The City of Bellflower offers two picnic shelters available for reservation:

John S. Simms Park  
16614 S. Clark Avenue  
Bellflower, CA 90706  
(562) 866-7510

T. Mayne Thompson Park  
14001 S. Bellflower Blvd.  
Bellflower, CA 90706  
(562) 866-8614

1. The Picnic Shelter Reservation program is intended for private gatherings such as barbecues and picnics. The program is not intended for larger special events that may require a Parks and Recreation Special Use permit.

2. Picnic shelters are available for weekend permit reservations during the following seasonal hours:

<table>
<thead>
<tr>
<th>Season</th>
<th>Hours</th>
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<tr>
<td>Nov. 1 – Jan. 31</td>
<td>11:30 a.m. – 3:30 p.m.</td>
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<tr>
<td>Feb. 1 – Apr. 30</td>
<td>10:30 a.m. – 4:30 p.m.</td>
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<tr>
<td>May 1 – Oct. 31</td>
<td>10:30 a.m. – 5:30 p.m.</td>
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Picnic shelters are available for weekday (non-holiday) permit reservations year-round from 10:30 a.m. – 6:30 p.m. Please note that holiday hours of availability fluctuate and may be confirmed by contacting a park supervisor.

3. Reservations are accepted in person on an appointment basis only. Please contact the office at the facility you wish to reserve to set an appointment. Appointments are typically available weekdays from 9:00 a.m. to 4:00 p.m. Reservations are not accepted by telephone. Available reservation dates open beginning July 1 of each year and reservations may be made in advance for the entire following calendar year. A group may have a maximum of two reservations on the calendar at any given time and will be eligible to place another reservation once their first reservation date has passed. This ensures the opportunity for reservations is spread fairly amongst all groups.

4. Reservations are confirmed only when the written application and fees/deposit are received by staff. Your receipts serve as your reservation confirmation. You may be asked to present these to staff upon arrival.

5. Notice will be posted at the picnic shelter one (1) day prior to the reserved date indicating the group name, date, and time of use.

6. A $75.00 Administrative Processing Fee will be assessed and deducted from the Security Deposit for reservations cancelled by the permittee. All other fees will be refunded. Other than the guidelines set in the rain-out policy, groups are not permitted to reschedule dates. The Recreation Department reserves the right to cancel picnic shelter reservations and refund fees/deposit in full.

7. User agrees that it is solely responsible for reviewing and ensuring compliance with all applicable public health rules, regulations, orders, and/or guidance in effect at the time of the use of the facility including, but not limited to, physical distancing, limits on the size of gatherings, use of appropriate face masks/face coverings and sanitation practices, etc. The City of Bellflower reserves the right to immediately revoke User’s right to use of the facility should User fail to comply with any provision of this section.
FEES, DEPOSITS, AND REFUNDS

Fees and deposit may be paid with credit card, cash or two separate checks or money orders payable to City of Bellflower. Checks cannot be accepted for reservations made less than three weeks before the usage date (credit card, cash or money orders are acceptable).

**Bellflower Residents:**

* Must provide proof of Bellflower residency at the time reservation is made.

**Usage Fee:** $75.00 per day - flat rate (during regular hours)

**Refundable Deposit** $200.00 security and cleaning

**Non-Residents:**

**Usage Fee** $300.00 per day - flat rate (during regular hours)

**Refundable Deposit** $200.00 security and cleaning

NON-HOURS OF OPERATION

Picnic shelter may be reserved prior to or after seasonal hours upon department approval and when reservations are made no less than three weeks prior to the usage date. The additional time will be charged at an additional staff overtime rate of $50.00 per hour. Additional hours are restricted to 7:00 a.m. - 10:00 p.m.

INDEMNIFICATION

User shall indemnify, defend, and hold harmless the City of Bellflower, elected and appointed officials, employees, and volunteers from any and all losses, costs, expenses, claims, liabilities, actions, or damages, including liability for injuries to any person or persons or damage to property arising at any time during and/or arising out of or in any way connected with the use or occupancy of the facility and adjoining property, unless solely caused by the gross negligence or willful misconduct of the City of Bellflower, its elected and appointed officials, employees, or volunteers.

SECURITY/CLEANING REFUND POLICY

Picnic shelter must be inspected by recreation staff upon completion of permittee’s clean up responsibilities to qualify for a full or partial refund. All returned deposits should be received by permittee **approximately thirty (30) calendar days** after the date of use.

**Full Refund**

If all standard clean-up responsibilities have been met by permittee:

- No damage to the picnic shelter as a result of usage.
- No concerns regarding park security. These include fighting, alcohol use, illegal or harmful activity.
- Full completion of clean-up and departure of facility on or before permitted time.

**Partial Refund**

The Parks and Recreation Department reserves the right to evaluate the permittee’s use and deduct fees according to damages, security concerns, clean-up, or late departure.

User shall vacate the picnic shelter by the stated pre-arranged ending time on the application. Failure to comply will result in a penalty of double the $50.00 hourly rate for additional staff
oversite for any portion of an hour. If staff deems it necessary to contact the Sheriff’s Department for assistance with enforcing the departure time, group will forfeit their entire deposit.

Rain Out Policy

Refunds will be issued if the event is a total rain-out. Rain-out will be considered a day of inclement weather which prohibits usage of the shelter. Rain-out cancellation will be determined at the sole discretion of the Recreation Supervisor or their designee. Final decision will not be made more than 48 hours prior to the reservation. Once the shelter is occupied, there are no refunds due to inclement weather and the usage fee is forfeited. Refunds will not be granted for “no shows”.

In lieu of a refund for rain-out, group may also choose to reschedule the event once within 60 days of the first reservation. Requests to reschedule due to rain-out are based on availability.
PICNIC SHELTER RESERVATION APPLICATION

Name of Group/Organization ____________________________________________
Contact Person ______________________________________________________
Address ____________________________________________________________
City _________________________________________________________________ Zip______________
Phone No. (day) ___________________________ (evening) ______________
Approximate # of Group _____________________________________________
Type of Gathering ___________________________________________________
Day of Event _________________________________________________________
Time of Arrival ________________ Time of Departure ______________________
Location: John S. Simms Park or T. Mayne Thompson Park (Please Circle)

Fees:

Fees and deposit may be paid with by credit card, cash or **two separate checks** or money orders payable to City of Bellflower. Checks cannot be accepted for reservations made less than three weeks before the usage date (credit card, cash or money orders are acceptable). A $75.00 Administrative Processing Fee will be assessed and deducted from the Security Deposit for reservations cancelled by the permittee. All other fees will be refunded in case of cancellation.

**Bellflower resident:**

$75.00 - Usage Fee
$200.00 - Refundable Security/Cleaning Deposit.

**Non-Resident:**

$300.00 - Usage Fee
$200.00 - Refundable Security/Cleaning Deposit.

I have read and understand the policies and procedures regarding usage of the picnic shelter. I agree to abide by these policies and understand that the Parks and Recreation Department will monitor and evaluate my permitted use. *(See Backside)*

Signature: __________________________ Date: __________________________
Print Name: __________________________

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FOR OFFICE USE ONLY

LAST NAME __________________________ RES. DATE __________________________
RESIDENT □ NON-RESIDENT □ DATE PROCESSED______________________________
USAGE RECEIPT # __________________ DEPOSIT RECEIPT # __________________
CHECK # __________________
THOMPSON □ SIMMS □ STAFF INITIALS _______
Any group using the picnic shelter will be held totally accountable for the following security and cleaning policies:

1. **NO** alcoholic beverages may be brought to or consumed at the picnic shelter, or on any park facility. Failure to comply with this Municipal Code regulation will result in immediate cancellation of the permitted use and expulsion from the park facility. No refund will be given. This will be strictly enforced by Recreation and Sheriff's Department personnel.

2. The family, host or group using the shelter shall be responsible for their guests in the event of any abuse, damage or loss of City/Department property.

3. **NO** animals may be brought to or are allowed at the picnic shelter or any part of the park facility, with the exception of guide dogs. Failure to comply will result in the permitted use cancellation with no refund.

4. **ALL** motorized vehicles must remain in the posted parking lot areas. Vehicles will not be allowed to drive onto the park to load or unload equipment.

5. **NO** nails, staples, pins, tacks, wire, or duct tape may be used in the picnic shelter. Masking tape may be used to a minimum and must be removed prior to permittee's departure.

6. **NO** piñatas may be fastened to or hung within any part of the shelter.

7. **ALL** audio equipment must be kept to a reasonable level. Staff reserves the right to evaluate the audio level and act accordingly.

8. **NO** fighting, profanity, abusive, or illegal behavior will be tolerated on public parks.

9. **ALL** electricity, water, or barbecues are to be secured prior to permittee's departure.

10. Inflatable trampolines (moon bouncers/party jumpers) are strictly prohibited on public parks.

11. Group is responsible for complete cleanliness of picnic shelter prior to departure. All trash must be in, or if full, next to trash receptacle. Feel free to ask staff for additional receptacles.

12. User shall vacate the picnic shelter by the stated pre-arranged ending time on the application. Failure to comply will result in a penalty of double the $50.00 hourly rate for additional staff oversite for any portion of an hour. If staff deems it necessary to contact the Sheriff's Department for assistance with enforcing the departure time, group will forfeit their entire deposit.

Signature: __________________________ Date: ____________________

Print Name: __________________________

Revised 07/01/22