



The City of Costa Mesa



**Parks
Make
Life
Better!**

Park Reservation Directory

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Park Reservation Informational Page

Bounce Houses:

Patrons will not have to pay a deposit or turn in insurance or business license when choosing a vendor from our list.

All bounce houses **MUST** be placed at least 100ft from the nearest resident property line or wall.

Additional paperwork **MUST** be filled out for bounce house use.

Vendors:

All patrons using vendors (ex: caterer, DJ, security, portable restrooms, etc.) must submit vendor liability insurance listing the City of Costa Mesa as an additional insured (see sample on the next page), a Costa Mesa business license and a \$100 security deposit per vendor.

If a vendor will be present at an event similar to a fundraiser or health fair but does not have a contractual obligation, no services are provided and no money is exchanged (between the patron and vendor or the vendor and the public), a deposit and CM business license are not necessary. General liability insurance is needed for the person/company/organization to be onsite.

Insurance is approved by Risk Management, business license is verified by Finance.

Additional paperwork **MUST** be filled out for vendor use.

Amplified Sound:

All audio equipment **MUST** be faced away from residential property.

Amp. sound must be approved by the RM for not more than a block of four hours.

Special Events Permit:

An additional permit is required to be obtained in certain instances. Typically an event that is open to the public with more than 50 people, or an event that has live audio or non-domesticated animals will require a special events permit. Costs for this permit start at \$425.00. Contact x4941 for more information.

Park Reservation Pricing:

All park fees are dependent upon how many people will be in attendance and whether or not the patron is a resident/non resident or non-profit/commercial organization. Please see page four for further information.

In order to receive the resident rate, an up-to-date, government issued ID must be checked. If that is not available, a current utility bill (electricity, gas, water only—cell phone and car insurance are not accepted) must be presented at the time of transaction.

In order to receive the non-profit rate, proof of non-profit status in the form of 501c3 or 501c4 must be presented at the time of transaction.

Non-Permitted Park Gatherings:

All unreserved park spaces are open to the public on a first come-first served basis. That said, the City of Costa Mesa's Municipal Code limits the number of people meeting in a public space without a reservation to 10. Groups of more than 10 people without a permit risk being asked to leave the premises and being cited at the discretion of park rangers. See Chapter II, Article I, Sec.12-53 for further information.

City Hall Closures:

All parks are open on federal holidays and City Hall closure dates, but reservations are not taken due to the majority of city personnel not being present to provide essential services.

Personal Equipment Belonging to Patrons:

BBQs that are propane based are allowed unless otherwise stated. Coal BBQs are only allowed at parks that have a hot coal disposal container.

EZ up type tents are limited by size to no larger than 10x10.

Personal bounce houses or catering equipment is not allowed unless proper insurance has been obtained and approved by Risk Management and the Recreation Manager.

CERTIFICATE OF INSURANCE

005550

DATE (MM/DD/YY)
07/03/2002

PRODUCER: UNIFORM INSURANCE COMPANY P.O. Box 12345 Any city, Any state 12345-6789	THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND, OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.
INSURED:	COMPANIES PROVIDING COVERAGE
	COMPANY A
	COMPANY B
	COMPANY C
	COMPANY D

COVERAGES:
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 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 TERMS, EXCLUSIONS AND CONDITIONS OF BOTH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YY)	POLICY EXPIRATION DATE (MM/DD/YY)	LIMITS
GENERAL LIABILITY <input type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS MADE <input type="checkbox"/> OCCUR <input type="checkbox"/> OWNER & CCNT PROT <input type="checkbox"/> LIABILITY ARISING OUT OF ATHLETIC PARTICIPATION	ABC 1234 567	07/03/2002	07/03/2003	PRODUCTS COMP OF AGG \$ 1,000,000 PERSONAL & ADV INJURY \$ 1,000,000 EACH OCCURRENCE \$ 1,000,000 FIRE DAMAGE \$ 50,000 MEDICAL \$ 5,000
AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> RENTED AUTOS <input type="checkbox"/> NON-OWNED AUTOS				COMBINED SINGLE LIMIT \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per inc) \$ PROPERTY DAMAGE \$
DAMAGE LIABILITY <input type="checkbox"/> ANY AUTO				AUTO ONLY - EA ACCIDENT \$ OTHER THAN AUTO ONLY \$ EACH ACCIDENT \$ AGGREGATE \$
EXCESS LIABILITY <input type="checkbox"/> UMBRELLA FORM <input type="checkbox"/> OTHER THAN UMBRELLA FORM	ABC 1234 567	07/03/2002	07/03/2003	EACH OCCURRENCE \$ 1,000,000 AGGREGATE \$ 1,000,000
WORKER'S COMPENSATION AND EMPLOYERS' LIABILITY				<input type="checkbox"/> STATUTORY LIMITS EACH ACCIDENT \$ DISEASE - POLICY LIMIT \$ DISEASE - EACH EMPLOYEE \$
OTHER				

POSITION OF OPERATIONS/LOCATIONS/SPECIAL ITEMS
EVENT: COSTA MESA MARATHON DATE: 07/03/2002 SANC: #1234
 Certificate holder as an additional insured for this sanctioned event

CERTIFICATE HOLDER CITY OF COSTA MESA 77 FAIR DRIVE COSTA MESA, CA 92626	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES AS CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING COMPANY TO MAIL 30 DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT
	AUTHORIZED REPRESENTATIVE <i>John Doe</i> UNIFORM INSURANCE COMPANY

POLICY NUMBER:
LIABILITY

COMMERCIAL GENERAL

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

**ADDITIONAL INSURED -
STATE OR POLITICAL SUBDIVISIONS - PERMIT**

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART.

SCHEDULE

State Or Political Subdivision:
The City of Costa Mesa and its elected and appointed boards, officers, agents, and employees are additional insureds.

(If no entry appears above, information required to complete this endorsement will be shown in the Declarations as applicable to this endorsement.)

Section II - Who Is An Insured is amended to include as an insured any state or political subdivision shown in the Schedule, subject to the following provisions:

- This insurance applies only with respect to operations performed by you or on your behalf for which the state or political subdivision has issued a permit.
- This insurance does not apply to:
 - "Bodily injury," "property damage" or "personal and advertising injury" arising out of operations performed for the state or municipality; or
 - "Bodily injury" or "property damage" included within the "products-completed operations hazard".

Any other insurance maintained by the City of Costa Mesa shall be excess and not contributing with the insurance provided by this policy.



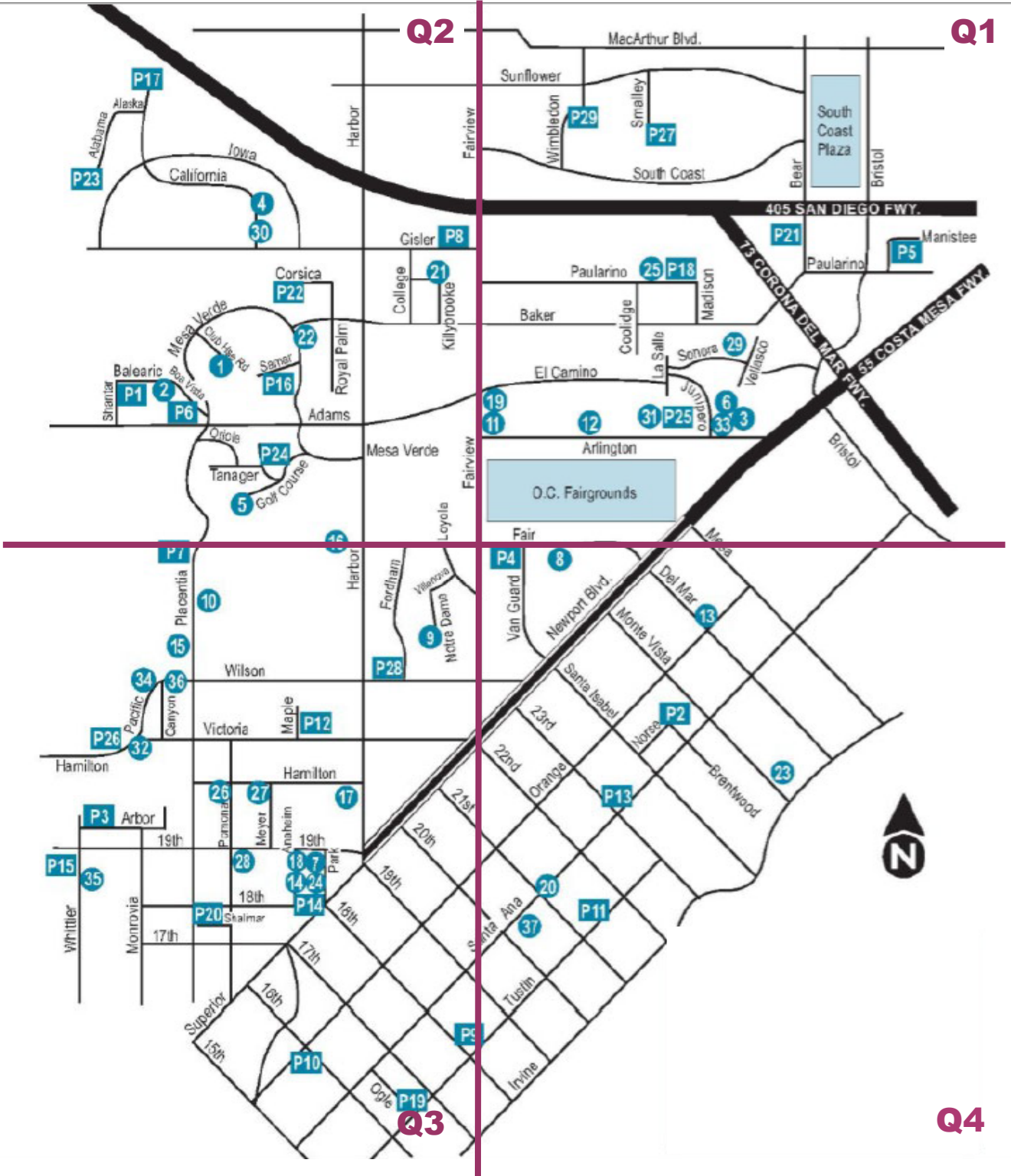
Park Rental Fees

Effective 9/1/17 Minimum of 4 hours required	
Classification	Per Area
Private Resident/Non-Profit	
11-50 Attendees	\$15.00/hr
51-150 Attendees [^]	\$40.00/hr
151+ Attendees [^]	\$62.50/hr
Private Non-Resident	
11-50 Attendees	\$52.50/hr
51-150 Attendees [^]	\$102.50/hr
151+ Attendees [^]	\$152.50/hr
Commercial Companies/Organization	
11-50 Attendees	\$102.50/hr
51-150 Attendees [^]	\$152.50/hr
151+ Attendees [^]	\$202.50/hr
Additional fees may be applied	
[^] 50+ Attendees. Security deposit required	\$100.00
Cancellation/Transfer of Reservation	\$25.00
Utility Fee	\$40.00
Security Deposit	\$100.00
Basketball/Volleyball Court	\$15.00

*\$5 Administrative fee **required** per transaction

** 0-10 attendees for Private Residents, please inquire with Parks & Community Services Department Staff

Park Locations by Quadrant



Q1:	
Del Mesa (P5)	TeWinkle (P25)
Paularino (P18)	Wakeham (P27)
Shiffer (P21)	Wimbledon (P29)
Q2:	
Balearic (P1)	Moon (P17)
Estancia (P6)	Smallwood (P22)
Gisler (P8)	Suburbia (P23)
Mesa Verde (P16)	Tanager (P24)
Q3:	
Canyon (P3)	Marina View (P15)
Fairview (P7)	Pinkley (P19)
Harper (P9)	Shalimar (P20)
Heller (P10)	Vista (P26)
Ketchum-Libolt (P12)	Wilson (P28)
Lions (P14)	
Q4:	
Brentwood (P2)	Jordan (P11)
Civic Center (P4)	Lindbergh (P13)

*Just down the hill from Estancia Park *Multiple basketball courts *Tot lot is an open playground during non-program hours

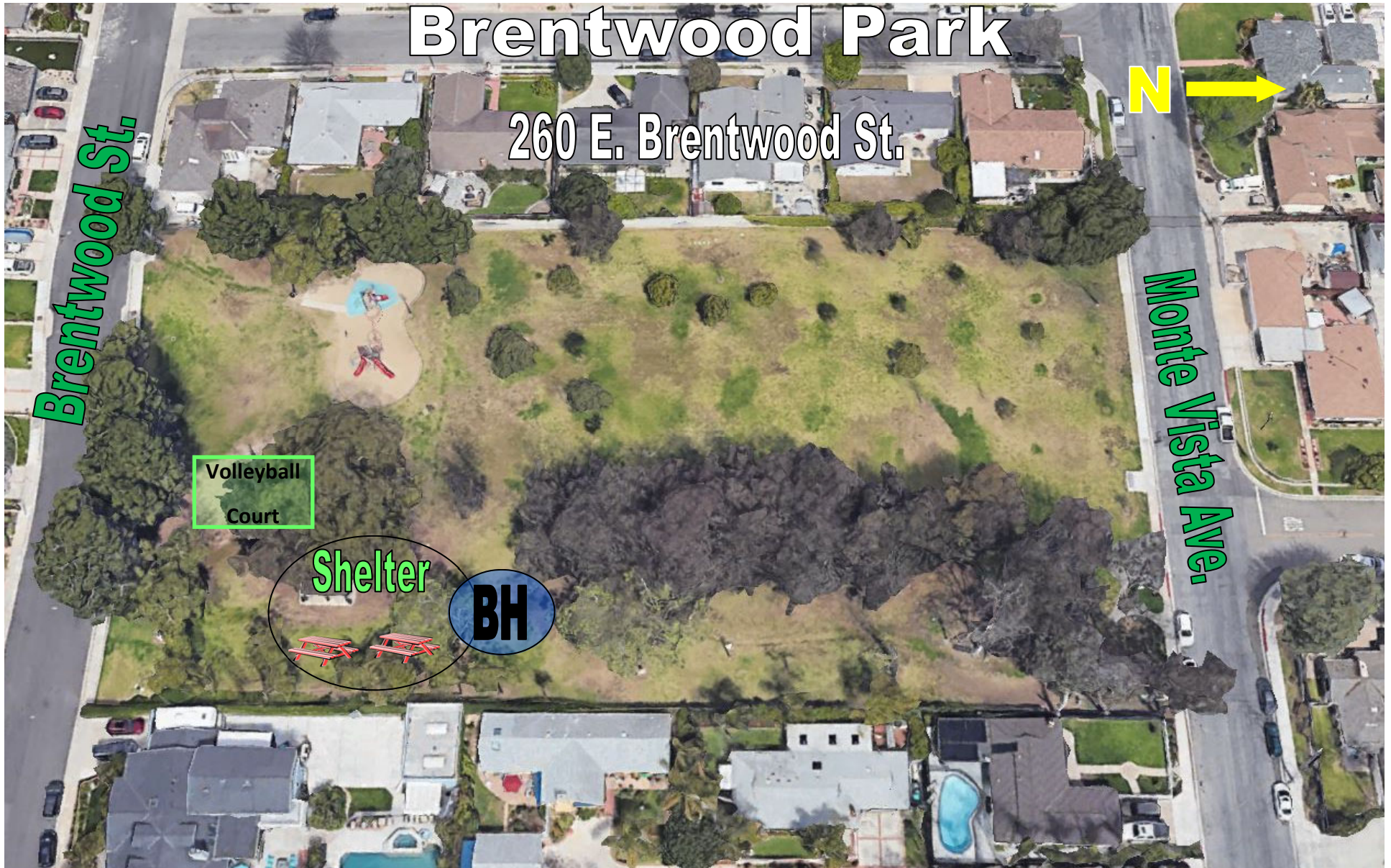
Q2



NO RESERVATIONS AT THIS PARK

*No restroom *Propane grills ok to bring *Wooden shelter, not full coverage *Volleyball Court available to rent

Q4



***25 person max at shelter**

*No restroom *Picnic areas away from playground



*Picnic 1: 25 person max *Picnic 2: 25 person max



Civic Center Park

77 Fair Dr.

NO RESERVATIONS AT THIS PARK

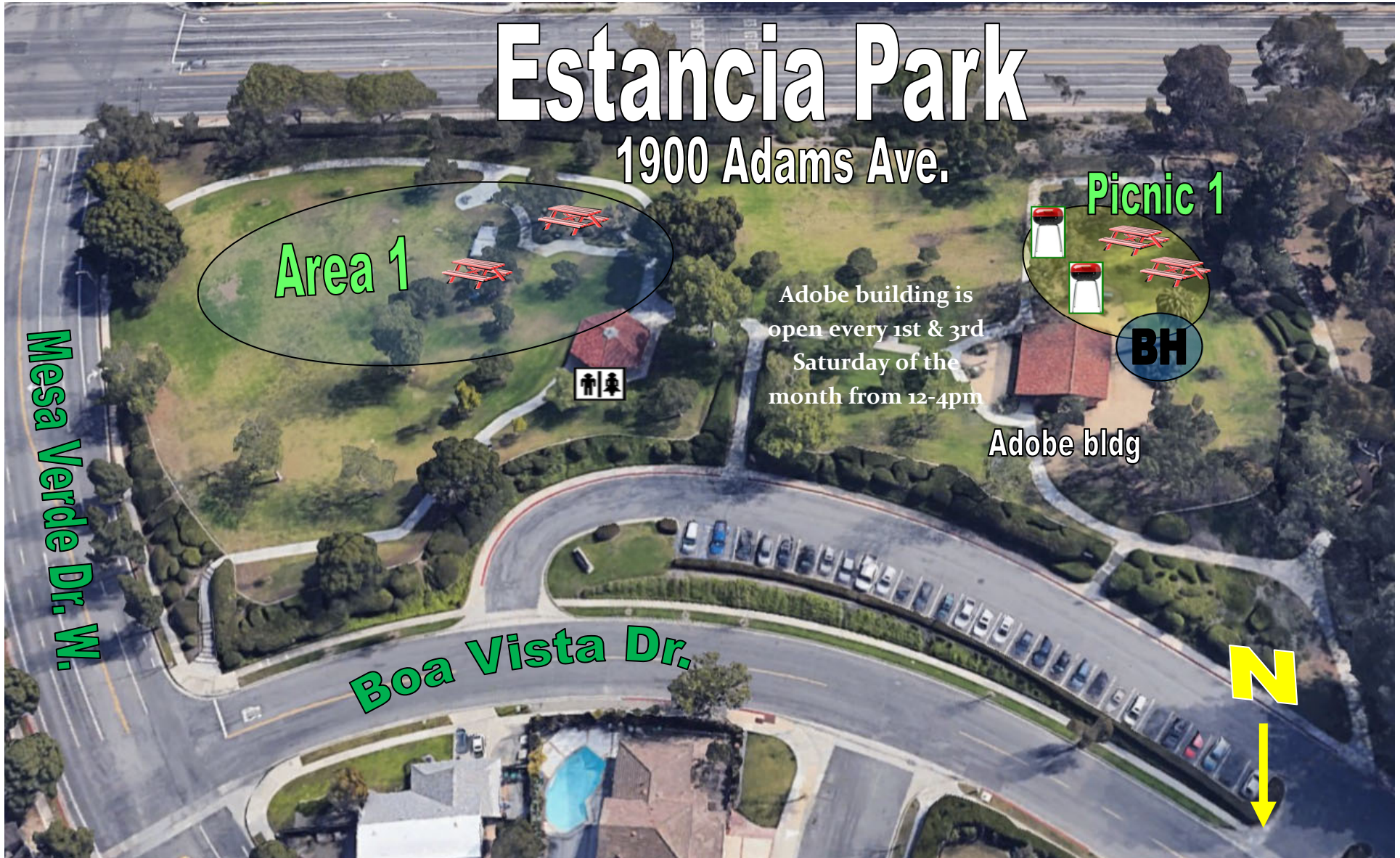
*Volleyball court & basketball court available to rent

Q1



*50 person max at shelter *25 max at Picnic 1, no BH allowed

*No playground *Less than 50 parking spots *Camp's home base during summer, no reservations during programming



***Picnic 1: 50 person max *Area 1: 51+, Requires Approval**

*No BH, vendors or caterers allowed *No extra tables, chairs, grills, etc.



***25 person max at shelter**

***Requires Approval**

*No restroom *Propane grills ok to bring *Volleyball court available to rent

Q2



***25 person max at Picnic 1**

*No restroom *Propane grills ok to bring

Q3



*25 person max at Picnic 1

*No grills onsite *Propane grills ok to bring * No bounce house allowed



*Picnic 1: 50 person max

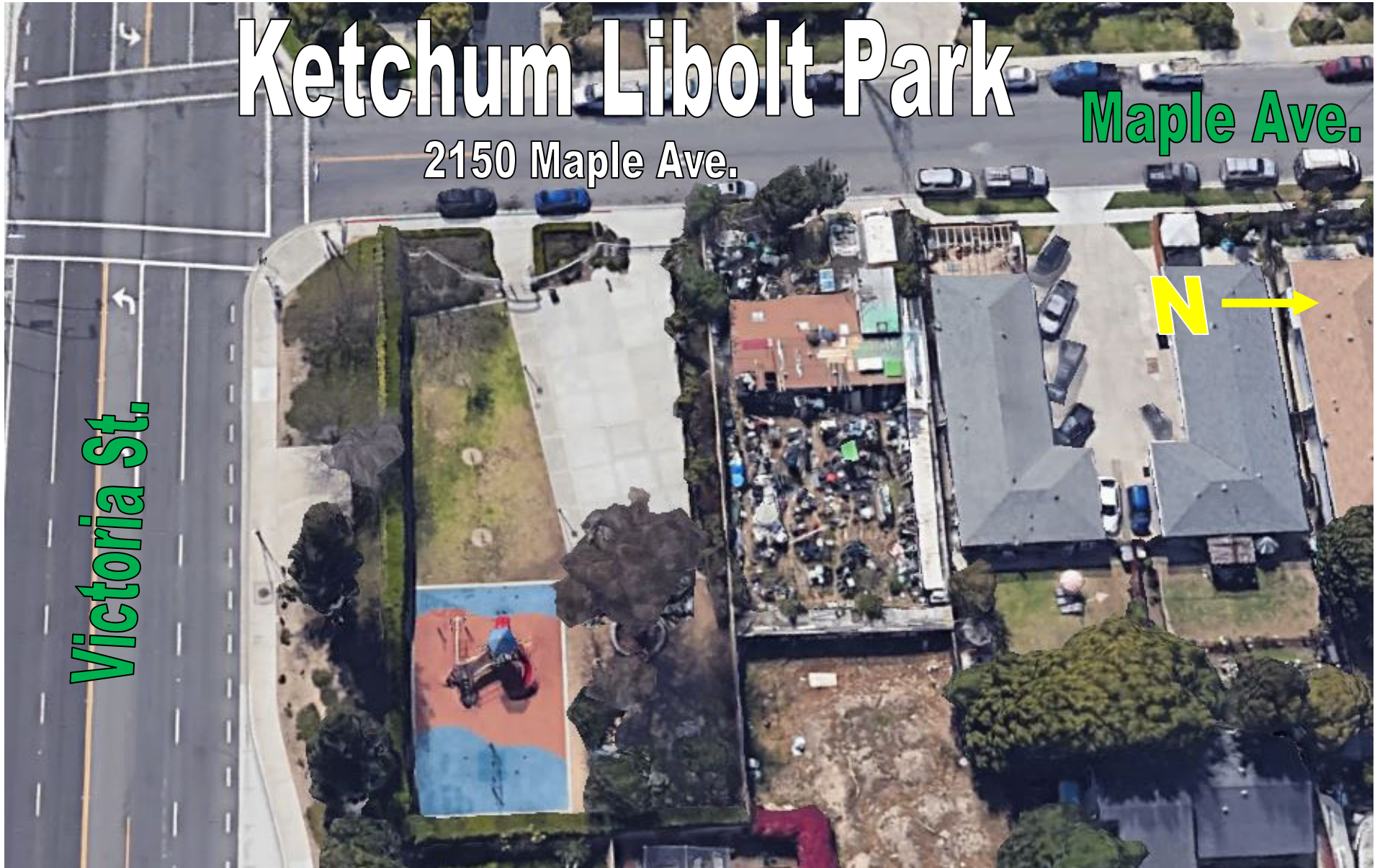
*Picnic 2: 25 person max

*No restroom *Propane grills ok to bring

Q4



*25 person max at Picnic 1



Ketchum Libolt Park

2150 Maple Ave.

Maple Ave.

Victoria St.

N →

NO RESERVATIONS AT THIS PARK



NO RESERVATIONS AT THIS PARK

*Under construction as of 2017

Q3



NO RESERVATIONS AT THIS PARK

*No restroom *Open Area could hold 100 w/ group transport & approval



*25 person max at shelter *26-50 people with Open Area rental, Requires Approval

*No restroom *Wooden shelter, not full coverage



*25 person max at shelter

*No restroom *No grills onsite *Propane grills ok to bring

Q2



***25 person max at Picnic 1**

*No restroom *No grills onsite *Propane grills ok to bring *Wooden shelter, not full coverage **Q1**



***25 person max at shelter *26-50 people allowed with Area rental**

*No restroom *Only 1 BH per day



*25 person max at Picnic 1 *25 person max at Picnic 2



NO RESERVATIONS AT THIS PARK

*Additional playground NW of main park *Wooden shelter, not full coverage



***50 person max at Shelter**

* Connect with Field Rentals at x4860 for baseball field rental information



***Picnic 1: 25 person max *Picnic 2: Requires approval**



NO RESERVATIONS AT THIS PARK

*No restroom *No grills onsite *Propane grills ok to bring *Park has a multiuse court & workout stations **Q2**



***25 person max at Picnic 1 *26-50 people allowed with Area 1 rental**

*Electricity for Shelter 1—\$40 fee, not to be used for BHs *No reservations for ALL of TeWinkle Park during the OC Fair



***Shelter 1: 100 person max *Shelter 3: 20 person max, no vendors/BH/extras of any kind**

***Theater for special events require approval**

*100+ parking spaces off Presidio Sq. *Shelter 2 restroom is only open on weekends *No Bounce House Approved



***Shelter 2: 50 person max *51-100 person max with Area rental**

*No fishing *No motor boats *Professional filming requires permit-call Public Services at x5634

Q1



NO RESERVATIONS ON THIS SIDE OF THE PARK

*No BBQs of any kind allowed on this side *Skate Park is not available for private rentals



*Picnic 1: 30 person max, no BH *Bowl Area requires approval

*Advise patron of parking limitations

Q3



*Picnic 1: 25 person max, no BH allowed *Picnic 2: 25 person max

*No more than 100 people total for all reservations *Only 1 BH per day



*Shelter 1: 50 person max *Shelter 2: 50 person max *Shelter 3: 50 person max, no BH allowed

*Bowl Area requires approval, for special events only



NO RESERVATIONS AT THIS PARK

*No restroom *Only propane grills ok to bring *4 exercise areas throughout the park

Q1



***Picnic 1: 30 person max *Picnic 2: 25 person max**