment

▼ Choose the location or area for your event

[Use SHIFT or CTRL to select multiple items]

Locations

-OR-

Any Locations	▲
Brisbane Cmty Park	▼

▼ Choose the type of facility for your event

[Use SHIFT or CTRL to select multiple items]

Any Facility Type	▲
Gazebo	▼
Picnic Area	▼

*If you get this error, it is due do one of the following reasons:

- The number of guests entered exceeds the capacity of the facility you are trying to reserve.
- The amenities selected in Step #4 are too limiting. Try selecting "unspecified".

Reservation: Select Facility / Equipment

The following facilities/equipment match the criteria you specified in the previous step.
Use the check-boxes in the Select column to choose which item(s) to try to reserve.

Select	Number of Guests	Qty of Equipment	Name	Type	Reservation Unit	Location
<input type="checkbox"/>	20	0	Park Gazebo	Facility	Rental Block	Brisbane Community Park 11 Old County Road Brisbane, CA 94005 (415) 508-2140
<input checked="" type="checkbox"/>	20	0	Picnic Area 1 (4 tables)	Facility	Rental Block	Brisbane Community Park 11 Old County Road Brisbane, CA 94005 (415) 508-2140
<input type="checkbox"/>	20	0	Picnic Area 2 (4 tables)	Facility	Rental Block	Brisbane Community Park 11 Old County Road Brisbane, CA 94005 (415) 508-2140
<input type="checkbox"/>	20	0	Picnic Area 3 (4 tables)	Facility	Rental Block	Brisbane Community Park 11 Old County Road Brisbane, CA 94005 (415) 508-2140

When you have selected the facilities/equipment to try to reserve, click

Continue

5. Make sure the facilities you want to search are marked with the blue check box.

*You can select as many facilities as you would like; this step is going to check for availability. You will not be required to reserve all of the checked boxes.

Reservation Event Dates

Picnic Area 1 (4 tables) cannot be reserved more than 90 day(s) in advance.
Picnic Area 1 (4 tables) can be booked starting at 8:00am, 90 day(s) in advance.
Picnic Area 1 (4 tables) must be reserved at least 4 day(s) in advance.

▼ Specify the Dates

Choose the date or range of dates for your event. You must enter a beginning date AND either the number of consecutive weeks or the end date. (Please note: For one-day events, the beginning and end dates are the same.)

Begin Date

-- AND --

Number of Weeks

-- OR --

End Date

▼ Specify when the event starts

Available Time Slots

To review your event dates, click

Use the following list to go back to a previous step.

6. Enter your desired date. Make sure the "Begin Date" and "End Date" are the same.

*If you want to check multiple dates, you will be able to return to this page and enter them.

7. Choose your event times.

*If a "time block" is listed, that means the facility is only available for reservation with that time block.

Review Reservation Event Dates

Please review the dates you selected (highlighted).

If you are not satisfied, click on a day of the month to add, change, or remove a date from the request.

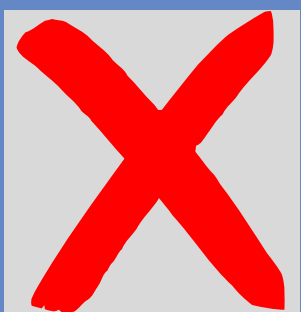
* indicates a date which you have changed from the requested pattern of dates and times.

▼ June, 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26 10:00 am 5 hours
27	28	29	30			

8. Review your date, then click continue.

*If the area is available, you will be see the blue check box again; if it is not available, then there will be a red 'X'.



Reservation Facilities/Equipment Availability

Please select one or more available items to reserve from the following list.

Request	Name	Type	Location	Deposit	Estimate	Processing Fee (estimated)	Comment
<input checked="" type="checkbox"/>	Picnic Area 1 (4 tables)	Facility	Brisbane Community Park 11 Old County Road Brisbane, CA 94005 (415) 508-2140	--	Charge : \$95.00		0 Review selected time.
<input checked="" type="checkbox"/>	Picnic Area 1 (4 tables)	Facility	Brisbane Community Park 11 Old County Road Brisbane, CA 94005 (415) 508-2140	--	Charge : --		1 date is not available
Select All Deselect All							

When you have selected the facilities/equipment to reserve, click [Continue](#)

Use the following list to go back to a previous step.

[Customize/Review Event Date\(s\)](#) [Go Back](#)

Reservation Checklist / Questions

Please check any of the items you want included with your reservation request.

Select Checklist Items			
Agree to Waiver	Required	Description	Attachment
Initials: <input type="text"/>	Yes	COVID-19 Rental Waiver (A)	--
Initials: <input type="text"/>	Yes	COVID-19 Rental Waiver (B)	--
Initials: <input type="text"/>	Yes	Reservation COVID-19 (1)	--
Initials: <input type="text"/>	Yes	Reservation COVID-19 (3)	--
Initials: <input type="text"/>	Yes	Reservation COVID-19 (4)	--
Initials: <input type="text"/>	Yes	Reservation COVID-19 (5)	--
Initials: <input type="text"/>	Yes	Reservation COVID-19 (6)	--

Please answer the following questions.

Questions	
*Please indicate number attending: under 21 years old / 21 and over <i>(Required)</i> ex. 25 / 10	<input type="text" value="10"/>
*Will alcoholic beverages be served? <i>(Required)</i>	<input type="button" value="Yes"/>
*Will your event have amplified music/sound? <i>(Required)</i>	<input type="button" value="No"/>
*Are you planning on having a pinata? <i>(Required)</i>	<input type="button" value="No"/>
*Are you planning on using a barbeque? <i>(Required)</i>	<input type="button" value="Yes"/>

When you are done, click

9. Review and initial all waivers & answer the questions.

10. Review your request, pay any required fees, then SUBMIT!

Intro Activities Reservations

Reservation Review

This is the final step in your reservation!

Review the information carefully.

When you click on the Submit button below, you will be asked to pay the charge amount of **\$95.00**.

Picnic Area 1 (4 tables) at Brisbane Community Park

#	Day	Date	Time
1	Friday	Jun 18, 2021	10am to 3pm

If the above dates and times are correct, click

Use the following list to go back to a previous step.

Checklist / Questions