



## **Picnic Site Reservation Request Form**

### **Sacramento County Department of Regional Parks**

**Please return all requests to Department of Regional Parks –  
Leisure Services Division, 10361 Rockingham Drive, Suite 100, Sacramento CA 95827,  
email [picnics@saccounty.net](mailto:picnics@saccounty.net) or fax to (916) 875-6632.**

#### **Guidelines for Reserving Picnic Sites:**

- **Reservations are taken January through December. Reservations can be made starting in January for the upcoming year.**
- **Reservations can be made for any day of the week, however no reservations are booked for major holidays or major holiday weekends.**
- **Reservations can be made for Discovery Park, William Pond Recreation Area, Ancil Hoffman Park, Mather Lake Regional Park and Herald Park.**
- **Reservations are required for groups over 40 people.**
- **Reservation fees range from \$125-\$250, depending upon the location.**
- **All vehicles entering parks are subject to entry fees of \$5 per vehicle.  
You may make arrangements in advance to pay for your guests' parking with post payment parking. A 2-week advance notice is needed to set this up.**
- **Sound permits are required to use a public address system, disc jockey or band. An amplified sound permit is \$25.**
- **Bounce houses are only allowed with a reservation and there is an additional bounce house permit fee of \$25 and we also require proof of insurance from the bounce house company listing County of Sacramento as additionally insured.**
- **Sorry, no dunk tanks, water games or water inflatables are allowed.**

**\*\* See next page for Reservation Request Form \*\***

# Picnic Site Reservation Request Form

**Date for Request:** \_\_\_\_\_ **2<sup>nd</sup> Choice:** \_\_\_\_\_

**Contact Name:** \_\_\_\_\_

**Organization Name (if applicable):** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Home Phone:** \_\_\_\_\_ **Work Phone:** \_\_\_\_\_

**Email:** \_\_\_\_\_

**Type of Event:**

Family Picnic                       Company Picnic                       Church Picnic

**Number of People for Event:** \_\_\_\_\_

**Name of Event (ex Smith Family Reunion, Emily's Birthday):** \_\_\_\_\_

Will alcohol be served at this event?  No               Yes    if yes, what type? \_\_\_\_\_

**Facility (Check all that apply)**

- |                                                                |                                                              |
|----------------------------------------------------------------|--------------------------------------------------------------|
| <input type="checkbox"/> Alder (Discovery Park)      \$125     | <input type="checkbox"/> Oak (Discovery Park)      \$250     |
| <input type="checkbox"/> Sycamore (Discovery Park)      \$250  | <input type="checkbox"/> Redbud (Discovery Park)      \$250  |
| <input type="checkbox"/> Cottonwood (William Pond)      \$125  | <input type="checkbox"/> Riverside (William Pond)      \$125 |
| <input type="checkbox"/> Walnut (William Pond)      \$125      |                                                              |
| <input type="checkbox"/> Valley Oak (Ancil Hoffman)      \$125 | <input type="checkbox"/> Live Oak (Ancil Hoffman)      \$125 |
| <input type="checkbox"/> Riverside (Ancil Hoffman)      \$125  |                                                              |
| <input type="checkbox"/> Rotary Grove (Mather)      \$250      | <input type="checkbox"/> Robin (Mather)      \$125           |
| <input type="checkbox"/> Sparrow (Mather)      \$125           |                                                              |
| <input type="checkbox"/> Herald Park (Herald)      \$ 50       |                                                              |

**Add Ons (Check all that apply)**

- Amplified Sound Permit      \$25  
 Bounce House Permit      \$25 (Proof of Insurance from Company and generator required)  
 Post Payment Parking      \$25 (Still will be charged \$5 per vehicle)

**Method of Payment:**

Check # \_\_\_\_\_       Cash – Amount \$ \_\_\_\_\_       Credit Card – Visa or Mastercard only

**Make check Payable to:** Sacramento County Treasurer

**Credit Card Information:**

Name on card:	Expiration date of Card:
Credit Card Type & Number:	3 digit CVV code: