

PICNIC AREA RENTAL POLICY AND RESERVATION FORM

Library and Community Services
Arrillaga Family Gymnasium
600 Alma St., Menlo Park, CA 94025
tel 650-330-2220 fax 650-330-2242



Picnic area reservations

The City of Menlo Park has picnic areas for rent at Burgess and Nealon Park. Without a reservation, these picnic areas are available for public use on a first-come, first-served basis.

- Reservations can be made at www.menlopark.gov or in person.
- Picnic rentals are for public use only. Engaging in any commercial activities for private profit is prohibited.
- Residents can make reservations up to 9 months in advance. Reservations for all other rentals can be made up to 6 months in advance. Weddings can be booked a year in advance.
- The City has the right and priority in reserving picnic areas for City programs and special events. In the event that a reserved picnic area is needed for City use or maintenance, the City reserves the right to reschedule, relocate, or cancel a previously approved reservation.
- No reservation is confirmed until the completed reservation form is approved, all fees have been paid, and the insurance certificate is submitted. Approval is dependent upon intended use, availability, and applicants' agreement to abide by the terms and conditions listed herein.
- A \$15.00 service and handling fee will be assessed for all cancellations. The City requires a minimum of 24-hour written notification of any rental cancellation. All fees will be forfeited if events are cancelled without minimum notification.
- Picnic areas can only be reserved at Burgess Park or Nealon Park. All other park areas are for public use on a first-come, first-served basis.

Fees and amenities

Fees are based on **one hour** and **one area** of use and vary for residents, non-residents and unincorporated residents of Menlo Park. To qualify as a resident, renters must submit a copy of a utility bill or rental/property agreement showing a current address within incorporated Menlo Park. Recommended ratio of tables to guests is approximately 1:8.

BURGESS PARK				
<i>Picnic Area</i>	<i>Tables*</i>	<i>BBQ</i>	<i>Resident per hour</i>	<i>Non-Resident/Unincorporated Menlo Park per hour</i>
Picnic Area #1	3	1	\$15.00	\$20.00
Picnic Area #2	2	1	\$13.00	\$18.00
Picnic Area #3	3	1	\$15.00	\$20.00
Picnic Area #4	3	1	\$15.00	\$20.00
Picnic Area #5	2	1	\$13.00	\$18.00
Picnic Area #6	1	No	\$10.00	\$15.00
Picnic Area #7	3	No	\$13.00	\$18.00
NEALON PARK				
<i>Picnic Area</i>	<i>Tables</i>	<i>BBQ</i>	<i>Resident per hour</i>	<i>Non-Resident/Unincorporated Menlo Park per hour</i>
Picnic Area #1	1	No	\$10.00	\$15.00
Picnic Area #2	1	No	\$10.00	\$15.00
Picnic Area #3	1	No	\$10.00	\$15.00
Picnic Area #4	1	No	\$10.00	\$15.00
Picnic Area #5	1	No	\$10.00	\$15.00

*Tables not listed above are on a first-come, first-served basis.

Picnic area rental usage and restrictions

- Picnic groups may not exceed 150 people, even when renting all available picnic areas. If the picnic group exceeds the maximum group size for an individual picnic area, any or all of the following actions may be taken:
 - The renter will be asked to reserve additional sites to accommodate the group size
 - Staff may cancel the reservation
 - The renter may be denied future use of City of Menlo Park picnic sites.
- Renters are responsible for cleaning the picnic area after use and are required to remove all garbage from park and premises. Renters who fail to do so may be denied future use of picnic sites and facilities.
- No amplified music above 60 dBA is allowed in the park. To obtain a noise permit, please contact the City's Community Development Director at (650) 330-6702 (60-day notice required).
- No vehicles are allowed on the park grounds.
- No stakes are allowed in the grass.
- There are no public access water sources in the park aside from the bathroom sinks and water fountains.
- There are outlets in the park, but other renters, unexpected outages, required maintenance, and additional factors could limit the availability of power sources. It is recommended that renters bring their own portable power source, if needed.
- Hired caterers and food vendors must have the appropriate and up-to-date permits with the City and County.
- Please have your receipt with you the day of the picnic reservation. If another group is in your area and refuses to vacate, call the Menlo Park Police Department's non-emergency line at (650) 330-6300, and they will resolve the situation.

All special equipment, such as, but not limited to, personal cooking apparatuses, tents/canopies, bounce houses, and other inflatables, must have prior approval of the Library and Community Services Department. If approved, use of this equipment will require liability insurance.

- Bounce houses and inflatables up to 10 ft. by 10 ft. are permitted in the picnic areas with a valid reservation and insurance. For anything larger, a field reservation is required. To apply for a field rental, please contact Library and Community Services at (650) 330-2220. Inflatable play structures requiring water are not allowed.
- Tents up to 10 ft. by 10 ft. are permitted, provided that they will not be staked into the grass. For tents larger than 10 ft. by 10 ft., renters must contact the Menlo Park Police Department at 650-330-2223
- Beer and wine are permitted in the parks, with liability insurance and a special event permit, for a permit, contact the Menlo Park Police Department at 650-330-2223.
- Hard liquor is prohibited.
- No glass containers.
- On-site cooking of any kind is prohibited at Nealon Park. Grilling is only permitted at Burgess Park with rental because of existing BBQ grills.
- Use of any special equipment is restricted to the applicant and guests and must not be accessible to the general public.
- Usage of any special equipment in any City park without the proper permits and insurance is strictly prohibited. See insurance requirements below.

Liability insurance

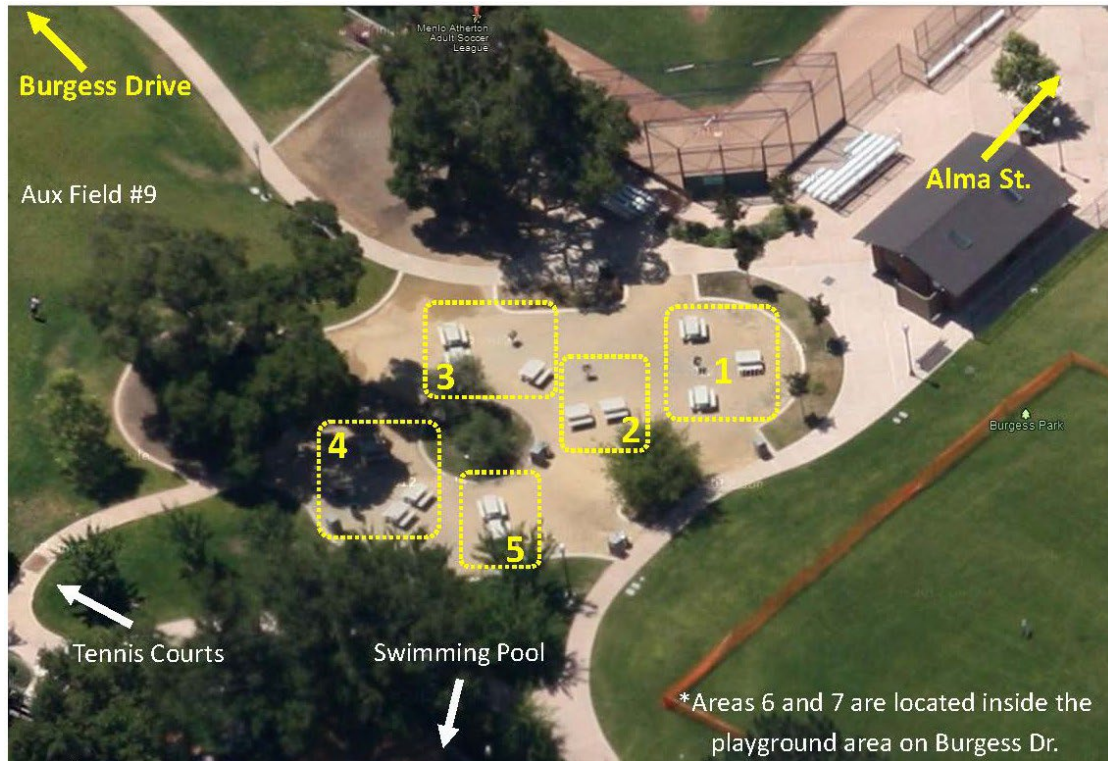
A Certificate of Liability Insurance is required for all non-resident picnic rentals, and any picnic rentals (resident or non-resident) serving alcohol or using special equipment, such as, but not limited to, equipment listed in the section above. Use of special equipment without proper insurance and permits may result in the denial of future use of picnic areas and facilities.

The certificate must be submitted at least one week prior to the rental date. No reservation will be confirmed without proof of insurance, and the City reserves the right to cancel your reservation if insurance is not submitted in a timely manner. Liability insurance can be submitted via email, regular mail, or faxed to us at 650-330-2242.

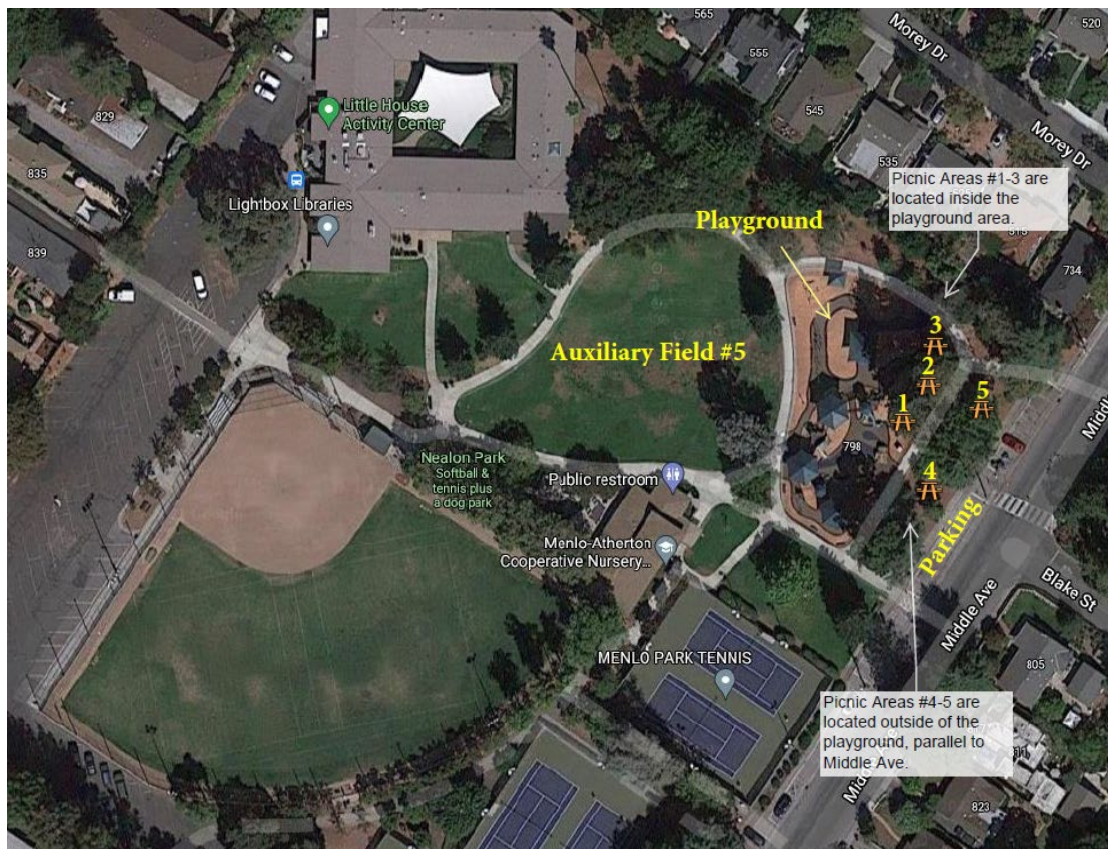
In order for the certificate to be valid, it must contain the following:

- The renter's name must be listed as the one "insured."
- The policy must not expire before the event date.
- The policy must be for \$1,000,000.
- The "description" should list the rental location, day, and event planned.
- The City of Menlo Park at 701 Laurel Street, Menlo Park, CA 94025 must be listed as "additional insured."

Burgess Park map



Nealon Park map



Policy review		
This policy shall be reviewed at least once every two years.		
Policy history		
Action	Date	Notes
Policy updated	September 18, 2025	Administrative revisions
Policy updated	September 24, 2025	Commission approval
Policy updated	January 21, 2026	Administrative revisions
Policy updated	January 28, 2026	Commission approval

PICNIC RESERVATION FORM

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Arrillaga Family Gymnasium
600 Alma St., Menlo Park, CA 94025
tel 650-330-2220 fax 650-330-2242



Rented to:					
Contact Name:			Organization Name:		
Phone:			Email:		
Address:			City:	State:	Zip:
Rental Location: ☐ Burgess ☐ Nealon (currently unavailable)			Insurance on file: ☐ Yes ☐ No		Attendance:
Rental of:					
Picnic area	Day	Date	Start time	End time	Total hours
The following equipment will be present at my event. I understand that the presence of this equipment requires that I submit a Certificate of Liability Insurance at least 7 business days before my reservation takes place (see <i>Picnic Reservation Form and Use Policy pg. 2</i>)				Total hours	
				Hourly rental rate	\$
				Total rental fees	\$

- ☐ Jumper/inflatable ☐ Tent/canopy
- ☐ BBQ/cooking equipment ☐ Alcohol (only beer/wine permitted)
- ☐ Other (please describe) _____

Liability Insurance Due: _____

Signature of Applicant

Approved by (Signature of Supervisor)

Date

Date

Payment information	
☐ Cash ☐ Check ☐ Visa ☐ Mastercard	
Please make all checks payable to: City of Menlo Park. Note: There is a \$30 charge for returned checks.	
Account # _____ Exp. _____ Account Holder Name: _____	
I agree to pay the above charges and authorize the City of Menlo Park to charge these costs to my credit card.	
Authorized Signature: _____	
OFFICE USE ONLY:	
Receipt #: _____ Date: _____ Residency Verified: _____ Processed by: _____	