



CITY OF COSTA MESA  
 PARKS & COMMUNITY SERVICES DEPARTMENT  
 77 FAIR DRIVE, COSTA MESA, CA 92626  
 PHONE: (714) 754-5300 FAX: (714) 754-5166

PERMIT NUMBER: \_\_\_\_\_

## APPLICATION AND AGREEMENT FOR USE OF PARK FACILITIES

APPLICANT/ORGANIZATION INFORMATION				
PAYER NAME			COMPANY/ORGANIZATION	
PHONE NUMBER			ALTERNATE NUMBER	
MAILING ADDRESS			CITY	STATE   ZIP
EMAIL ADDRESS			<input type="checkbox"/> Non-Profit* <input type="checkbox"/> Commercial <b>*NON-PROFIT ORGANIZATIONS MUST SUBMIT A VALID 501(c)(3) FORM TO RECEIVE THE NON-PROFIT RATE</b>	

RESERVATION INFORMATION				
PARK REQUESTING		PURPOSE OF EVENT		
EVENT DATE	START TIME: (Includes setup)	END TIME: (Includes teardown)		
	<input type="checkbox"/> A.M. <input type="checkbox"/> P.M.	<input type="checkbox"/> A.M. <input type="checkbox"/> P.M.		
Please check mark all that apply: <input type="checkbox"/> Propane BBQ <input type="checkbox"/> Tables <input type="checkbox"/> Chairs <input type="checkbox"/> 10x10 Canopy <input type="checkbox"/> Handheld cordless speaker <input type="checkbox"/> Other: _____				
• <b>Open to the public?</b> <span style="float:right"><input type="checkbox"/> Yes   <input type="checkbox"/> No</span> • <b>Admission charge?</b> <span style="float:right"><input type="checkbox"/> Yes   <input type="checkbox"/> No</span> • <b>Amplified music?</b> (ex. PA system) <span style="float:right"><input type="checkbox"/> Yes   <input type="checkbox"/> No</span> If yes, 4 Maximum Hours: _____ to _____ • <b>Will your group be engaged in commercial/business?</b> <span style="float:right"><input type="checkbox"/> Yes   <input type="checkbox"/> No</span> (i.e. sales or promotions of product/services)				

The **maximum** number of attendees for this event will **NOT** exceed: \_\_\_\_\_ **Initial:** \_\_\_\_\_

**Additional Information:** \_\_\_\_\_

INSURANCE REQUIREMENTS	
<b>ANY</b> outside vendors <b>MUST</b> be submitted <b>three weeks prior</b> to the event date. A Costa Mesa Business License, Certificate of Insurance, and \$100 security deposit is needed for <b>each</b> vendor. Some vendors may need additional approval.	
<b>I will be utilizing the services of a bounce house for my event?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Maybe
<b>Bounce House vendor must be from the City's approved list.</b>	Name of Company: _____
<b>I will be utilizing the services of a catering company for my event?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Maybe
<b>Insurance and Costa Mesa Business License is required three weeks before event date. \$100 deposit at least two weeks prior to the event date.</b>	Name of Company: _____
<b>I will be utilizing the services of animal attractions, laser tag, photographer, or any other vendor?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Maybe
<b>Insurance and Costa Mesa Business License is required three weeks before event date. \$100 deposit at least two weeks prior to the event date.</b>	Name of Company: _____

### USER AGREEMENT

I hereby certify that I shall be personally responsible for any damages or unnecessary abuse to buildings or equipment on said premises.

Applicant agrees to hold the City of Costa Mesa harmless and free from any liability of any nature, arising out of the use of City Recreational Facilities, to include reimbursement of any legal costs and fees incurred in defense of such claims. I AGREE TO ABIDE BY AND ENFORCE THE RULES AND REGULATIONS OF THE CITY OF COSTA MESA AND CERTIFY THAT I HAVE READ AND AGREE TO THE RULES AND REGULATIONS ON THE APPLICATION AS TERMS HEREIN. (SEE REVERSE)

I agree that fee or deposit refunds will be made out to, and mailed to, the person/company whose name and address are on the permit. **Initial:** \_\_\_\_\_

I also acknowledge that there is a \$25.00 fee for any changes or cancellations to this agreement. **Cancellation:** Cancellation **MUST** be placed 14 business days prior to the event. Please email: [cmparksupport@costamesaca.gov](mailto:cmparksupport@costamesaca.gov). **Initial:** \_\_\_\_\_

**Print Name:** \_\_\_\_\_     **Signature:** \_\_\_\_\_     **Date:** \_\_\_\_ / \_\_\_\_ / \_\_\_\_

**FIELD AMBASSADOR**  
(714) 925-7241

**PARK RANGER - POLICE DEPARTMENT**  
(714) 754-5252

**EMERGENCY ONLY**  
911

**ORDINANCE NO. 86-19, Section 12-18**

- a. No person shall disobey any instruction, sign, or notice posted by the City in any park, recreation center, or building or structure thereon for its reasonable regulation use, or
- b. No person shall disobey any reservation notice issued or posted by the City concerning use of any park facility site, tables, or other public accommodations therein.

**ORDINANCE NO. 89-19, Section 11-3**

No person shall bring or consume any alcoholic beverage in public parks, except in any area of public park where drinking has been expressly approved by the City Council or its designee.

**ORDINANCE NO. 68-10**

Vehicles are not permitted on park grounds and will be ticketed.

**ORDINANCE NO. 86-19, Section 12-20 (5)**

No person shall make any fire or hold any barbecue except at places designated by the director.

**HOLD HARMLESS AND INDEMNITY AGREEMENT**

I, facility user, have expressed the desire to utilize a City facility as stated on this application. We, the City of Costa Mesa, agree to provide access to the facility requested on this application

NOW, THEREFORE, for and in consideration of the covenants herein contained, performed and to be performed, the parties hereto agree as follows:

- A. CITY shall schedule access to and make all provisions for FACILITY USER to enter and use said public facility as required for him to fulfill the purpose of this Agreement.
- B. Designate in writing an Administering Officer to act as CITY's representative with respect to the use of the facility contemplated hereunder. Such person shall have complete authority to transmit instructions, receive information, and interpret and define CITY's requirements in connection with said use.
- C. FACILITY USER hereby agrees to defend at his own cost and to indemnify and hold harmless CITY, its officers, agents and employees from and against any and all liability, damages, costs, losses, claims and expenses, howsoever caused, resulting directly or indirectly from or connected with the performance of this Agreement (including but not limited to such liability, costs, damage, loss, claim, or expense, arising from the death or injury to an agent, member, invitee, or employee of FACILITY USER, or of CITY or damage to the property of FACILITY USER, or of CITY or of any agent, member, invitee or employee of FACILITY USER, or of CITY), except where such liability, damages, costs, losses, claims or expenses are caused solely by the negligent or wrongful acts of CITY or any of its agents or employees other than negligent omission or commissions of CITY, its agents or employees, in connection with the general supervision or direction of the use of said facility. FACILITY USER, in addition to the foregoing, specifically shall indemnify and save harmless CITY, any and all of CITY's officers, agents, and employees, from any liability by reason of California safe place statutes or similar provisions pertaining to the use of said public facility or safety of materials or equipment supplied by CITY or others at the direction of CITY and used in the performance of the purpose hereunder.
- D. It is further understood and agreed that FACILITY USER shall be acting at all times as an independent contractor herein and not as an employee of CITY. FACILITY USER shall secure at his expense, and be responsible for any and all payment of Income Tax, Social Security, State Disability Insurance Compensation, Unemployment Compensation and other payroll deductions for FACILITY USER and his officers, agents and employees and all business licenses, if any, in connection with the use of said facility.
- E. CITY may at its option, elect to require FACILITY USER to secure and maintain throughout the period of use contemplated under this Agreement, bodily injury and property damage liability insurance with policy limits of not less than \$500,000/\$1,000,000 therefor, or, alternately, a \$1,000,000 combined single limit, with CITY as an additionally named insured. Such policy or policies of insurance shall further provide that said policies of FACILITY USER shall be primary over any insurance held by CITY that may be applicable.
- F. The provisions hereof and the exhibits hereto annexed represent the entire Agreement between the parties. This Agreement, the exhibits hereto and any special provisions to which the Agreement is subject may only be altered, amended, or rescinded by a duly executed written Agreement.

Executed in the City of Costa Mesa, County of Orange, State of California, and subject to laws thereof.