



## City of Torrance - Community Services Department

Facility Booking Office: 3031 Torrance Blvd., Torrance, CA 90503

Phone: (310) 618-5982 • Fax: (310) 781-7598

E-Mail: [FacilityBooking@TorranceCA.Gov](mailto:FacilityBooking@TorranceCA.Gov)

### PARK BUILDING PARTY (SHORT TERM) RESERVATION POLICY

#### PARK BUILDING RENTAL

Park Buildings are available for party rental at the following parks:

Park	Address	Capacity	Kitchen
Alta Loma Park	26126 Delos Drive, Torrance, CA 90505	40	Full
El Nido Park	18301 Kingsdale Avenue, Redondo Beach, CA 90277	30	Partial
El Retiro Park	126 Vista Del Parque, Redondo Beach, CA 90278	65	Full
La Romeria Park	19501 Inglewood Avenue, Torrance, CA 90503	35	Full
McMaster Park	3624 Artesia Boulevard, Torrance, CA 90504	30	Full
Sea Aire Park	22730 Lupine Drive, Torrance, CA 90505	50	Full
Sur La Brea Park	23610 Cabrillo Avenue, Torrance, CA 90501	40	Partial
Walteria Park	3855 242 <sup>nd</sup> Street, Torrance, CA 90505	40	Partial

Torrance residents, groups and organizations may make park building reservations nine (9) months in advance. Non-resident individuals, groups and organizations may make reservations two (2) months in advance. All applications must be received by 9 a.m. the Monday before the weekend of the event (or 5 business days in advance). Online reservations may be made a maximum of two (2) months in advance regardless of residency.

Park Building capacities are listed for audience style seating with several tables. For dining capacity, reduce by 20%. All tables are 6' long rectangles. Please call for table and chair quantities. Full kitchens have an oven/stove, refrigerator, sink and counter space with electricity. Partial kitchens do not have an oven/ stove. El Nido has a mini-fridge.

Park Building reservations are available to private groups on weekends between the hours of 11:00 a.m. – 3:00 p.m. Weekdays and weekend evenings are only for non-profit meeting groups (private parties are not allowed). Please see the Park Building Meeting Long Term Reservation Policy for further details.

#### MAKING A RESERVATION

Booking priority is given in the following order:

1. Online Booking Site: [www.TorranceCA.Gov/FacilityBooking](http://www.TorranceCA.Gov/FacilityBooking). A convenience fee applies for online credit card processing. Online bookings may only be made two (2) months in advance.
2. Walk-In: City Hall, West Annex Building, 3031 Torrance Blvd. Torrance, CA 90503.
3. E-Mail and Fax: Forms can be found at [www.TorranceCA.Gov/FacilityBooking](http://www.TorranceCA.Gov/FacilityBooking).
4. Mail: City of Torrance, Attn. Facility Booking Office, 3031 Torrance Blvd., Torrance, CA 90503.

## PARK BUILDING RESERVATION RATES

Proof of residency is required by Torrance residents to get a discount. The items we can accept are: driver's license, utility bill, car registration or car insurance.

The applicant, payer and proof of residency must all reflect the same name. We cannot accept a check or credit card from anyone besides the applicant.

Resident	Non-Resident	Deposit
\$40 per hour	\$80 per hour	\$150

Please indicate the actual reservation hours with a minimum of two hours for any rental. All groups are required to complete their own set-up and clean-up of the Park Building and ensure the cleanliness upon departure, please plan accordingly. The Park Rangers are to open and close the facility.

\*Late Departures will be charged for the extra time. Fees will be deducted from the deposit or charged to the credit card on file. Fee charge will be \$30 for every portion of ten minutes that the facility user stays past the scheduled time. (Example: 11 minutes = \$60). An additional charge of \$25 will be applied for staffing costs and administrative duties performed.

All applicants must complete the Credit Card Authorization Form and sign the Damages, Overage and Improperly Incurred Expenses Agreement. In the event of damage, cleaning or late departure, the customer will be notified prior to their credit card being charged. Customers that do not possess a credit card will need to pay a refundable deposit of \$150 by cash or check. Please allow 6-8 weeks for the deposit to be returned by check.

## PARK BUILDING RULES AND REGULATIONS AGREEMENT

The rules and regulations as identified in this document are agreed to by the facility renter hence referred to as the "facility user", and the City of Torrance Community Services Department, henceforth referred to as the "City." Parks, picnic areas, fields, and any City of Torrance facility henceforth referred to as "facility or facilities." The facility user agrees to the following rules and regulation by signing at the end of this agreement and/or paying for the reservation.

- The facility user is responsible for the care and protection of equipment and property, leaving them in a clean, undamaged condition. The facility user agrees to reimburse the City for any equipment or supplies damaged or lost.
- The facility user is responsible for set-up/clean-up/removal of decorations. Banners may not be posted without City approval and notation on permit. No objects are to be suspended, attached or affixed to City facility property and/or equipment.
- Wipe down tables and chairs and return them to their original locations. Please cleaning supplies.
- Wipe up spills on floors. Sweep up crumbs, a broom will be available for use.
- No tape, tacks or pins are to be used on facility property or furnishings.
- No candles, confetti, glitter, rice or birdseed are allowed in or around the facility.
- The facility user is responsible for the behavior of all group members.
- The facility user uses the facilities at their own risk and not hold the City responsible in the event of loss, damage or injury.
- A copy of the use permit must be available during all use and presented to any City Park Ranger, employee and/or representative upon request.
- Parking and driving of cars on park grounds other than parking lots is strictly prohibited. Parking is allowed in designated areas only. Facility users must inform their participants to park in facility parking lots and public

parking areas. It is the facility users' responsibility to alleviate traffic and parking issues as a result of their use of the facility.

- Facility Users must be respectful of neighbors and other park patrons. Please keep volume to a minimum.
- Selling food, merchandise or other items is not allowed on City property.
- Amplified sound is not permitted in park buildings. This includes DJ's, speakers and microphones. Small radios/Bluetooth speakers will be permitted at a low volume.
- Insurance is required for any group for 100+ persons, and business/organizations regardless of group size.
- If the applicant provides false information such as: purpose of event, name(s) and address(s) of event holder(s), number of persons in attendance, etc., the event may be canceled prior or during the event at the discretion of the City staff and will result in forfeiture of fees and deposits and/or denial of current and future applications for use of City facilities and may incur additional City charges. The City reserves the right to cancel any reservation with advanced notice.
- The facility user will be billed for any damages and/or the amount will be deducted from your refundable deposit. The permit holder is responsible for the actions of their guests. Please report any problems, concerns, and safety hazards as soon as possible so they can be corrected. In an emergency, contact the Watch Commander at (310) 618-5641. For all other questions, please contact Facility Booking at (310) 618-5982 (Monday – Friday, 8am – 5pm, closed alternating Fridays).

#### **PROHIBITED ACTIVITIES IN OR ON PARKS/PARK FACILITIES**

- Prohibited activities in or on parks/park facilities:
  1. Consumption of alcoholic beverages (TMC 49.2.6)
  2. Smoking (TMC 49.2.11)
  3. Use of tacks, nails, screws, etc.
  4. Model airplanes, cars, and boats (TMC 49.2.7)
  5. Golf (TMC 49.2.7)
  6. Overnight camping (TMC 61.6.31).
  7. Fireworks (TMC 45.6.27)
  8. No feeding of birds/ animals (TMC 41.13.1)
  9. Ponies, petting zoos and uncaged animals (TMC 49.2.7)
  10. Dogs without leashes (TMC 41.1.5)

#### **PICNIC AREA AND BOUNCER POLICY**

A Park Building reservation is for the inside only. Picnic area and bouncer reservations, in conjunction with park building reservations, are allowed at El Nido, El Retiro, McMaster and Walteria Parks. If booking a bouncer, you are required to also book a picnic area. Please see the [Picnic Area](#) webpage.

#### **ARRIVAL/DEPARTURE**

A Park Ranger will arrive at the designated start time. If they are running late, please call (310) 781-7518 and leave a detailed message so a Park Ranger can be dispatched to the park.

Facility users must schedule time for set-up and clean-up so please plan accordingly. You may not add/subtract time from your rental on the day of the event. You will be charged \$30 for every portion of ten minutes that the facility user stays past the scheduled time (example: 11 minutes = \$60). An additional charge of \$25 will be applied for staffing costs and administrative duties performed.

## MAINTENANCE

The representative of each group is responsible for clean-up of all areas used by the group, including the following:

- Do not tape, glue, or affix decorations to the walls.
- Remove trash from the building. Remove all decorations and personal belongings. Please bring extra trash bags.
- Leave the kitchen clean and remove all food/catering items from drawers and cabinets.
- Leave the building ready for the next group to use.

## CANCELLATION/CHANGES

Facility bookings may be canceled by the City for the following reasons: weather, unforeseen facility problems, required maintenance or upgrade of the facility, double booking or required City use of the facility. When a cancellation by the City occurs for any reason, fees paid will be refunded. All requests for refunds/cancellation must be submitted in writing no later than five (5) business days prior to the event. A twenty percent (20%) administrative fee will be deducted from the total payment. Any cancellations after that time will not be refunded or credited.

All changes to the reservation must be submitted in writing a minimum of five (5) business days prior to the event. You may make one major change (date, location, etc.). A ten percent (10%) administrative fee will apply to any additional changes.

## REFUNDS

The following Procedures and Guidelines shall apply to all Community Services Department Facility Booking Refunds:

- If you paid by cash or check the refund process will begin within a few days of receiving your written cancellation request. A check will be mailed to you in six to eight weeks.
- If you paid for your reservation by credit card, a credit will be issued to your credit card within 7-10 business days from receiving your written cancellation request, and a receipt will be mailed to you. The debit/credit card fee is non-refundable.

I certify that I have read and understand all the policies, rules and regulations governing the use of the facility. I, the undersigned, do hereby agree that we will abide by the policies governing the use of the facility and will be responsible for any damages to the facility, furniture, or equipment caused by our occupancy of the facility. I understand that any false information provided or violation of any rules and policies will result in immediate cancellation of our event and will cause forfeiture of all fees and deposits. I have read and understand the cancellation policy and its fees.

Signature of Applicant: \_\_\_\_\_

Date: \_\_\_\_\_

Name (Print): \_\_\_\_\_



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## PARK BUILDING PARTY (SHORT TERM) RESERVATION APPLICATION

### APPLICANT INFORMATION

Name: \_\_\_\_\_ Email: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_

Contact Number(s): Cell: \_\_\_\_\_ Home: \_\_\_\_\_ Work: \_\_\_\_\_

Organization Name (if applicable): \_\_\_\_\_ Non-Profit ID#: \_\_\_\_\_

Organization Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_

Alternate Contact: \_\_\_\_\_ Phone: \_\_\_\_\_

### PICNIC INFORMATION

Park Name: \_\_\_\_\_ Anticipated Headcount: \_\_\_\_\_

Date: \_\_\_\_\_ Day of Week (circle): SUN SAT | Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_

Type of Event:  Party/Social Gathering  Brief description of event: \_\_\_\_\_

### ADDITIONAL REQUESTS (CHECK BOXES)

<input type="checkbox"/> Picnic Area <b>Fee determined by group size</b>	Group Size: _____ <i>El Nido, El Retiro and Walteria Parks ONLY.</i>
<input type="checkbox"/> Bouncer Permit \$50 (+\$20 electricity)	Quantity: _____ <i>El Nido, El Retiro and Walteria Parks ONLY. Picnic reservation required. *The \$20 electricity permit is required at El Retiro and Walteria Parks. Must use generator at El Nido.</i>
<input type="checkbox"/> Ball Field \$20 per hour	Start Time: _____ End Time: _____ <i>El Nido, La Romeria, McMaster and Walteria Parks ONLY. Must Apply Separately.</i>

### USERS MUST AGREE TO THE FOLLOWING TERMS (CHECK BOXES)

I have included full payment for this reservation. The building fees can be found on the Park Building Party Policy.

I have read, signed and attached the Damages, Overage and Improperly Incurred Expenses form with my credit card number or I have included a refundable deposit by cash/check.

I have read, signed and attached the Short Term Facility User Agreement.

\*Torrance Residents Only: I have included proof of residency. We can accept the following only: Driver's License, Car Registration, Car Insurance or Utility Bill (electric, water, gas or cable).

**I, the undersigned, agree to comply with all facility Rules and Regulations and will maintain an acceptable standard of behavior.**

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### FOR OFFICE USE ONLY

Receipt #: \_\_\_\_\_ Staff: \_\_\_\_\_ Date: \_\_\_\_\_



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### REQUEST TO PAY BY CREDIT CARD

#### PERMIT DELIVERY

Please choose one (1) option.

I would like my permit and receipt:

E-Mailed: \_\_\_\_\_

Mailed – Reservation date must be at least two (2) weeks in the future.  
*Please indicate address if different on reservation/application form:*

\_\_\_\_\_

#### CREDIT CARD INFORMATION

I hereby authorize use of my:  Visa  MasterCard  
 Discover  American Express

Print Name As It Appears on Card: \_\_\_\_\_

Credit Card Number: \_\_\_\_\_

Expiration Date Month: \_\_\_\_\_ Year: \_\_\_\_\_ CVV#: \_\_\_\_\_ Amount Authorized \$ \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

***A surcharge will be added to all credit and debit card transactions.***

#### DAMAGES, OVERAGE AND IMPROPERLY INCURRED EXPENSES

In the case of any damage to the facilities being rented or if the facilities are not left in the same condition that they were in before the start of this contract, damages or expenses (cleaning, repair, replacement, and otherwise) will be billed directly to the credit card provided for this purpose. For building, gym, pool and rink reservations, the hourly fee will be charged for each portion of an hour that you stay past your scheduled end time. In addition to the amount incurred in damages, the credit card on file may be charged up to \$500.00 for any breach of contract.

I have read and understand Damages, Overage and Improperly Incurred Expenses and authorize my credit card to be charged.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Please include with a completed application to:**

Facility Booking

[FacilityBooking@TorranceCA.Gov](mailto:FacilityBooking@TorranceCA.Gov)

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F: (310) 781-7598