City of Pismo Beach Recreation Division
760 Mattie Road, Pismo Beach, CA 93449
Tel: (805) 773-7063 Fax: (805) 773-4684

Park Reservation Application

(Updated 7/1/2026)

Private Event: If you are holding a private event, a function that is planned exclusively for a small group and is not open to the general public, please follow the directions below to reserve a City park:

1. Read the terms and policies included with this application.
2. Contact the Parks and Recreation Division @ (805) 773-7063 or email: recreation@pismobeach.org to check availability. Upon confirmation of availability, complete the application and return it to: City of Pismo Beach Recreation, 760 Mattie Road, Pismo Beach CA 93449 with the appropriate deposit and/or payment.
3. Once approved, a copy of the application will be given or mailed to the applicant.

Public Event: If you are holding an event that is open to the general public, please follow the directions below:

1. Contact the Conference & Visitors Bureau @ (805) 773-7034 or email events@pismobeach.org to check availability and the current fee amount for processing of the Special Events Application.
2. Once you have received confirmation of availability your event will be tentatively placed on the calendar.
3. Fill out a Special Events Application and pay the processing fee. The Special Events Committee (SEC) will review the application and provide a recommendation to the City Manager for final approval. In some cases, the applicant is asked to attend a meeting to discuss the event and City services requested
4. If in the rare instance that an event is not approved, all park reservations fees will be returned. If the event coordinator cancels a function after reservations are made the policies included in this packet apply.

Please note: You may reserve an area in a park for a specific time and date. In no case may the entire park be reserved or used by one private group. Members of the public are always welcome in all city parks. Public events can reserve an entire park or facility however; no persons are ever denied access to the park during these times. All park users, whether by reservation or not, must follow park policies (page 4) at all times.

No reservation will be placed on the calendar until you have submitted an application and paid the deposit and all required fees.

Step 1: Tell us who you are:

USED BY:	PAID BY:
_____ Name	_____ Name
_____ Address	_____ Address
_____ City, State, Zip	_____ City, State, Zip
_____ Phone Number/Email	_____ Phone Number/Email

Step 2: Tell us your event details:

Event Date:_____Times: _____to _____ (include set up/clean up times) Purpose: _____

Estimated attendance: _____ (Please see maximum number of persons for the park being reserved)

Step 3: Check the park you plan to use:

Check (√) appropriate box below	Park Name	Specific area	Pismo Residents Only	All Others	Insurance	Deposit	Max. no. of persons
General Use Parks with NO restrooms							
☐	**Margo Dodd**	Gazebo area	$80.29/hr.	$116.31/hr.	$87	0	50
☐	**Boosinger**	Designated areas	$51.47 half day (4hr.) $87.49 full day	$72.05 half day (4hr.) $113.22 full day		0	50
☐	**Palisades**	Designated areas	$51.47 half day (4hr.) $87.49 full day	$72.05 half day (4hr.) $113.22 full day		0	50
General Use Parks with restrooms							
☐	**Dinosaur Caves** (no picnic tables or Barbeques)	Large overlook	$102.93/hr.	$128.66/hr.	$87	0	50 seated, 75 standing
☐		Large grassy area OR Amphitheater (circle one)	$51.47/hr. 3 hr. min.	$72.05/hr. 3 hr. min.	$87 $122 if over 100 people	$257.33 (for groups of 50 or more)	150
☐	**Chumash**	Designated area	$72.05 half day (4hr.) $108.08 full day	$97.78 half day (4hr.) $154.40 full day		0	75
☐	**Ira Lease**	Designated areas	$72.05 half day (4hr.) $108.08 full day	$97.78 half day (4hr.) $154.40 full day		0	50
☐	**Mary Herrington**	Designated areas	$72.05 half day (4hr.) $108.08 full day	$97.78 half day (4hr.) $154.40 full day		0	50
☐	**Spyglass**	Designated areas	$72.05 half day (4hr.) $108.08 full day	$97.78 half day (4hr.) $154.40 full day		0	50
All other city parks: no reservations available (first come, first served)							

Step 4: Check what you plan to use:

√	Item
	Amplified sound
☐	Portable system (boombox) ☐ loudspeakers ☐ other
	If loudspeakers, explain use: Loudspeakers are prohibited except by special permission by Recreation Supervisor
	Bounce house BD, FD (see limitations on last page) **$30 .88 per event charge for an approved vendor** **Company Name:** _____ **Phone No.**_____
	Tents or canopies (from approved providers only: see last page) **Company Name:** _____ **Phone No.**_____
☐	☐ Tent(s) up to 200 s.f. in area ☐ Canopy up to 400 s.f. in area ☐ Tent over 200 s.f. in area FD ☐ Canopy over 400 s.f. in area FD
	Food preparation or serving
	☐ Portable barbecue(s) ☐ Other food service FD,HD:
	(Refer to Code:17.121.155) If the event is being catered, please provide: **Business Name:** _____ **Phone No.** _____ **The caterer will need to provide a copy of their health permit & proof of liability insurance** ☐ Cooking ☐ Keeping food warm Please explain:
☐	**Generator**BD

Step 5: Sign:

Contract Agreement:

The undersigned, herein known as the applicant, understands and agrees that he or she or the organization that he/she represents shall assume all risks for loss, damage, liability, injury, cost or expenses that may occur during or as a result of the use of the park. The applicant further agrees that in consideration of permission to use the City park, he, she or the organization will save, defend and hold the City of Pismo Beach and/or their employees free and harmless from any loss, claims, liability or damages, and/or injuries to persons and property that in any way may be caused by the applicant's use or occupancy. The applicant further certifies that he/she has read the attached Park Use Policies and agrees to abide by them. The applicant understands and agrees that any misstatements or omissions of actual fact herein may cause forfeiture of deposits. Deposits are refundable if no damage occurs, all policies followed, and the park was left in good order. The applicant agrees that he/she will not discriminate on the basis of race, color, religion, sex, age or disability.

Applicant Signature _____ _____
Date

Application Approved By: _____ _____
Date

Note:

Please have an approved copy of your application with you on the day of your event.
Contact on call City staff through the Pismo Beach Police Dept. at (805) 773-2208 if any problems arise.

For Office Use Only

Deposit	$ _____	Date _____	Cash ____	Check # _____	Credit Card ____
Fee	$ _____	Date _____	Cash ____	Check # _____	Credit Card ____
Insurance	$ _____	Date _____	Cash ____	Check # _____	Credit Card ____
Total	**$ _____**				

Refund Information

Description_____ Acct. #_____ $_____

Description_____ Acct. #_____ $_____

Description_____ Acct. #_____ $_____

Total Refund $_____

City Signature_____ Date_____

Parks Use Policies[1]

Prices Effective 7/1/2026

Cancellations: A 20% service charge will be deducted from your reservation fees to cover administrative costs. Unless cancelled less than 14 days in advance. Waived if cancelled due to weather.

Park use hours: All parties, weddings, and other organized gatherings or events must be held between the hours of 8 a.m. and dusk, but no later than 7:00 p.m.

Alcohol Use: By City ordinance, alcohol is prohibited in all City parks.

Amplified sound: Amplified music and other sound are permitted in parks in accordance with the city's noise regulations, which state that the noise may not exceed 70 decibels. For example, soft music from compact disk players and radios played below the "typical home stereo listening level" may be appropriate, while the sound equipment used by most bands would likely exceed allowed noise levels. Amplified music will be limited to 6:00 p.m.

Animals: By City ordinance, animals must be controlled. Dogs must be on leash. Dog walkers must clean up their animals' waste.

Bounce houses, tents, canopies:

> **Approval required**: A bounce house, tent, canopy, or similar temporary structure can only be used in accordance with Fire and Building Codes, as approved by the Fire Department and Building Division.
> **No attachment to ground**: The structure must be held down by sandbags or other means. Stakes are not permitted, as they can damage grass and irrigation systems.
> **Larger structures**: Tents over 200 sf in area and canopies over 400 sf in area must meet Fire Code requirements.

Clean-up: Park areas used for any activities must be cleaned up by dusk on the day of the event. For large and catered events with food all trash must be bagged and taken off the premises, otherwise deposit will be withheld.

Electricity*:* Electricity is not available in most parks.

Fires and barbecues*:* Open fires are not permitted in any parks. Portable propane barbecues may be used in parks where there are no permanent barbecue areas. Use of such barbecues must be in accordance with the Fire Code and any other relevant regulations. Barbecues other than propane may not be used except with approval of a barbecue permit by the Fire Department.

Food preparation and serving*:* Food may be prepared and served only in accordance with County Health Department regulations.

Staples, nails and adhesives*:* Staples, nails or adhesives may not be used on any public property including but not limited to gazebos, tables, benches and signs.

Glass containers*:* Except by special permission of the Fire Department, glass containers are not permitted in any park.

Rice and bird seed*:* Rice and bird seed may not be thrown or scattered in parks. Real flower petals (no artificial) or soap bubbles may be used, or other materials approved by the Recreation Division.

Smoking: Smoking is prohibited in public parks/places, per state law.

Vehicles: Vehicles are not permitted in parks, except in designated parking and driveway areas.