



## TOWN OF LOS GATOS

### PARKS RESERVATION – RULES AND REGULATIONS

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##### HOURS

- Parks are open at 8:00 a.m. until one-half hour after sunset.
- Town trails are open from 7:00 a.m. to sunset (unless posted otherwise).
- Barbecuing is allowed at designated parks and areas from 8:00 a.m. until one hour prior to sunset.

##### RESERVATIONS

- Reservations should be made at least 72 hours prior to the requested reservation date.
- Reservations are first-come, first-serve only. All reservations must be completed online at [logatosparks.org](http://logatosparks.org) or in person at the Parks and Public Works Department by appointment only. Reservations by phone are not accepted.
- Prior to reserving a group area or picnic area, it is recommended that customers visit the park facility in advance or review the [Park Facility Overview](#) for details of each park.
- Your reservation is confirmed once it is paid online by Visa or MasterCard only.
- All credit card information is processed through a secure service and the data is encrypted for transmission. Credit card information is not stored in our reservation system.

##### SINGLE FAMILY AREAS

- Single family areas are available in Oak Meadow Park on a first-come, first-serve basis.
- A maximum of two tables are allowed per family for a group of 25 or less.
- Barbecues for single family areas are located in designated areas near the playground only.
- Caterers, vendors, and jump houses are not allowed near or in the single family area.

##### CANCELLATION/REFUND POLICY

- Cancellations cannot be done online. Customers must contact the Parks and Public Works Department to cancel a reservation at (408) 399-5781 (Monday through Friday from 8:00 a.m. to 1:00 p.m.).
- Reservation fees are non-transferable.
- A non-refundable cancellation fee of \$15 is charged for any reservation cancelled more than ten (10) days prior to the reservation date.
- No refund is issued for cancellations made less than ten (10) days before the reservation date.
- Refunds are processed by check only and are mailed within four (4) weeks of cancellation.
- No online credits are issued.

## RAIN POLICY

- Full refunds are issued only in the event the park is closed due to inclement weather.

## SPECIAL USE PERMIT

- A permit must be applied for and obtained from the Parks and Public Works Department for the temporary, exclusive, or special use of any park facility or area by any organized group.
- Special Use Permits are approved upon review by the Parks and Public Works Department.
- [Special Event/Special Use Permit Application](#) and required fees, including deposit, must be submitted **at least sixty (60) days prior to event**.
- Permits cannot be transferred, assigned, or sublet.

## CATERER/VENDOR REQUESTS

- Customers must contact the Parks and Public Works Department to request a caterer and/or vendor **no less than one month prior to the scheduled event** and are subject to approval.
- If approved, the caterer and/or vendor must submit the following, **no later than one month prior to the scheduled event** to the Parks and Public Works Department:
  - [Proof of Town of Los Gatos Business License](#)
  - [Certificate of Insurance per the Town of Los Gatos Insurance Requirements](#)
- Mobile game trucks and inflatable games (i.e., bubble soccer, hamster ball, etc.), excluding standard jump houses are not allowed.
- Unauthorized caterers and/or vendors will be removed from the park.

## JUMP HOUSE

- Jump house permits are available in select parks, group area, and picnic areas for an additional fee with a reservation or special use permit – see [Oak Meadow Park and Jump House Rules Map](#), [Park Reservation Fees](#) and [Park Facility Overview](#).
- Jump houses can only be rented from companies that have an approved Town of Los Gatos Business License and Certificate of Insurance naming the Town as additional insured. The following jump house companies are allowed in the parks and are subject to change.

Astro Jump	800-300-0922	<ul style="list-style-type: none"><li>• Jump houses are <u>not allowed</u> in or near single family areas and playground area and Picnic Areas #1, #2, and #7.</li><li>• Jump houses must be standard size; hand carried into the park, and has a generator.</li></ul>
Bali Baly Jump	408-226-2706	<ul style="list-style-type: none"><li>• Personally owned jump houses are not allowed.</li></ul>

## VEHICLE ESCORT

- Vehicle escorts are available in select parks, group area, and picnic areas for an additional fee with a reservation or special use permit – see [Park Reservation Fees](#) and [Park Facility Overview](#).
- Vehicle escorts are limited to one vehicle only (one entry and one exit in the park). No multiple vehicle escorts allowed.
- Vehicle escorts may be requested for caterer and/or vendor requests only.
- No vehicles are allowed beyond designated public parking lots and/or the 15-minute loading zone.
- Parking on the grounds is strictly prohibited.

## ALCOHOL AND FOOD

- Beer and wine are allowed with food and must not leave the picnic area.
- No hard liquor is allowed.

## BARBECUES

- Barbecuing is not allowed one hour prior to sunset.
- Personal/portable barbecues (gas only) are only allowed in reservable picnic areas, as well as existing and designated barbecue areas in the following parks:
  - Blossom Hill Park (located near Baggerly Field and restroom)
  - La Rinconada Park
  - Oak Meadow Park (located in Picnic Areas 1 through 9 and the single family area closest to the playground)

*Charcoal is only allowed in the large barbecue pits located in reservable picnic areas, as well as existing and designated barbecues in certain parks indicated above.*

*Allow fires in barbecue pits to burn out. Do not use water as it will damage the grill and barbecue pit.*

- Barbecues are not allowed in the following parks or fields:
  - Bachman Park
  - Balzer Field
  - Belgatos Park
  - Blossom Hill Park (Group Area only)
  - Live Oak Manor Park

### DECORATIONS AND SIGNS

- Decorations must not interfere with other picnic areas and must be cleaned up and removed before leaving the park.
- Decorations must be cleaned up and removed before leaving the park.
- Directional signs may be posted in picnic area or group area only and must be removed before leaving the park. Posting of these signs at the front entrance (curb, gutter, fence, and sidewalk) of the park is prohibited.
- Tacks, nails, and staples may not be used on tables and trees for decorations and signs.

### DOGS

- A six foot (6') leash is required at all times and dogs must be kept under physical control.
- Pet owners are required to clean-up after their pets.

### SETUP AND CLEAN-UP

- Customer is responsible for the general setup and clean-up of the reserved group and picnic areas.
- Clean-up includes the removal of all food, decorations, and equipment. Trash and recycle receptacles are located in each area. Customer or park visitor shall provide means to clean up area, including extra trash bags. Customer will be charged for additional clean-up.

### SMOKING

- Smoking and electronic smoking devices are prohibited in all parks and trails.

### SOUND

- Loud music is prohibited at all times.
- Sound permit is required from the Los Gatos-Monte Sereno Police Department for live and/or amplified sound in all parks.

### MISCELLANEOUS

<b>Allowed</b>
<ul style="list-style-type: none"><li>• Beer and wine with meal only and must not leave picnic area (no hard alcohol)</li><li>• Canopies (no more than two 12' x 12' canopies in each area)</li><li>• Dogs on 6' leash at all times and owners must clean up after their pets</li><li>• Portable music devices</li><li>• Volleyball and badminton net</li></ul>

<b>Not Allowed</b>
<ul style="list-style-type: none"><li>• Egg toss, piñatas, and water balloons</li><li>• Hover boards and skateboards</li><li>• Jump house with exterior slide, obstacle course, and water features</li><li>• Petting zoos and pony rides</li><li>• Organized sports without Special Use Permit</li><li>• Radio controlled airplanes, helicopters, and drones</li><li>• Water slides and Slip 'N Slides</li></ul>