

— SAN JOSE —  
**PARKS, RECREATION &  
NEIGHBORHOOD SERVICES**

**City of San Jose Park Wedding Venue Specific Information and Policies**

- The City of San Jose Application rental packet states, “The City does not provide equipment (microphones, stereos, sound system, ladders and overhead projector)” [3<sup>rd</sup> page, within Day of Event: Set-Up/Decoration/Clean-Up, numbered 4 (four)]. We charge this equipment per day; the rates are as follows:

General Equipment (rate per day)	
Use of Wedding Chairs (Wisteria Arbor only)	\$2 per chair

- Total Capacity for the Japanese Friendship Garden Tea House is 120. Seated dinning maximum including indoors, and patio is 100. The Japanese Friendship Garden Tea House is reservable from 9am-Sunset.
- Reservations must be made in person at Leininger Community Center (operating hours M-F 8:30am-4:30pm): 1300 Senter Rd., San Jose, CA 95112. Reservations are not accepted by phone or tentatively held. All wedding reservations at least one (1) week or no more than one (1) year in advance. Do not print or distribute invitations until approval is received.
- If an applicant wishes to extend or change event hours, it must be done no later than fourteen (14) days prior to the event. No additional changes will be granted within fourteen (14) days prior to the event. **Change Requests are not guaranteed and are contingent on space/ staff availability.**
- There are no refunds due to inclement weather.
- Parking fees may be charged at some locations. Applicant can pre-pay for guest parking fees if they desire.
- Applicants are encouraged to view the reservable site prior to making a reservation. Contact Leininger @ 408-794-6504. Sites can be viewed during business hours (M-F 8:30am-4:30pm) and when unoccupied.
- Rice, confetti or glitter may not be thrown on the premises. Birdseed is allowed during ceremony.
- All San Jose Municipal Codes and State laws apply
- Commercial photography requires a photo permit. Photo permits are included with wedding reservation at the Municipal Rose Garden and the combo of Wisteria and Okayama Room Reservations. Adding additional photography locations and all other venues will require obtaining a photo permit.

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- Vehicles (including limousines) are not allowed on service roads, paths or in the picnic areas. Doing so will result in a citation and may be towed at owners' expense.
- Weddings must be held at site specified on approved permit.
- Generators are not allowed at any city park for electrical use.
- It is unlawful to damage, deface, vandalize or otherwise alter City park property. This includes collecting flowers, roses petals or other vegetation. Littering or unauthorized dumping is not permitted.
- Reservation holder must have approved permit for specified date.
- Special activities or placing of large equipment must be approved in advance by Park Reservation Staff and Rangers.
- Large groups of musicians are not permitted. However, Soloists (harpist, violinist) are acceptable. Battery powered PA systems are allowed.
- Vendors hired must be paid off site.
- Alcohol is **PROHIBITED** at all Neighborhood Parks, Emma Prusch Farm Park and Overfelt Gardens. Alcohol (beer, wine, champagne or sake, **no hard alcohol**) is permitted **only in the picnic areas** at Almaden Lake Park, Alum Rock Park, Edenvale Garden Park, Kelley Park, and Lake Cunningham Park.
- Dogs on leash are permitted at most parks. However, dogs are **not** allowed at Japanese Friendship Garden, Alum Rock Regional Park or the Municipal Rose Garden.
- Receptions are not permitted at Park Wedding Site Venues. Please contact Park Reservations at 408-794-6504 for reception venue options available for reservation.
- No weapons or dangerous instruments are permitted in City of San Jose Parks.

**Municipal Rose Garden** (Fountain/Arbor Area Capacity 75, Stage Area Capacity 200)

- Barbecues are not allowed
- Confetti, other small decorations, large groups of musicians, electrical use and receptions of any kind are not allowed.
- 2-hour time slots available for Fountain Arbor Area
  - 10am-12pm
  - 1pm-3pm
  - 4pm-6pm

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- 3-hour time slots available for Stage Area
  - 9am-12pm
  - 1pm-4pm
  - 5pm-8pm (may not be available due to park closure hours October to March)
- Fountain/ Arbor Area
  - Standing only
  - Reservation is for the circular fountain area only – not between rose beds outside fountain area.
  - Chairs, arches or shade canopies are prohibited
  - Paper runners under the Arbor are allowed
  - Ribbons are allowed on the Fountain fence **only** if they are removed after ceremony
- Stage Area
  - Reservation is in the raised lawn area only – not in the adjacent large field or road area
  - Chairs are allowed only on the stage area. Do not put chairs on the service road
  - Arches, arbors and shade canopies are permitted with an approved ceremony permit

**Almaden Lake Park Amphitheater (Capacity 75)**

- Fish may be caught and released but should not be eaten. This lake contains fish and sediment that may be contaminated with mercury, which may be harmful if ingested by humans. Fishing licenses must be displayed at all times. Please see posted signs as the lake may be closed for health concerns.
- Private boating is temporarily prohibited until an inspection program can be implemented.
- Air jumper with City approved vendor is only permitted at Quicksilver and Arroyo picnic sites
- 2-hour time slots available
  - 10am-12pm
  - 1pm-3pm
  - 4pm-6pm

**Emma Prusch Park – The Last Barn (Capacity 150)**

- One air jumper from a City-approved vendor is permitted at REDWOOD GROVE and CITRUS GROVE picnic sites upon approval of Parks Division office.
- Children must be supervised by an adult.
- Balloons/ small decorations are not allowed at Emma Prusch Farm Park.
- Do not feed, touch or disturb animals in the park.

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- 2-hour time slots available
  - 10am-12pm
  - 1pm-3pm
  - 4pm-6pm

**Kelley Park (Amphitheater Capacity 200, Wisteria Arbor Capacity 200)**

- Air jumpers and dunk tanks are NOT permitted
- 2-hour time slots available for Amphitheater
  - 10am-12pm
  - 1pm-3pm
  - 4pm-6pm
- Minimum 4-hour time slot for Wisteria Arbor
  - Inquire with Wedding Coordinator on available times

**CANCELLATION POLICY:**

In the event of a cancellation of a confirmed reservation is necessary, it's the applicants' responsibility to provide immediate written notification of such intent to cancel use. City staff will not be held responsible for cancellations made by telephone. Cancellations will only be accepted from the applicant, not from anyone else acting on his/her behalf. This policy is designed to prevent unauthorized cancellation of reservation. Cancellation Fees are as follows:

- A. If a cancellation is made more than sixty (60) days prior to event date, the applicant shall be subject to a 25% cancellation fee(s)
- B. If cancellations are made within sixty (60) days but more than thirty (30) days prior to event, applicant will be subject to a 50% cancellation fee.
- C. If cancellations are made within thirty (30) days or fewer of the event date, applicant will be subject to a 75% cancellation fee.
- D. If cancellation notice is given less than forty-eight hours of event date, applicant will be subject to a 100% cancellation fee.

Change requests are not guaranteed and are contingent on space/ staff availability.

The City of San Jose reserves the right to cancel any of facilities and/or equipment in emergency situations, unplanned maintenance or when necessary for the safety of the customers. When the City of San Jose cancels an event a full refund of all fees and deposits paid will be provided.

Applicant's signature: \_\_\_\_\_ Date: \_\_\_\_\_

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**Reservation Policies Summary** Department of Parks, Recreation and Neighborhood Services

**PAYMENT/CHARGES/REFUNDS**

1. Reservations must be made in person at the appropriate location up to one year in advance of the requested reservation date.

If a reservation is made less than 30 days, the reservation must meet the following criteria:

- **APPROVAL OF RECREATION SUPERVISOR**
  - **ALL FEES WILL BE CASH OR CREDIT CARD ONLY**
  - **100% OF PAYMENT IS DUE DAY APPLICATION IS SUBMITTED**
2. A refundable deposit for some locations must be made at the time of application. The refundable deposit is returned after the event in full, **IF** there is no cleaning and damage charges occurring from the event.
  3. The balance of the facility use fees and any special fee must be paid in full thirty (30) days prior to the date of reservation, or the reservation shall be deemed canceled.
    - **EVENT IS ON \_\_\_\_\_**
    - **ADDITIONAL HOURS MUST BE REQUESTED AT THIS TIME.**
    - **CHANGE REQUESTS ARE NOT GUARANTEED AND ARE CONTINGENT ON SPACE/ STAFF AVAILABILITY.**
    - **A COPY OF THE INVITATION MUST ACCOMPANY FINAL PAYMENT.**
  4. If the facility is in satisfactory condition at the event's end and is indicated on the evaluation form, the group will be refunded the Cleaning and Damage Deposit in full. The refund will be processed one (1) week after the event. If paid by check or cash; a check will be mailed to the responsible party within 8-10 weeks after the event. If paid by credit card, the amount of the Cleaning and Damage Deposit will be credited to your credit card account 2-3 weeks following the event.
  5. The individual and/or organization granted use is responsible for reimbursing the City of San Jose for any additional loss and/or damage to the property caused by such use.
  6. A service charge of \$35 will be made for all returned checks.
  7. **CANCELLATION CHARGES FOR ALL RESERVATIONS:**
    - A. If a cancellation is made more than sixty (60) days prior to event date, the applicant shall be subject to a 25% cancellation fee(s)
    - B. If cancellations are made within sixty (60) days but more than thirty (30) days prior to event, applicant will be subject to a 50% cancellation fee.
    - C. If cancellations are made within thirty (30) days or fewer of the event date, applicant will be subject to a 75% cancellation fee.
    - D. If cancellation notice is given less than forty-eight hours of event date, applicant will be subject to a 100% cancellation fee.

**DAY OF EVENT: SET-UP/DECORATION/CLEAN UP**

1. The reserved site will not be available before the time indicated on the application.
2. You and your designated agent will be required to do a pre and post event walk through if reserving the Japanese Friendship Garden Tea House and sign the release form. This process will determine and begin your damage/cleaning deposit refund.
3. The City does not provide equipment with the exception of chairs available to rent at the Wisteria Arbor venue.
4. **Events going over the schedule ending time will be charged 2 times the hourly rate on the application for each hour or fraction thereof. All time exceeded will be charged in one hour increments.**

Also, staff will need to stay until the building is vacated; therefore, the staff will also charge a fee at their current staffing rate.
5. The following items may **NOT** be used for security and/or safety purposes:
  - CANDLES (OR OPEN FLAMES) (BIRTHDAY CANDLE IS ALLOWED DURING THE DURATION OF THE BIRTHDAY SONG NO EXCEPTIONS)
  - MYLAR BALLOONS (\$5.00 PER BALLOON FOR REMOVAL)
  - GLITTER
  - FOG MACHINES
  - BUBBLE/BUBBLE MACHINES
  - NO LADDERS
  - NO STANDING ON TABLES OR CHAIRS
6. No special deliveries may be made prior to your time specified on your contract.
7. Decorations such as plants or large trees must be fire retardant and tagged with an official fire-retardant tag. Any foliage not tagged will not be permitted on site.
8. Ceremony sites must be left clean. All decorations must be removed and disposed of properly.

\_\_\_\_\_  
Applicant/Authorized Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Applicant/Authorized Signature

\_\_\_\_\_  
Date





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**Reservation Policies Summary Department of Parks, Recreation and Neighborhood Services (Cont.)**

**MISCELLANEOUS:**

1. Liability insurance holding the City of San Jose harmless may be required of groups who are to engage in activities which may be deemed to be reasonable high risk to participants or spectators, as determined by the Facility Supervisor.
2. No advertising shall be exhibited, no solicitation, and/or sales be made in the building or on the grounds without the written permission of the Parks Supervisor.
3. The attendant on duty, as a representative of the Department of Parks, Recreation and Neighborhood Services, has the authority to disperse any group for failure to comply with these rules, and **THE GROUP WILL FORFEIT ALL FEES, CHARGES, DE- POSITS, etc.** Future use of the reservable site may be denied for failure to abide by these rules.
4. The Department of Parks, Recreation and Neighborhood Services is not responsible for accidents, injuries, or loss of individual property.
5. No verbal agreement for use of reservable site shall be made nor in any way be binding.
6. The City of San Jose reserves the right to cancel any use of the facilities and/equipment in emergency situations, unplanned maintenance, or when necessary for the safety of the customers. The City of San Jose will provide full refund of all fees and de- posits paid.
7. Smoking is not permitted inside City facilities and Parks or within 25 feet of the building.
8. **RATES ARE SUBJECT TO CHANGE.**

**ACCEPTANCE:**

I have read, understand, and accept both the **Reservation Policies Summary & PRNS Facility Use Rules and Regulations** and accept usage and will comply with the rules of the Department of Parks, Recreation and Neighborhood Services. \*Full PRNS Facility Use Rules and Regulations will be provided upon request.

\_\_\_\_\_  
Applicant/ Authorized Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Staff Signature

\_\_\_\_\_  
Date

**NOTES:**