



## TOWN OF LOS GATOS

### PARKS RULES AND REGULATIONS

---

#### **GENERAL**

All activities within Town Parks shall comply with the requirements of Chapter 19 of the town of Los Gatos Code of Ordinances and these park rules and regulations.

#### **HOURS**

- Parks are open from sunrise until one-half hour after sunset.
- Town trails are open from 7:00 a.m. to sunset (unless posted otherwise).
- Sport court and athletic field usage hours shall be the same as park hours unless otherwise posted at the court.

#### **RESERVATIONS ONLINE**

- Reservations must be made online at [www.losgatosca.gov/parkres](http://www.losgatosca.gov/parkres) or in person at the Parks and Public Works Department by appointment only. Reservations by phone or email are not accepted.
- Reservations can be made 180 days prior to the reservation date.
- Reservations must be made at least 3 days prior to the requested reservation date.
- Reservations are required for Oak Meadow Park (picnic areas #1-9), and picnic areas at the Town neighborhood parks ([Bachman, Belgatos, Blossom Hill, La Rinconada, and Live Oak Manor](#)).
- Reservations are not applicable at Creekside Sports Park and Oak Meadow Park Bandstand. Requests to use Creekside Sports Park or Oak Meadow Park Bandstand must be accompanied by a [Special Use Permit application](#).
- Reservations are confirmed once payment has been made online by via credit card. Single family, non-reservable areas are available in Oak Meadow Park on a first-come, first-serve basis. These spaces have a maximum of two tables and use is allowed for a group of 25 or less.
- Changes to the location or date of a reservation must be made online at least 5 days in advance. Changes requested less than 5 days before the reservation date are not permitted.

#### **CANCELLATION REQUESTS/REFUND/RAIN POLICY**

- If a reservation is canceled more than 5 days before the reservation date, a refund is available minus a \$25 non-refundable cancellation fee.
- If a reservation is cancelled less than five (5) days prior to the reservation date, no refunds are available.
- Cancellations requests must be submitted via the online system.
- Refunds are processed via credit card only and are typically processed within 30 days after the initial request. No online credits for future reservations are issued. Credit card fees are non-refundable.

## PARKS RULES AND REGULATIONS

- If it rains on your scheduled use date, you must contact [parksreservations@losgatosca.gov](mailto:parksreservations@losgatosca.gov) the next business day to inquire about a full refund or re-scheduling your use to another available date.
- Reservation fees are non-transferable and cannot be re-assigned or sublet.

### **PARKS SPECIAL USE PERMIT**

A permit shall be obtained from the Parks and Public Works Department for the temporary, exclusive or special use of any park facility or area by any organized group. Event organizers are advised that certain types of special permit uses may require permits from other agencies or jurisdictions (e.g., County Fire, County Health, etc.). If your event involves other jurisdictions, a permit from those agencies is required **before** the Town can issue its permit.

If you or your organization are planning a large event in a park or trail that requires a Parks Special Use Permit please contact Parks and Public Works. This process is not available through the Town's online reservation program.

A Parks Special Use Permit may be required for some of or all the following spaces:

- Use of 3 or more sites and groups of 100 or more in Oak Meadow Park
- Oak Meadow Park Bandstand
- Creekside Sports Park
- Groups of 25 or more at any of the Town's neighborhood parks
- Organized recreational/class activities
- Marathons, fundraisers, weddings, etc.

Parks Special Use Permit Application **must be submitted sixty (60) days prior to event.**

Permits cannot be transferred, assigned, or sublet.

### **CATERING/VENDORS/JUMP HOUSE REQUESTS AND REQUIREMENTS**

- Customers requesting catering, vendors, or jump house services for the day of your event must be in contract with the Town of Los Gatos.
- Caterers, vendors, or jump houses MUST be requested **thirty (30) days prior to the scheduled event** and are subject to approval by the Town.
- Unauthorized caterers/vendors/jump houses will be removed from the park.
- Approved caterer, vendor, or jump house MUST submit the following to the Parks and Public Works Department:
  - [Vendor Agreement](#)
  - [Town of Los Gatos Business License](#)
  - [Certificate of Insurance per the Town of Los Gatos Insurance Requirements](#)

PARKS RULES AND REGULATIONS

**JUMP HOUSE**

- Jump houses can only be rented from companies that have been placed on the pre-authorized list available from Parks and Public Works.
- Jump houses are allowed at the following picnic areas and neighborhood parks for an additional fee and require a park reservation:
  - Oak Meadow Park Areas 3, 4, 5, 6, 8 and 9
  - Bachman Park
  - Belgatos Park
  - Blossom Hill Park
  - La Rinconada Park
  - Live Oak Manor Park
- Jump houses are not allowed in or near the following areas in Oak Meadow Park:
  - Oak Meadow Park Areas 1, 2 and 7
  - Playground areas
  - Single family areas
- Jump houses must be placed a minimum of 60 feet from the residential fence line.
- Jump houses with water features are NOT allowed.

**VEHICLE ESCORT**

- Vehicle escorts are allowed in select parks, group areas, and picnic areas for an additional fee and require either a parks reservation or Parks Special Use.
- Vehicle escorts may be requested for caterers and/or vendors only.
- Vehicle escorts are not permitted at Oak Meadow Park areas 1, 2 and 7.
- Vehicle escorts are limited to one vehicle only (one entry and one exit in the park). Multiple vehicle escorts are not allowed.
- Parking is allowed only in designated parking lot spaces.

**ALCOHOL**

- Beer and wine are allowed with food and must not leave the picnic area.
- No hard liquor is allowed.

**BARBECUES**

- Barbecuing is not allowed one hour prior to sunset.
- Personal/portable barbecues (gas only) are only allowed in reservable picnic areas, as well as existing and designated barbecue areas in the following parks:
  - Blossom Hill Park (located near Baggerly Field and restroom)
  - La Rinconada Park
  - Oak Meadow Park (located in Picnic Areas 1 through 9 and the single-family area closest to the playground)
- Charcoal is only allowed in the large barbecue pits located in reservable picnic areas, as well as existing and designated barbecues in certain parks indicated above.
- Allow fires in barbecue pits to burn out. Do not use water as it will damage the grill and barbecue pit.

PARKS RULES AND REGULATIONS

- Barbecues are not allowed in the following parks or fields:
  - Bachman Park
  - Balzer Field
  - Belgatos Park
  - Blossom Hill Park (Group Area only)
  - Live Oak Manor Park
  - Pageant Grounds Park
  - Town Plaza
  - Howes Play Lot
  - Oak Hill Play Lot

**SETUP AND CLEAN-UP**

- Customer is responsible for the general setup and clean-up of the reserved group and picnic areas. If the Town is required to clean up after the event, the customer will be invoiced for the Town's costs. (Town Code Sections 19.10.025, 19.30.025.)
- Clean-up includes the removal of all food, decorations, directional signs, and equipment. Trash and recycled receptacles are located in each area. Customer or park visitor shall provide means to clean up area, including extra trash bags. Tacks, nails, and staples may not be used on tables and trees for decorations and signs.
- Directional signs may be posted within picnic area or group area only and must be removed before leaving the park. Posting of these signs at the front entrance (curb, gutter, fence, and sidewalk) of the park is prohibited.

**ALLOWED:**

- Volleyball and badminton nets
- Canopies - no more than two 12' x 12' in each area
- Portable music devices (e.g. small portable speakers) may be used, but sound levels must remain low and contain within your picnic area so as not to disturb others.
- Portable pickleball nets

**NOT ALLOWED:**

- Smoking and electronic smoking devices are prohibited in all parks and trails.
- Loud music is prohibited at all times.
- Organized sports or events without a Parks Special Use Permit.
- Amplified music (e.g., PA systems, large speakers, or any device that increases sound beyond normal portable devices) without a Park Special Use Permit.
- Mobile game trucks, inflatable games (e.g., bubble soccer, hamster balls), petting zoos, and pony rides are not allowed.
- Radio-controlled airplanes, helicopters, and drones are not allowed.
- Hoverboards and skateboards are not allowed.
- Egg toss, piñatas, water balloons, confetti, and rice are not allowed.