



# Picnic Site Reservation Request Form

## Sacramento County Department of Regional Parks

Please return all requests to Department of Regional Parks –  
Recreation 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 Ancil Hoffman Park, Discovery Park, Gibson Ranch Regional Park, Herald Park, Mather Lake Regional Park, River Bend Park, and William B. Pond Recreation Area.
- Reservations are required for groups over 40 people.
- All reservations must be made more than five (5) days in advance.
- Reservation fees range from \$40-\$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. An additional bounce house permit fee of \$25 and proof of insurance from the bounce house company listing County of Sacramento as additionally insured is required.
- Sorry, no dunk tanks, water games or water inflatables are allowed.

Date for Request: \_\_\_\_\_ Alternate Date: \_\_\_\_\_

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

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

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

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

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

#### Type of Event:

Family Picnic                       Company Picnic                       Church Picnic

Attendance: \_\_\_\_\_

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

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

**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)

**Facility (Check all that apply)**

**Ancil Hoffman Park**

- Valley Oak - \$125  Live Oak - \$125
- Riverside - \$125

**Discovery Park**

- Alder - \$125  Oak - \$250
- Sycamore - \$250  Redbud - \$250

**Gibson Ranch Regional Park**

- |   |                                       |  |
|---|---------------------------------------|--|
| <input type="checkbox"/> Area 1A - \$250.00 | <input type="checkbox"/> 2E - \$40.00 | <input type="checkbox"/> RT 1 (Hill) - \$40.00 |
| <input type="checkbox"/> Area 1B - \$125.00 | <input type="checkbox"/> 2F - \$40.00 | <input type="checkbox"/> RT 2 - \$40.00        |
| <input type="checkbox"/> Area 1C - \$125.00 | <input type="checkbox"/> 2G - \$40.00 | <input type="checkbox"/> L1 - \$40.00          |
| <input type="checkbox"/> Area 1D - \$125.00 | <input type="checkbox"/> 2H - \$40.00 | <input type="checkbox"/> L2 - \$40.00          |
| <input type="checkbox"/> Area 2A - \$200.00 | <input type="checkbox"/> 2I - \$40.00 | <input type="checkbox"/> L3 - \$40.00          |
| <input type="checkbox"/> Area 2B - \$150.00 | <input type="checkbox"/> 3G - \$40.00 | <input type="checkbox"/> L4 - \$40.00          |
| <input type="checkbox"/> Area 2C - \$250.00 | <input type="checkbox"/> 3P - \$40.00 | <input type="checkbox"/> L5 - \$40.00          |
| <input type="checkbox"/> Area 2D - \$200.00 | <input type="checkbox"/> 3Q - \$40.00 | <input type="checkbox"/> L6 - \$40.00          |
| <input type="checkbox"/> Area 3A - \$125.00 | <input type="checkbox"/> 3S - \$40.00 | <input type="checkbox"/> L7 - \$40.00          |
| <input type="checkbox"/> Area 3B - \$150.00 | <input type="checkbox"/> 3T - \$40.00 | <input type="checkbox"/> L8 - \$40.00          |
| <input type="checkbox"/> Area 3C - \$150.00 |                                       |  |

**Herald Park**

- Herald Community Park Shelter - \$50

**Mather Regional Park**

- Rotary - \$250  Robin - \$125
- Sparrow - \$125

**River Bend Park**

- Eppie's Grove A - \$40  Eppie's Grove C - \$40
- Eppie's Grove B - \$40  Eppie's Grove D - \$40

**William B. Pond Park**

- Cottonwood - \$125  Riverside - \$125
- Walnut - \$125

**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: