

ADMIRAL BAKER PARK PICNIC AREA RULES & REGULATIONS

✉ 2400 ADMIRAL BAKER RD, BLDG 3606, SAN DIEGO, CA 92120 ☎ (619) 487-0019
OFFICE HOURS: 0900HRS – 1700HRS (VARIES DURING THE WINTER SEASON)

IMPORTANT NOTICE: NO WEAPONS ON BOARD MILITARY ESTABLISHMENTS

Naval Base has basic responsibility for events under the cognizance of the Commanding Officer, Naval Base.

ELIGIBLE PATRONS & SPONSORED GUESTS: Admiral Baker RV Park is a U.S. Navy Morale, Welfare and Recreation Facility. Valid identification will be required. Sponsors are responsible for the safety and conduct of their guests, and will be held financially responsible for any unpaid fees and/or damages brought about by their guests.

FEES/RESERVATIONS: Military Personnel (Active Duty and Retirees) and their dependents can make a reservation three (3) months in advance. DoD Civilians can reserve a picnic area as early as two (2) months in advance. Full payment is required upon reservation. Reserved areas must be able to accommodate the number of guests.

Setting up before park hours will incur a fee: \$25 – one hour before, \$50 – two hours before.

When downgrading to a different picnic area, the price difference is non-refundable.

Military Command Event Provision: **Picnic areas can only be reserved by an Active Duty military and must provide a hard copy of the command letter signed by their Commanding Officer.** For active duty commands with groups of 500 or more, if the total of reserved sites is more than \$500, an initial deposit of \$500 is required, with the remainder due no less than 14 days prior to the event. Failure to pay the remainder within the time frame indicated will result in loss of deposit. Command functions that will require to close down the park must pay a separate fee.

SPONSOR'S RESPONSIBILITY: The Command/Organization or individual sponsoring the picnic is directly responsible for the supervision and conduct of all personnel in attendance. **Setting up is not allowed until the sponsor checks in at the Park Office. The sponsor must be present during the entire picnic.** The sponsor is responsible for maintaining good order and discipline during the event and obtaining a clearance from a park attendant indicating the site was left in good condition.

Transfer of sponsorship is only permitted to another authorized patron and can only be made in person. The original sponsor shall escort the new sponsor to the park office and the new sponsor will need to sign the rules & regulations.

THE FOLLOWING ARE STRICTLY PROHIBITED:

- ✘ **PETS OF ANY KIND.** Guests with pets will be asked to leave the park.
- ✘ **SMOKING OF ANY KIND** (including but not limited to vapor, cigar, cigarette, e-cigs)
- ✘ **Glass containers** (including but not limited to vase, bottles, food container)
- ✘ Spirituous liquors, other than beer and wine
- ✘ Water-related activities (including but not limited to water balloons tossing, dunk tanks)
- ✘ Advertisements of any kind (posters with contact information, etc.)
- ✘ **Commercial vendors, caterers, concessionaires, taqueros and/or suppliers.**
- ✘ **DRIVING ON THE PICNIC AREA FOR ANY REASON** (loading, unloading, setting up, etc.)
- ✘ Underage drinking and operating a vehicle by an intoxicated individual
- ✘ Hanging tents, hammocks to equipment or trees, free-standing shade tents, cabanas, etc. , **using tape, nails or screws to hang or set up signs, posters, at any of our gazebos or picnic areas**
- ✘ Fireworks, firecrackers, pellet guns, darts, sling-shots, power model planes, drones, bicycles, roller blades, skateboards, scooters, street hockey and any other device which could be hazardous to personnel
- ✘ Flying colors or explicit jackets, motorcycles & car clubs
- ✘ **Collection of fees and/or selling of any kind, gambling of any kind**
- ✘ **SHIRTLESS.** Modest dress code is strictly enforced
- ✘ Disposing of oil on the picnic grounds
- ✘ **Disturbance of park features (including but not limited to soil, grass, plants, trees)**

FAILURE TO COMPLY WITH PARK RULES & REGULATIONS WILL RESULT IN TERMINATION OF YOUR PICNIC WITHOUT REFUND.
YOUR PARTY WILL HAVE TO LEAVE THE PICNIC GROUNDS. PATRONS ARE EXPECTED TO COMPLY WITH CUSTOMARY RULES OF CONSIDERATION, CLEANLINESS AND CONDUCT AND ALL APPLICABLE CITY, STATE AND FEDERAL REQUIREMENTS.

CANCELLATION POLICY: All picnic cancellations have a fee: **Gazebos - \$100.00; Picnic Areas - \$50.00.** If event is cancelled due to inclement weather, rebooking will be allowed within 30 days from the date of the event, depending on availability. **Payments are not refunded if cancellation is made less than thirty (30) days prior to date of the event.**

GENERAL REGULATIONS: The following general regulations are strictly enforced:

- **Catering service can only be arranged through the Admiral Baker Clubhouse at 619-487-0026 or 0027.** UNAUTHORIZED CATERERS WILL BE ASKED TO VACATE THE PARK IMMEDIATELY.
- All entertainment such as clowns, Astro jump, faces painting, etc., **hard copy of Liability Insurance must be provided by the sponsor to the park office prior to or on the date of the event.** If the sponsor fails to provide the office the hard copy of the liability insurance, the park office will not permit the entertainment and will ask the unauthorized entertainment to vacate the park immediately. The park office do not accept emailed or faxed copies. In case of a petting zoo, please ensure that animals are cleaned up after.
- The sponsoring Command/Organization or individual will assume full responsibility for damage and will be required to reimburse Naval Base for replacement and/or repairs resulting from damage.
- One canopy (10ft x 10ft), 1 long table, 4 lounge chairs are allowed per paid picnic area but for food or gifts only.
- **Commands/Organizations holding picnics of 300 people or more need to provide their own security.**
- **Check-out requirements:**
 - **Rented picnic areas must be inspected by an office attendant with the sponsor at the end of the event OR thirty (30) minutes before the park office closes.** It is the sponsor's responsibility to inform the office that the area/s can be inspected. Cleaning and departing after park hours are not allowed.
 - **Rented picnic areas and the surrounding perimeter should be properly cleaned** (no foreign objects, no trash, no meat on the grill, no trash bags outside bins). All trash should be place inside the provided trash receptacles and trash bags should be tied up. Overflowing trash should be disposed inside the green dumpsters located at the parking lots.
 - **Upon check-out, everything must be place in its original location.**

FAILURE TO COMPLY WITH THE CHECK-OUT REQUIREMENTS WILL INCUR A CHARGE ASSOCIATED WITH MWR STAFF CLEANING THE AREA OF NO LESS THAN \$250.00. AND ALSO A LETTER TO THE RESPONSIBLE INDIVIDUAL'S COMMANDING OFFICER AND POSSIBLE FORFEITURE OF PARK PRIVILEGES.