

Permit Contract

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City of Pasadena
 100 N. Garfield Ave.
 Rm N255
 Pasadena, CA 91109
 Phone: (626) 744-4386
 FAX: (626) 744-6821
 Email: hsr-activenet@cityofpasadena.net

#9004834, Pending approval

Jul 5, 2013 6:14 PM
 Expires Jul 5, 2014

City of Pasadena
 Human Services & Recreation Dept

Customer Type: Internal Use
 Prepared By: Kenny James

Customer ID: 36438
 Primary: (626) 555-5555

Charges	Taxes	Discounts	Total Charges	Deposits	Deposit Taxes	Total Payments	Refunds	Balance
\$1,980.00	\$0	\$0	\$1,980.00	\$0	\$0	\$0	\$0	\$1,980.00

▼ RESERVATIONS

Event	Resource	Center	Notes	
JPL-Softball Type: Outdoor Sports Rental Attend/Qty: 20	Hahamongna Multi Purpose Field	Hahamongna Watershed Park N Oak Grove Drive & Foothill Blvd Pasadena, CA 91103 (626) 744-7195	--	
Days Requested		Event Begins	Duration	Event Ends
Day	Date			
Monday	Jul 8, 2013	5:30 PM	2 hours	Jul 8, 2013 at 7:30 PM
Tuesday	Jul 9, 2013	5:30 PM	2 hours	Jul 9, 2013 at 7:30 PM
Wednesday	Jul 10, 2013	5:30 PM	2 hours	Jul 10, 2013 at 7:30 PM
Monday	Jul 15, 2013	5:30 PM	2 hours	Jul 15, 2013 at 7:30 PM
Tuesday	Jul 16, 2013	5:30 PM	2 hours	Jul 16, 2013 at 7:30 PM
Wednesday	Jul 17, 2013	5:30 PM	2 hours	Jul 17, 2013 at 7:30 PM
Monday	Jul 22, 2013	5:30 PM	2 hours	Jul 22, 2013 at 7:30 PM
Tuesday	Jul 23, 2013	5:30 PM	2 hours	Jul 23, 2013 at 7:30 PM
Summary			Notes	
Total Number of Dates: 8			--	
Total Time: 16 hours				

▼ RESERVATIONS

Event	Resource	Center	Notes	
JPL-Softball Type: Outdoor Sports Rental Attend/Qty: 20	Hahamongna Multi Purpose Field	Hahamongna Watershed Park N Oak Grove Drive & Foothill Blvd Pasadena, CA 91103 (626) 744-7195	--	
Days Requested		Event Begins	Duration	Event Ends
Day	Date			
Monday	Jul 29, 2013	5:30 PM	2 hours	Jul 29, 2013 at 7:30 PM
Tuesday	Jul 30, 2013	5:30 PM	2 hours	Jul 30, 2013 at 7:30 PM

Wednesday	Jul 31, 2013	5:30 PM	2 hours	Jul 31, 2013 at 7:30 PM
Monday	Aug 5, 2013	5:30 PM	2 hours	Aug 5, 2013 at 7:30 PM
Tuesday	Aug 6, 2013	5:30 PM	2 hours	Aug 6, 2013 at 7:30 PM
Wednesday	Aug 7, 2013	5:30 PM	2 hours	Aug 7, 2013 at 7:30 PM
Monday	Aug 12, 2013	5:30 PM	2 hours	Aug 12, 2013 at 7:30 PM
Tuesday	Aug 13, 2013	5:30 PM	2 hours	Aug 13, 2013 at 7:30 PM
Monday	Aug 19, 2013	5:30 PM	2 hours	Aug 19, 2013 at 7:30 PM
Tuesday	Aug 20, 2013	5:30 PM	2 hours	Aug 20, 2013 at 7:30 PM
Wednesday	Aug 21, 2013	5:30 PM	2 hours	Aug 21, 2013 at 7:30 PM
Monday	Aug 26, 2013	5:30 PM	2 hours	Aug 26, 2013 at 7:30 PM
Tuesday	Aug 27, 2013	5:30 PM	2 hours	Aug 27, 2013 at 7:30 PM
Wednesday	Aug 28, 2013	5:30 PM	2 hours	Aug 28, 2013 at 7:30 PM

Summary

Notes

Total Number of Dates: 14
 Total Time: 28 hours

▼ CHARGES

Description	Event / Resource	Unit Fee	Units	Tax	Charge
Baseball/Softball Diamond - Nonprofit Resident	JPL-Softball #9004834 Hahamongna Multi Purpose Field	\$45.00	16.00	--	\$720.00
Baseball/Softball Diamond - Nonprofit Resident	JPL-Softball #9004834 Hahamongna Multi Purpose Field	\$45.00	28.00	--	\$1,260.00

▼ DISCLAIMERS

RULES AND REGULATIONS GOVERNING USE OF CITY RECREATION FACILITIES AND AREAS

1. City recreation facilities are available to community groups for meetings and activities of a recreational, cultural, civic, non-expressive and educational nature.
2. Reservation permits are nontransferable to other groups/individuals or for other recreational facilities. A copy of the approved permit must be kept on-site at all times during an event.
3. The responsible individual to whom the reservation was issued is required to notify the Park Reservations Desk in writing of any cancellation no less than ten (10) business days in advance of the event date, or forfeit all fees.
4. Failure to utilize any reservation date on confirmed permit without giving five (5) business days advance notice to the Park Reservations Desk may result in cancellation of future reservation privileges.
5. All Fire Department regulations, including the capacity of specific rooms, must be complied with at all times (capacity is posted in rooms).
6. No City property shall be altered or otherwise modified without written authority from the City of Pasadena. Event signage may not be nailed, stapled, etc. to trees, signs, buildings or other City property. Parking cars on turf or grass areas is not allowed unless authorized by City staff.
7. The reservee/applicant assumes all liability for damage to or theft of City property by his/her group during the reservation time period.
8. Alcoholic beverages are prohibited in public facilities except as authorized by Pasadena Municipal Code Section 3.24.090.
9. No park permits are issued during holidays. Park sites are available on a first come, first serve basis on holidays.
10. The City of Pasadena will not assume any responsibility for security of exhibits, nor will it provide staff to attend to such exhibits.
11. Groups are requested to observe and help enforce the common rules concerning social behavior; for example, no obscene speech, respect for the personal and property rights of others, avoidance of unnecessary noise which might disturb other groups using the facility or citizens residing near the facility and related areas.
12. Reservee/applicant must comply with City Charter provisions concerning use of park property (Article XVI). A copy of the City Charter is available in the City Clerk's Office for viewing.
13. Any groups or organizations which charge an admission/fee may be subject to a surcharge not to exceed twenty percent (20%) of the total gross receipts as directed by the City of Pasadena.

- 14. Patrons are reminded that it is illegal to park automobiles in the park, or block any driveway or entrance leading into or out of a facility or park. These driveways are used for emergency vehicles in case of accidents, fire, etc. Use approved parking areas only.
- 15. City staff and/or City-authorized staff are authorized to enter any room on park property at any time in performance of duties.
- 16. The sale or raffle of merchandise, acceptance of donations, or charging for admission are prohibited in facilities and park grounds, unless the City has given specific written approval.
- 17. Renewal of a reservation will be contingent upon care of property and equipment, and strict observance of all rules and regulations governing the use of said property and equipment.
- 18. Permittees using the recreation centers and/or related areas and facilities shall not engage in illegal discrimination based on race, color, creed, national origin, ancestry or religion.
- 19. Groups are required to vacate their reserved facilities on or before the time specified on the permit.
- 20. Smoking is prohibited in City parks, community centers and recreation centers.
- 21. A refundable cleaning/damage deposit may be required for the use of certain facilities. The deposit will be refunded if the facilities are not damaged, are left in an orderly condition, and all other regulations have been met.
- 22. The City requires the user of any premises or facility described in Municipal Code Chapter 3.24 to indemnify or hold harmless the city, its officers, directors or employees from any loss, liability or damage arising out of, as the result of, or in connection with the use of the facility or premises, equipment or services to the city, its officers or employees, including all costs of defending any claim arising as a result thereof. See Pasadena Municipal Code Section 3.24.100. Liability insurance may also be required in accordance with standards followed by City in such cases.
- 23. If an event generates a large amount of garbage, Permittee is responsible for providing enough garbage bags for collection.
- 24. Park Safety Specialists can respond to safety-related concerns at parks - dial (626) 744-4241 for assistance.

CANCELLATION POLICY

- 1. Cancellation notice procedure: Applicant must submit cancellation notice in writing no less than ten (10) business days in advance of reservation date to receive a refund minus the deposit amount. Mail your written notice to Park Reservations Desk, 2575 Paloma St., Pasadena, CA 91107 or fax to (626)744-7520. Notification date will be the date the Park Reservations Desk receives the written or fax notice.
- 2. Groups failing to use their permits and/or failing to cancel permits ten (10) business days prior to their reservation date will forfeit their entire reservation fee.
- 3. Fees for permits may only be refunded due to weather conditions or if City preempts use of the facility. The Parks Reservation Desk must receive written request for such within five (5) business days after the original permit date.

▼ CUSTOM QUESTIONS

Question	Answer
Are you a Youth Sports Group?	No

The undersigned has read and on behalf of the Licensee agrees to be bound by this Permit/License and the Terms and Conditions contained herein and attached hereto, and hereby warrants and represents that he/she executes this Permit/License on behalf of the Licensee and has sufficient power, authority and capacity to bind the Licensee with his/her signature.

Signature: _____ Date: _____

Permit #: _____

Staff Signature: ~~_____~~ Date: ~~_____~~