



Application to Reserve Seaside Lagoon

	Day Party -- 10:00 a.m. to 4:00 p.m.
	Night Party -- 6:00 p.m. to Midnight (Friday Saturday Sunday)
	Night Party -- 6:00 p.m. to 10 pm (Monday – Thursday)
	Day & Night Party -- 10:00 a.m. to Midnight

Office Use Only
Reservation #:
Paid:
Special Requests:
Insurance Approved:
Tables & Chairs:
Police Approved:

YOU MAY FILL THIS FORM OUT ON LINE AND MAIL

Date of Party:

Day of Week:

Work Phone:

Home Phone:

Name of Organization:

Responsible Person:

Address:

City:

State:

Zip:

E-mail Address:

THIS IS A :

Company

Church

Individual

Other

School

Non-Profit Organization

ANTICIPATED ATTENDANCE

Adults

Children

Total

Will there be any entertainment at the party?

If yes, what type?

Will you advertise this event?

Will you serve alcohol?

Will it be sold?

Will you sell tickets prior to your party?

Have you rented the Seaside Lagoon before?

How did you hear about the Seaside Lagoon?

**Any misrepresentation of your event or organization could result in cancellation of
your event and forfeiture of your deposit.**

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cancellation of your event and forfeiture of your deposit.**

PLEASE CHECK OFF THE FOLLOWING ITEMS TO INDICATE THAT YOU UNDERSTAND THE RULES AND POLICIES:

- You have reserved an area within Seaside Lagoon for your private party (Day parties only).
- All printed material regarding this event must be approved through the Redondo Beach Recreation and Community Services Department before distribution. **All Material of any kind**
- Any additional set-up or teardown time must be requested at the time your reservation is made.
- Is your certificate of insurance done correctly? Did you give the enclosed page to your insurance agent? Is it marked "Attention: Seaside Lagoon"?
- Any amplified sound requires approval by the Redondo Beach Police Department. (PD approval will be done by Seaside Lagoon Administrative staff.)
- No amplified sound of any kind is permitted after 9:00 p.m.
- No live bands are permitted.
- (No Smoking at any time at Seaside Lagoon) Ordinance No. 3029-08 Prohibits smoking in Beaches and Recreation areas.
- You have filled out and signed both pages of the Application for Permit for the Sale or Consumption of Alcohol on Public Property and read the enclosed packet of material. All parties that intend to sell or consume alcohol will also require Redondo Beach Police Department approval (PD approval will be done by Seaside Lagoon Administrative staff.)
- No alcohol is allowed when the Seaside Lagoon is open to the general public. (Every day, Memorial Day through Labor Day, and weekends only through the end of September.)
- Parties are nonrefundable and non changeable once a reservation has been made and payment received.
- You must have one adult for every eight children,
- You have read the entire packet of information and understand its entirety.
- Any modification to your event after approval of all application may result in cancelation of the event without refund.**

I certify that the information on this applications is true and complete to the best of my knowledge and belief. I have read all the rules and requirements and agree to abide by them.

Print Name: _____ Signature: _____

Date: _____ California Driver Licence # _____

Credit Card Payments

Master Card or Visa Account Number	
Expiration Date	

Please Mail Application with Payment

**Redondo Beach Recreation and Community Services Att: Seaside Lagoon 1922 Artesia Blvd.
Redondo Beach, CA 90278**



Waiver and Release of Liability

Indemnity: to the fullest extent permitted by law, _____ (Event Holder) shall indemnify, defend and hold harmless the City of Redondo Beach (City) and its officers, employees, elected and appointed officials, and volunteers from any and all claims, damages, losses and expenses including without limitation attorney's fees and costs and expert witness fees, caused in whole or in part by any negligent act or omission of the Event Holder, anyone directly or indirectly employed by any of them or anyone for whose acts any of them may be liable, or its failure to comply with any law, except where caused by the active negligence, sole negligence or willful misconduct of the City.

Name: _____
(Print Name)

Date: _____

Title: _____

Date: _____

Signature: _____

10/09

Seaside Lagoon Times and Rates

DAY/NIGHT PARTIES -- 10:00 a.m. to Midnight

- \$1,500.00 minimum charge for the first 150 people (+ Direct Costs)
- \$3.75 for each additional person up to 300 people
- \$1.75 for each additional person to capacity

NIGHT PARTIES (Exclusive use of Lagoon) - Monday, Tuesday, Wednesday, Thursday 6:00 p.m. to 10:00 p.m.

- \$550.00 Minimum charge for the first 150 people (+ Direct Costs)
- \$3.00 for each additional person up to 300
- \$1.75 for each additional person up to capacity

DAY PARTIES WHEN EXCLUSIVE OR NIGHT PARTIES (Exclusive Use of Lagoon) Friday, Saturday, Sunday 6:00 p.m. to Midnight

- \$900.00 minimum charge for the first 150 people (+ Direct Costs)
- \$3.00 for each additional person up to 300 people
- \$1.75 for additional person up to capacity

DAY PARTIES -- 10:00 a.m. to 4:00 p.m. (+ Direct Costs)

- \$750.00 minimum charge for the first 150 people
- \$3.00 for each additional person up to 300 people
- \$1.75 for each additional person to capacity

SCHOOLS -- 10:00 a.m. to 4:00 p.m. When Open to the Public Only (+ Direct Costs)

- \$350.00 minimum charge for the first 150 people
- \$1.00 for each additional person to capacity

* Tables and Chairs \$65 (we have tables and chairs for 150 people)

* Use of the kitchen stove and refrigerator \$30.00

* Reservations are made up to one year in advance by calling (310) 318-0680

* Payment is Due 48 hours after Reservation is Made

* No Refunds or Dates Exchanges once Payment has been Made

Seaside Lagoon Large Party Rules

The Seaside Lagoon is available for large parties and special events. Reservations are only made by calling the Seaside Lagoon Administrative offices at (310) 318-0680. Reservations may be made up to one year in advance.

When renting the Seaside Lagoon from 10:00 a.m. - 4:00 p.m. Memorial Day through Labor day and weekends through September that we are open to the public and you are reserving only the Luau Shelter area for your event. However Evenings, the lagoon can be reserved exclusively for your event.

Rules

If you wish to use the tables and chairs and kitchen area, there is an additional fee of \$25.00 - You put tables out - You clean and put away.

- All parties must pay the nonrefundable minimum charge 72 hours after a reservation has been made.

- Parties are nonrefundable and non changeable once a reservation has been made and payment received.
- Parking at Seaside Lagoon is \$4.50 per car and \$10.00 per bus, with validation from the Seaside Lagoon office. If you would like to pay for your guests parking in advance, contact Redondo Beach Marina at (310) 374-3481
- Parents are responsible for their own children and should always be watching them in and around the water
- Tables and chairs are set up put away by the renter

Included in basic fee:

- Lifeguard supervision
- Saltwater pool
- Small water slides
- One (1) volleyball court (No Ball)
- Children's playground and pool area
- Clean restrooms, hot showers and dressing areas
- Luau Shelter with barbecue and radiant heaters. (No Personal Barbecues Permitted in Seaside Lagoon)

Additional fees:

- Tables & chairs
- Kitchen area
- Additional Guests
- You will be given an invoice at the end of your event with all additional fees.
- Any required security personal.

Before sending anything, please check the following:

- Is your application filled out completely and signed?
- Is your check made out to the City of Redondo Beach?
- Is your certificate of insurance done correctly? Only original certificates will be accepted (no faxed copies), and must be marked "Attn: Seaside Lagoon" as well as include the date of the party and reservation number.

TIME SPECIFICS

- Rental time is six hours minimum per single party. Groups requiring extensive set-up time prior to the time frames described will incur an extra charge of \$75.00 per hour, if time allows. And must request extra time when reservation is made.
- Groups must arrive within one hour of time specified or the reservation will be canceled and all fees forfeited.
- Doors will be opened at the time stated in the Party Rate Schedule.
- Unless otherwise arranged, only the time stated on approved application will be granted for set-up and/or activity.
- Party ending time is the time by which clean-up must be completed and your group out of the gate. (Group will be charged an overtime fee of \$75.00 per hour for any time spent exceeding closing time).

CLEANING RESPONSIBILITIES OF APPLICANT

- Ensure that all decorations are removed.
- Ensure all tables and chairs are stored away properly.
- Deposit all trash in containers.
- Ensure that the park is left in a clean and orderly condition.
- Clean the sink, stove, tables, floors and any other equipment used.
- Check with staff to see that everything is in order prior to leaving the premises.

CHAPERONES AND SECURITY OFFICERS

At least one adult chaperone for every Eight minors must be present during the entire time the party is in progress.

Certain private parties may require a security officer. The Seaside Lagoon Manager and the Redondo Beach Police Department will decide whether such security is required as part of the application review. All security costs will be paid

for by the applicant.

SEASIDE LAGOON STAFF RESPONSIBILITIES

The supervising lifeguard is available at the start of the reservation time. This person will open gates, check out party facility equipment and provide general assistance; however, the lifeguard's primary responsibility is to assure the maximum safety of the pool patrons and he/she should not be relied upon for security or maintenance purposes. At clean-up time, the supervising lifeguard will evaluate the group's use of the facility and recommend a cleaning fee assessment to be forwarded to the Recreation and Community Services Department.

SPECIAL RULES

- There shall be **NO ALCOHOL** at the Seaside Lagoon during the hours Seaside Lagoon is open to the general public 10:00 a.m. - 6:00 p.m. Memorial Day through Labor Day, then weekends through the end of September.
- Amplified sound requires approval by the Redondo Beach Police Department.
- **Any Approved Noise AMPLIFICATION, INCLUDING MICROPHONES FOR VOICE AMPLIFICATION, MUST CEASE AT 9:00 P.M.** Violation of 4-32.03 of the Redondo Beach Municipal Code can be ticketed in the amount of \$98.00.
- There shall be **NO SWIMMING** after sundown. (Or until the Supervising Lifeguards deems it unsafe.
- There shall be **NO SWIMMING FOR ANYONE** once alcohol is served.
- Seaside Lagoon is to be used as a recreational facility only, and not by an individual, club or organization for means of making a profit.
- Private Functions held at the Seaside Lagoon, are not open to the general public and should not be advertised as such.
- The person responsible for the party should check in with the Lifeguard Supervisor at the beginning and again at the end of the party to inspect the facility.
- All guests, caterers, deejays, etc. must be out of the Lagoon by the indicated closing time or an overtime fee will be charged.
- **Music** is restricted to the Luau Shelter area of Seaside Lagoon and amplification, if any, is to be such that noise is not audible outside of the park area.
- The Lifeguard Supervisor will have final approval on placement of speakers. Use of public address system is at the sole discretion of the Lifeguard Supervisor. **LIVE BANDS WITH AMPLIFICATION ARE NOT PERMITTED.**
- If alcohol is to be sold or consumed, an Alcoholic Beverage Permit must be applied for and obtained in advance from the City.
- For reasons of safety, **absolutely no glass containers** are allowed.
- Parents are responsible for supervising the activities of their children.
- Patrons are responsible for set-up of tables and chairs. At conclusion of party, they must be put back the way they were found.
- Any picnic tables moved by patrons must be returned to original positions.
- No trash is to be left on lawns by patrons.
- Kitchen and sink area must be left in the same condition as found.
- In general, the area should be left in the same condition as found. Patrons not following these rules may be refused future rental of the Seaside Lagoon and will be billed for staff time for any clean-up left undone.
- The Seaside Lagoon Manager or his designated representative must approve all applications for day or night parties.
- The Recreation and Community Services Department reserves the right to reject any activity which, in its judgment, would overextend the park's capability and/or be detrimental to the public safety and welfare.
- **No Smoking at any time at Seaside Lagoon** Ordinance No. 3029-08 Prohibits smoking in Beaches and Recreation areas.