



**Parks, Recreation and Library
Services Department**

1800 E. Hill Street
Signal Hill, CA, 90755

Phone: 562-989-7330
Reservations@cityofsignalhill.org

Office Hours: Monday - Thursday
8:00 a.m. – 4:30 p.m.

Submission of an application does not guarantee a reservation until it is approved by the Parks, Recreation & Library Services Department. Applications must be received a minimum of fifteen (15) calendar days prior to requested date and will be accepted up to six (6) months in advance. Please email the application to:
Reservations@cityofsignalhill.org.

APPLICATION

for Use of Outdoor City Facilities

Name of Applicant(s) _____

Cell Phone _____ Email _____

Address _____ Unit # _____

City _____ Zip Code _____

Applicant(s) must be at least 21 years of age and will be responsible for the entire event.

Description of Rental: _____

Rental Date: _____ Alternate Date: _____

Rental Set-up time: _____ Rental Clean-up time: _____

EXPECTED ATTENDANCE:

Adults: _____ Children: _____ Total Attendance: _____

Total Hours Requested: _____ Type of Rental: Public / Private

Event time should reflect set-up and cleanup. Please allow a minimum of one hour for cleanup.

What items are you bringing in? (Example: foldable chairs and tables, decorations, etc.) _____

Please answer all questions below. Failure to address any questions may delay your request.

- Is this an organized group, club, school, or business? Yes No

If yes, please provide the name of the organization: _____

- Do you intend to charge admissions/donations? Yes No

- Is the rental available to the public? Yes No

If yes, please provide a flyer. *All marketing/promotional materials not co-sponsored by the City must include the statement, "This program is not sponsored or endorsed by The City of Signal Hill."*

PICNIC RESERVATION REGULATIONS:

- No food trucks, no taco carts, canopies, no amplified music, or tents allowed.
- If you are using the barbecue area you must use the charcoal grill that is already inside the barbecue area. Permit holders are allowed to bring a small portable propane gas grill (less than 20").
- No generators are allowed.

- FUNCTION TYPE:

Bridal Shower	Cultural Celebration	Graduation Party	Celebration of Life
Baby Shower	Meeting/Lecture/Seminar/Workshop	Wedding Ceremony	Other:
Birthday – age	Reunion/Banquet	Wedding Reception	

SPACE REQUESTED: PLEASE CHECK BOX OF FACILITY REQUESTED.

Discovery Well Park – 2200 Temple Avenue

☐	Picnic Shelter #1		Residents only. Available to rent for smaller gatherings. Limited parking is available. Picnic Shelter can accommodate a maximum of 25 people.
☐	Picnic Shelter #2		
☐	Jumper Space		

Signal Hill Park – 2175 Cherry Avenue

☐	Picnic Shelter #1		Available for rent for gatherings of a maximum of 50 people. No jumper space available.
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Reservoir Park – 3315 Gundry Avenue

☐	Picnic Shelter		Available to rent for gatherings. Limited parking is available. Picnic Shelter can accommodate a maximum of 50 people.
☐	Jumper Space		

Hilltop Park – 2351 Dawson Avenue

☐	Picnic Shelter #1		Adults only. Available to rent for smaller gatherings. Limited parking is available. Picnic Shelter can accommodate a maximum of 25 people.
☐	Picnic Shelter #2		
☐	Hilltop Park Wedding Space		Adults only. Available to rent for wedding space in grass area only. Limited parking is available. Maximum of 74 people.

APPLICANT VERIFICATION

I, the undersigned, on behalf of the above-named organization, do hereby agree to indemnify the City of Signal Hill, according to the attached indemnification form, and to abide by and enforce the rules, regulations, and policies governing the facility as set forth by the City of Signal Hill.

A valid picture I.D. is required at the time of application to verify age and/or residency. Proof of Signal Hill Residency (if applicable):

Driver's License Current Utility Bill Employed in Signal Hill

I certify that I am a resident of Signal Hill and that I will be onsite at the event for the entire duration of the event. I understand that if I am found to be renting the facility for a non-resident, the non-resident fees will be deducted from my deposit.

→ Initials: _____

Event Insurance: Insurance Rates are set by the insurance provider and are subject to change.

→ Initials: _____

Once you receive confirmation that the permit has been approved, payment can be made online at our website: <https://secure.rec1.com/CA/signal-hill-ca/catalog> or in person at our Parks Recreation and Library Services Office in cash, check, or credit card. All fees for reservations made within **15 calendar days** or less must be paid in full by cash, check, or credit card.

Refundable damage deposits will be mailed to the address provided 6 to 8 weeks after your event. Please ensure your address is accurate to avoid delays in processing your refund.

Applicant Name (Print)

Applicant Signature

Date

FOR DEPARTMENT USE ONLY

Received by: _____

Date: _____

Department Approval: _____

Date: _____