



**City of Foster City**  
**Foster City Parks and Recreation**  
 670 Shell Blvd., Foster City, CA 94404  
 650-286-3382 (park rental inquiries) / 650-286-3380 (front desk)

**STAFF USE ONLY:**  
 Date Rec'd \_\_\_\_\_  
 Time \_\_\_\_\_  
 Rec'd by \_\_\_\_\_

## Park Rental Application

*Residents may request rentals up to a year in advance of requested date.  
 Non-residents may request up to 90 days in advance of requested date.*

APPLICANT		
Name of Individual/Organization: _____		Foster City Resident: <input type="checkbox"/> Yes <input type="checkbox"/> No
Contact Name: _____	Telephone #: _____ (    )	Alternate Phone #: _____ (    )
Address: _____		Email: _____
City/State/Zip Code: _____		
AREA REQUESTED	ALCOHOL / BOUNCE HOUSE / INFLATABLES	
<input type="checkbox"/> Boothbay (max. 150) * <input type="checkbox"/> Gull (max. 50) * <input type="checkbox"/> Boothbay small picnic area (max. 30) <input type="checkbox"/> Farragut (max. 30) <input type="checkbox"/> Leo J. Ryan Amphitheater (max. 200) <input type="checkbox"/> Bridgeview (max. 30) <input type="checkbox"/> Leo J. Ryan Gazebo (max. 25) <input type="checkbox"/> Catamaran (max. 30) <input type="checkbox"/> Leo J. Ryan Hilltop (max. 50) <input type="checkbox"/> Edgewater (max. 30) <input type="checkbox"/> Erckenbrack (max. 50) <input type="checkbox"/> Other _____ <input type="checkbox"/> Marlin (max. 50) *                              *Bounce house permitted	Will alcohol be served? <input type="checkbox"/> Yes <input type="checkbox"/> No  Bounce house / Inflatables? <input type="checkbox"/> Yes <input type="checkbox"/> No  _____ Bounce House/Inflatable Company	
EVENT INFORMATION		
<b>DAY/TIME</b> (Parks open for general use 9am-Dusk, Mon-Sun)  Date Requested: _____  Day(s) of Week: <input type="checkbox"/> Su <input type="checkbox"/> M <input type="checkbox"/> Tu <input type="checkbox"/> W <input type="checkbox"/> Th <input type="checkbox"/> F <input type="checkbox"/> Sa  Event Hours: (includes set-up & clean-up time)  Start Time: _____ am/pm      End Time: _____ am/pm	<b>EVENT TYPE</b> <input type="checkbox"/> Picnic <input type="checkbox"/> Public Event <input type="checkbox"/> Company Party <input type="checkbox"/> Other _____  <b>ESTIMATED ATTENDANCE:</b> _____	

**AGREEMENT FOR USE**

Applicant hereby agrees to hold the Estero Municipal Improvement District, Foster City Parks and Recreation, the City of Foster City, the individual members thereof and all District and City agents and employees free and harmless from any loss, damage, liability, cost or expense that may arise during or be caused in any way by such use or occupancy of said facility. I, the undersigned, hereby certify that I will be personally responsible on behalf of the applicant for any damages sustained to the turf, lights, nets, tables, or equipment or damages sustained to the above shall be compensated within seven days. I realize that the reservation is granted with the understanding that City staff may cancel when the facility is needed for its own program. It is my responsibility to notify Recreation staff of any cancellation on my part. Permit must be shown upon request. I understand and agree to abide by all park rules as outlined in the Park Use Rules Agreement. *Submission of this form is not a guarantee for use.*

Applicant (print name): \_\_\_\_\_ Date: \_\_\_\_\_

Applicant Signature: \_\_\_\_\_

PAYMENT IS DUE WITH APPLICATION AND WILL BE PROCESSED IMMEDIATELY UPON APPROVAL

# City of Foster City Park Rules Agreement

## APPLICATION \_\_\_\_\_ Initial

- Application must be submitted at least seven (7) working days prior to date requested. Applications are accepted on a first come/first served basis.
- Hours listed on application must include set-up and cleanup time. Park hours are 9am-dusk, Mon-Sun.
- In the event that a reserved park is needed for City of Foster City use or maintenance, or if the area is deemed unusable for weather or damage purposes, the City reserves the right to reschedule, relocate or deny a request previously approved. The applicant will be given as much advance notice as possible if this is necessary.
- Only the applicant may make changes to reservation. No changes will be accepted with less than seven (7) days notice.
- Completion of application **does not guarantee reservation**. Please allow 1 week for review/processing. Invitations should not be sent until permit and receipt are received.

## CANCELLATION / PERMIT CHANGES \_\_\_\_\_ Initial

- To **cancel reservations**, please go to [www.fostercity.org/cancellations](http://www.fostercity.org/cancellations).
- All Park renters shall receive a full refund of Park Rental Fees minus current administrative fee if cancellation occurs more than 14 business days in advance. Cancelling between 13 to 3 business days in advance will result in a 50% refund of the Park Rental Fees minus current administrative fee. If a park rental cancellation occurs less than 2 business days prior to reservation date, the Park Cancellation Fee shall be the entire cost of the park rental and no refund shall be given.
- Credit card refunds will be refunded back to the card. Refunds for fees paid by check or cash will be refunded by check and mailed to the address listed on the application. Please allow 4-6 weeks after the reservation date for refund check.

## FEES \_\_\_\_\_ Initial

- All fees are due and payable with application. Applications submitted without payment will be rejected. Please see "Fees" sheet for detailed rental, insurance, and other fees.
- City of Foster City reserves the right to refuse rental or use to applicants who have previously used the park and left it in poor condition. Applicants assume full financial responsibility for their party and guests in case of damage, theft or disturbances during their event. Damage fees will be due and payable within 30 (thirty) days after event.

## ALCOHOL \_\_\_\_\_ Initial

- A \$1,000,000 certificate of liability insurance must be submitted to Foster City Recreation 20 days prior to the event.
- If selling alcohol, in addition to the insurance certificate, the facility user, at their expense, must obtain a permit from the Alcoholic Beverage Control Office. A copy of the permit must be received by the Facility Services Coordinator at least ten (10) days prior to the event. The original must be displayed during the event.

## BOUNCE HOUSE \_\_\_\_\_ Initial

- Permitted only at Boothbay, Marlin, and Gull parks only. Only ONE bounce house may be used during an event.
- Set up of bounce house may not begin before 10am. Bounce house must be completely broken down by 5pm.
- Generators must be provided by the inflatable company. Only Marlin Park has an electrical outlet (under roofline of restroom building).
- A \$1,000,000 certificate of liability insurance must be submitted to Foster City Recreation from the inflatable company prior to the event. The City must be listed as "additional insured" EXACTLY as follows:  
City of Foster City  
Estero Municipal Improvement District  
670 Shell Blvd.  
Foster City, CA 94404

## RENTAL POLICIES \_\_\_\_\_ Initial

- Applicant must be on site and available at all times during event.
- Facility users may not charge a registration fee, admission fee, or entrance fee of any kind. No solicitations or sales presentations may be made on City property. Permission to hold a fundraiser is limited to non-profit organizations at the discretion of Foster City Recreation.
- Children must be supervised at all times.
- Rental area must be restored to pre-event condition. Trash must be placed in trash receptacles. Rental areas should be left clean.
- City of Foster City is not responsible for lost, forgotten, or stolen items.
- Full refunds will be issued if it rains during a scheduled rental and makes the reserved area unusable. Park user must contact Parks and Recreation Department staff within the week following the date of the permit. Requests to cancel a permit due to the forecast of bad weather will not be granted without a \$26 cancellation fee.

## PROHIBITED ITEMS \_\_\_\_\_ Initial

- Smoking is prohibited at all City parks.
- Certain items, such as hamster wheels, bumper ball, dunk tanks, water slides and inflatables requiring water are prohibited.
- Other items not specifically listed may also be prohibited upon review by staff.
- No stakes or posts of any kind are allowed in the grass.
- No amplified sound is allowed to be used in the park.
- No animals except on-leash dogs are allowed in the parks. Petting zoos not allowed.
- No motorized vehicles are allowed on grass areas at any time. Permission must be granted prior to using a motorized vehicle on any park patio area, pathway, sidewalk, or walkway.

I have read and agree to comply with the rules as stated above.

Applicant Signature \_\_\_\_\_ Date \_\_\_\_\_

Staff Signature \_\_\_\_\_ Date \_\_\_\_\_

## Foster City Park Rental Rates

*Effective July 1, 2024*

Park	FY 24/25	FY 24/25
	Resident Rate (Residents may apply to rent reservable parks up to a year in advance of requested date)	Non-Resident Rate (Non-Residents may apply to rent reservable parks up to 90 days in advance of requested date )
Gull, Marlin, Erckenbrack	\$82	\$103
	Capacity 50 people	
Boothbay	25-50 people \$137	\$172
	51-100 people \$191	\$239
	101-150 people \$246	\$308
Leo Ryan Patio Area	\$82	\$103
	Capacity 50 people	
Leo Ryan Amphitheater	1-100 people = \$164	\$205
Four (4) hour maximum rental time	101-150 = \$273	\$342
Leo Ryan Gazebo Two (2) hour maximum rental time	\$44	\$55
	Capacity 25 people	
Leo Ryan Grass West	\$44	\$55
	Capacity 25 people	
Bridgeview and Shorebird Park	\$44	\$55
	Capacity 30 people	
Catamaran, Farragut, Edgewater Park	\$71	\$89
	Capacity 30 people	
Food truck fee	\$82 per park per truck	\$82 per park per truck

### Reservation Rules

- Inflatable jump house -\$32 administrative fee.
- First change to a facility and park rental is free. For additional changes (location and date), Renter will incur a \$10 charge per change.
- Proof of insurance will be required if serving alcohol.
- Rain Out Policy: Full refunds will be issued if it rains during a scheduled rental and makes the reserved area unusable. Park user must contact Parks and Recreation Department staff within the week following the date of the permit. Requests to cancel a permit due to the forecast of bad weather will not be granted without a \$26 cancellation fee.
- If you are expecting at least 50 people at your event, it may require a Special Event Application, regardless of whether it is open to the public. If it requires three or more permits, it is considered to have a high impact for review as it must be reviewed by multiple departments in the City's Interdepartmental Evaluation Committee (IDEC).
- Damage reimbursement agreement. Applicants assume full financial responsibility for their party and guests in case of damage, theft or disturbances during their event. Damage fees will be due and payable within 30 (thirty) days after event.

### Park Cancellation Fees

- All Park renters shall receive a full refund of Park Rental Fees minus current administrative fee if cancellation occurs more than 14 business days in advance. Cancelling between 13 to 3 business days in advance will result in a 50% refund of the Park Rental Fees minus current administrative fee. If a park rental cancellation occurs less than 2 business days prior to reservation date, the Park Cancellation Fee shall be the entire cost of the park rental and no refund shall be given.

*Revised July 2024*

## **IMPORTANT INSURANCE NOTE FOR RENTERS**

The Foster City Recreation Center does not purchase insurance for rentals. Insurance is required to be provided by renters in the following situations:

- Any indoor party or reception (regardless if alcohol is served or not).
- Any outdoor picnic/party that is serving alcohol.
- Any other event that is determined to require insurance by the Foster City Parks and Recreation Department.

You may either request a Certificate of Liability insurance from your homeowner's or renter's insurance carrier, or you may purchase event insurance through a company like AAA, Geico or [theeventhelper.com](http://theeventhelper.com).

Any insurance certificate provided to the City must include the following (this information may be given to the vendor or insurance carrier so the certificate is properly filled out):

1. Date of the event
2. The City of Foster City requires a \$1,000,000 comprehensive liability insurance policy.
3. The City Of Foster City must be named as additional insured. Wording on the certificate should read: City of Foster City and Estero Municipal Improvement District, its Council, officers, boards, commissions, employees and agents."

The additional insured address is:

City of Foster City/Estero Municipal Improvement District  
670 Shell Blvd  
Foster City, CA 94404  
ATTN: Dusty Landwehr

The certificate of insurance is due 30 days prior to your event. It can be emailed to [dlandwehr@fostercity.org](mailto:dlandwehr@fostercity.org), or it may be U.S. mailed or dropped off at the Vibe Teen Center at 670 Shell Blvd.

Please see the following page for an example of the Certificate of Liability Insurance and Endorsement that we will need for your rental.



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

09/20/2021

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

<b>PRODUCER</b> Next First Insurance Agency, Inc. PO Box 60787 Palo Alto, CA 94306	<b>CONTACT NAME:</b> <b>PHONE (A/C. No. Ext):</b> (855) 222-5919 <b>FAX (A/C. No):</b>	
	<b>E-MAIL ADDRESS:</b> support@nextinsurance.com	
<b>INSURER(S) AFFORDING COVERAGE</b>		<b>NAIC #</b>
<b>INSURER A:</b> State National Insurance Company, Inc.		12831
<b>INSURED</b> YOUR NAME STREET ADDRESS CITY, STATE, ZIP	<b>INSURER B:</b>	
	<b>INSURER C:</b>	
	<b>INSURER D:</b>	
	<b>INSURER E:</b>	
	<b>INSURER F:</b>	

**COVERAGES**

CERTIFICATE NUMBER: 5810611

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> <b>COMMERCIAL GENERAL LIABILITY</b> <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:	X					EACH OCCURRENCE \$
							DAMAGE TO RENTED PREMISES (Ea occurrence) \$100,000.00
							MED EXP (Any one person) \$15,000.00
							PERSONAL & ADV INJURY \$1,000,000.00
	GENERAL AGGREGATE \$						PRODUCTS - COMP/OP AGG \$2,000,000.00
							\$
	<b>AUTOMOBILE LIABILITY</b> <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	<b>UMBRELLA LIAB</b> <input type="checkbox"/> OCCUR <b>EXCESS LIAB</b> <input type="checkbox"/> CLAIMS-MADE DED <input type="checkbox"/> RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$ \$
	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? <input type="checkbox"/> Y/N <input checked="" type="checkbox"/> N/A (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below						PER STATUTE <input type="checkbox"/> OTH-ER <input type="checkbox"/> E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

City of Foster City and Estero Municipal Improvement District, Its Council, officers, boards, commissions, employees, and agents as an Additional Insured on the General Liability policy on a primary and non-contributory basis. All Certificate Holder privileges apply only if required by written agreement between the Certificate Holder and the insured, and are subject to policy terms and conditions.

**CERTIFICATE HOLDER**

City of Foster City  
 Estero Municipal Improvement District  
 670 Shell Blvd  
 Foster City, CA 94404

**CANCELLATION**

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

**THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.**

## **DESIGNATED ADDITIONAL INSURED – PRIMARY INSURANCE**

This endorsement modifies insurance provided under the following:  
COMMERCIAL GENERAL LIABILITY COVERAGE PART

### **SCHEDULE**

**Name of Additional Insured Person or Organization:**










































































































City of Foster City and Estero Municipal Improvement District, Its Council, officers, boards, commissions, employees, and agents.  
650 Shell Blvd  
Foster City, CA 94404

- I. **SECTION II - WHO IS AN INSURED** is amended to include the person or organization shown in the **SCHEDULE**, but only with respect to liability for "bodily injury", "property damage" or "personal and advertising injury" caused, in whole or in part, by your acts or omissions or the acts or omissions of those acting on your behalf:
1. In the performance of your ongoing operations; or
  2. In connection with your premises owned by or rented to you. However:
1. The insurance afforded to such additional insured only applies to the extent permitted by law; and
  2. If coverage provided to the additional insured is required by a contract or agreement, the insurance afforded to such additional insured will not be broader than that which you are required by the contract or agreement to provide for such additional insured.
- II. With respect to the insurance afforded to these additional insureds, the following is added to **SECTION III – LIMITS OF INSURANCE:**
- If coverage provided to the additional insured is required by a contract or agreement, the most we will pay on behalf of the additional insured is the amount of insurance:
1. Required by the contract or agreement; or
  2. Available under the applicable Limits of Insurance shown in the Declarations; whichever is less.
- This endorsement shall not increase the applicable Limits of Insurance shown in the Declarations.
- III. Coverage provided to the additional insured shown in the **SCHEDULE** is afforded on i) a primary basis, ii) a noncontributory basis, or iii) a primary and noncontributory basis in accordance with the applicable written contract between you and the additional insured.

All other terms and conditions of the policy remain unchanged.

# Park Amenity Grid

BALLFIELD 	BEACH 	CHILDREN'S PLAY AREA 	PICNIC AREA 	TENNIS COURTS 
BASKETBALL COURTS 	BIKE PATH 	PICKLE BALL COURTS 	RESTROOM 	VOLLEYBALL COURTS 
BARBECUE 	BOAT LAUNCH 	BOCCE BALL 	SOCCER FIELDS 	DOG PLAYGROUND 

PARKS/ACRES																
ARCTURUS/.75																
BAYWINDS/ 1.3																
BOAT /DOG/3.18																
BOOTHBAY/11.21																
BRIDGEVIEW/3.2																
CATAMARAN/5.88																
EDGEWATER/8.53																
ERCKENBRACK/3.48																
FARRAGUT/3.86																
GATESHEAD/.12																
GULL/3.14																
KETCH/1.6																
KILLDEER/2.42																
LEO J. RYAN/20.73																
LEO PARK/.015																
LEVEE PEDWAY/11.2																
MARLIN/3.13																
POMPANO/.56																
PORT ROYAL/3.98																
SEA CLOUD/23.9																
SHAD/2.16																
SHOREBIRD/ 3.5																
SUNFISH/2.41																
TURNSTONE/1.53			