



Facility Reservation and Use Agreement

Contact Person		Company/Organization	
Mailing Address			
City		State	Zip
Daytime Phone		Evening Phone	
Email		Event Purpose	
Reservation Sign to Read			
Date(s)	Area(s)	Expected Attendance	

Santee Lakes has an Approved Vendor List for insurance and safety purposes. A non-compliance citation will be given to this permit holder if vendors, not on the Santee Lakes Approved Vendor List, are providing service to this function, on Park property, without District approval and/or without having provided the District with proof of liability insurance. Is a professional event planner or picnic company organizing this event? YES NO Company name and phone number: _____

Will a caterer be used? YES NO Company name and phone number: _____

Will any other rental equipment, rides, inflatables, games, or services be used in the Park during your event? YES NO

If YES, please provide the following:

<u>Company Name</u>	<u>Phone Number</u>	<u>Service/Equipment Provided</u>
1. _____	_____	_____
2. _____	_____	_____

RULES, REGULATIONS AND WAIVER

1. Cancellation Policy: Fees are non-refundable and non-transferable. The exception is rain as determined by Park Staff on day of event.
2. Payments and deposits are due at the time of reservation. Areas are reserved on a first come, first served basis. Reservations can be made one year in advance.
3. Groups of 300 or more must reserve all of Lake 1 (Areas A-D and Gazebo 1) or all of North Lake 5 (Areas Q-V and Gazebo 3), plus applicable fees.
4. An event deposit will be required. **Event deposits are returned within 30 days of the event at the discretion of Park Staff.** _____ (Initial)
5. **Pets are not permitted.** _____ (Initial)
6. Visitors shall not be permitted on Park premises while intoxicated or under the influence of alcohol or drugs. **Kegs are not permitted.**
7. Smoking and vaping are prohibited, including tobacco, marijuana, and hookah. _____ (Initial)
8. Tables are to remain in the designated Reserved Area. Park Staff is not responsible for moving tables. Moved tables must be returned to their original location. _____ (Initial)
9. Park hours vary and are posted at the front gate. Event must conclude, including clean up time, by posted Park hours.
10. All visitors entering the Park in a vehicle must pay the day-use fee. Prepaid gate tickets are available for purchase at the Park Office.
11. Visitors must abide by all Park rules and regulations.
12. Visitors shall not engage in soliciting, selling, or peddling any goods or services, or distribute any circulars in the Park, without prior approval of the District.
13. Amplifying sound equipment can only be used in reserved areas with prior approval of the District. Payment of applicable permit fees is required. The noise level of any amplified sound shall not cause unreasonable discomfort or annoyance to other Park visitors, or to any persons within hearing range outside the Park. At no time shall the ambient noise level exceed fifty (50) decibels at a distance of 50 feet from the source. Live bands not permitted.
14. Visitors shall not possess or discharge any firearms, other weapons or fireworks, or any other article of an explosive nature within the Park. Visitors shall not possess or use any archery equipment, darts, or other projectiles within the Park.
15. **Event liability insurance will be required for corporate parties and/or picnics of 300 guests or more; OR of any picnic/party as deemed necessary in the judgment of the Park Manager. Ask Park Staff for details.**

This agreement is in accordance with policies as established by the Directors of Padre Dam Municipal Water District. Failure to comply by any group or individual shall cause reason to revoke this agreement and forfeiture of all fees and deposit. I certify that I have read and will abide by the rules and guidelines which govern the use of this facility or will be required to forfeit any submitted deposit in full.

Signature Date

Reserved Area (s)	Amount	Total Fee
Area	\$	\$
Event Deposit	\$	\$
Horseshoes & Entire Pit	\$125 per day	\$
Horseshoes & Pits including shoes	\$25 per lane	\$
Horseshoes & Pits without shoes	\$15 per lane	\$
Volleyball & Net	\$25	\$
Amplified Music Permit (No Bands)	\$75	\$
Inflatable Permit	\$50	\$
Dumpster Fee	Market	\$
Portable Restroom Facilities <small>The cleaning and stocking of portable restrooms is the responsibility of the permit holder, not Santee Lakes</small>	Market	\$

PAYMENT TYPE:

Cash:

Check: #: _____

Charge:

Date Paid: _____

Confirmation: _____

Approved by:

Date: _____

Deposit Return Date: _____

Total Use Fee \$

Park Hours on Event Day: _____

COVID-19 GUIDELINES

Due to COVID-19, picnic area reservations are limited. These are the guidelines that must be followed in order to reserve an area:

1. Gatherings that include more than three households are prohibited. There is a 25 guest maximum.
2. Guests who do not live in the same household must remain six feet apart.
3. Guests must wear facial coverings at all times except for when eating or drinking.
4. As much as possible, any food or beverages must be in single-serve disposable containers.
5. Gatherings are suggested to be two hours or less in length.
6. Guests may not reserve multiple areas to accommodate a larger function.
7. If you feel sick or are in a high-risk group, do not enter Santee Lakes Recreation Preserve.
8. Your reservation may be cancelled at any time due to COVID-19 guidelines.

I certify that I have read and will abide by the rules and guidelines which govern the use of this facility or will be required to forfeit any submitted deposit in full.

Signature

Date