



# PARK RESERVATION POLICY

City of Hermosa Beach • Community Resources Department  
710 Pier Avenue, Hermosa Beach, CA 90254  
(310) 318-0280 [hbconnect@hermosabeach.gov](mailto:hbconnect@hermosabeach.gov)

## RULES AND REGULATIONS

- Reservations are available for Hermosa Beach residents at Valley Park or South Park.
- Reservations must be made at least 24 hours in advance of the desired reservation date. Same-day reservations are not permitted.
- Reservations may be made in person during office hours, Monday-Thursday 7:00am-6:00pm, or by submission via email to [hbconnect@hermosabeach.gov](mailto:hbconnect@hermosabeach.gov). Applications received outside of office hours will be processed on the following business day. Proof of residency must be submitted with the application such as a photo I.D. with the current Hermosa Beach address. If the photo I.D. does not include the current Hermosa Beach address, a utility bill dated within the last 30 days is required.
- Hermosa Beach based non-profit groups are required to provide a verifiable Non-Profit ID number to qualify for a fee waiver.
- Without a reservation, tables are available on a first come – first served basis.
- Only two reservations are allowed at Valley Park per calendar day. At Valley Park, residents may reserve up to four tables for four hours and have the option to reserve the fire pit (see Fire Pit Rules and Regulations) and/or the amphitheater area. Bounce houses may be permitted only in the amphitheater (see Bounce House Rules and Regulations.)
- Only two reservations are allowed at South Park per calendar day. At South Park, residents may reserve up to two tables for four hours.
- Reservations do not guarantee access or use of the playground or field areas.
- Each reservation is limited to 25 people per Hermosa Beach Municipal Code 12.30.010.
- Refunds will only be granted for inclement weather. The reservation holder is responsible for notifying the office of cancellations due to weather conditions within 24 hours of the reservation date which was cancelled. Notifications provided after 24 hours will not be provided a refund.
- No alcohol permitted.
- No amplified sound.
- No additional tables or structures are permitted.
- No additional heat sources of any kind. Park users may only use the existing barbecue grills located within each park.
- Per HBMC 8.64.060, foil, “metalized” or Mylar balloons are not permitted on public property, including parks and beaches. Additionally, the release of latex balloons is not allowed within the city limits.
- Reservation holders must be present during the reservation and are responsible for all communication with the City pertaining to its reservation.

## BOUNCE HOUSE VENDORS (PERMITTED AT VALLEY PARK ONLY)

- The City may allow bounce house vendors as part of an approved park reservation at Valley Park only, pending prior review and approval by the City. The reservation holder is responsible for securing insurance from the bounce house vendor and providing it to the City. The Certificate of Insurance must be addressed to the City of Hermosa Beach, 1315 Valley Drive and meet the requirements outlined in the ‘Insurance Requirements’ section below prior to the event. The Reservation Holder **must provide proof of insurance no later than five (5) days prior to their reservation.**
- Reservation holders found utilizing unapproved vendors will be subject to losing park reservation privileges in the future, and the outside vendors may be subject to citation.
- A bounce house is only permitted at Valley Park on the concrete area of the amphitheater with an approved park reservation.
- Only one bounce house is permitted per day.
- The bounce house may not have dimensions larger than 20 ft. by 20 ft.
- Residents must provide a generator for power (available for rent through bounce house companies.) The generator should be placed a safe distance from the bounce house and all electrical cords should be covered to prevent tripping hazards. The City does not provide electricity.

- The Bounce house shall only be set up by qualified representatives of the bounce house rental company in compliance with manufacturer specifications.

### **Insurance Requirements (Bounce House Vendors)**

Reservation Holder agrees to furnish the City of Hermosa Beach evidence of comprehensive general liability insurance in the form of a certificate naming "**the City of Hermosa Beach, its officers, agents, volunteers, and employees as additional insured**" from any approved outside vendor. This exact verbiage is required. Applicant shall notify the City at least thirty (30) days prior to the termination, reduction, cancellation, suspension, modification, or expiration of the policy. Notwithstanding the foregoing, Applicant shall maintain insurance coverage meeting the standards outlined in this Section at all times during the term of the activity or activities for which Applicant submitted its application, as reflected in and permitted by this Agreement. All certificates are subject to approval of the City's Risk Manager.

Coverage shall be at least as broad as Insurance Services Form CG 00 01 covering commercial general liability on an "occurrence" basis, including property damage, bodily injury, death, and personal and advertising injury with limits no less than **two million dollars (\$2,000,000) per occurrence. If a general aggregate limit applies, either the general aggregate limit shall apply separately to this Agreement, or the general aggregate limit shall be twice the required occurrence limit.** The City reserves the right to request greater or lesser amounts of insurance coverage.

If the use includes athletic activities, Applicant shall provide evidence of that the commercial general liability insurance includes coverage for injuries to athletic participants and participant accident insurance.

If the Reservation Holder maintains broader coverage and/or higher limits than the minimums shown above, the City requires and shall be entitled to the broader coverage and/or the higher limits maintained. Any available insurance proceeds in excess of the specified minimum limits of insurance and coverage shall be available to the City.

### **FIRE PIT RULES AND REGULATIONS (VALLEY PARK)**

- To obtain use of the fire pit, a park reservation is required.
- The fire pit is considered part of Barbeque Area Two. Therefore, fire pit reservations will not be made if there is another party previously scheduled in BBQ Area Two.
- An adult must be present during the duration of use of the fire pit with a bucket and shovel in case of emergency.
- Reservation holders may not leave hot coals. If hot coals are found by the City, the reservation holder may lose future park reservation privileges.
- **THE FIRE MUST BE EXTINGUISHED AFTER THE RESERVATION. YOU MAY NOT LEAVE THE FIRE PIT UNATTENDED IF EMBERS ARE STILL BURNING.**

**PLEASE REFERENCE THE CITY'S MUNICIPAL CODE WHEN PLANNING YOUR PARTY AS ADDITIONAL RESTRICTIONS NOT LISTED ABOVE MAY APPLY.**