

ADMIRAL BAKER PARK

PICNIC AREA RULES & REGULATIONS

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 SPONSORS & 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.

Early setup will incur a fee: \$15 for every 30 minutes earlier than park office hours. Example: 1hr earlier = \$30, 1.5hrs = \$45.
Setting up before 8am is strictly prohibited.

DoD Civilians will pay an additional rental fee: \$25.00 – covered and uncovered picnic areas (including the Dance Pavilion), \$50.00 – gazebos and the Cookhouse, \$500.00 – park reservation.

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 the original 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 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/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 sponsor 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.

CONFETTI, CONFETTI WITHIN BALLOONS & PIÑATA, AND LATEX BALLOONS ARE NOT ALLOWED AT THE PARK.

GENERAL REGULATIONS: The following general regulations are strictly enforced:

- **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.** Failure to provide the hard copy of Liability Insurance will result in termination of the use of equipment. Emailed or faxed copies are not acceptable. 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 250 people or more need to provide their own security.**
- **Check-out requirements:**
 - ✓ **Rented picnic areas must be properly cleaned up and inspected by an office attendant by the end of the event or one hour before the park office closes.** It is the sponsor's responsibility to (a) have the rented area/s inspected by a park staff, and (b) to ensure that all tables inside the rented area/s are in the correct position and location.
 - ✓ 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 disposed inside the green dumpsters.
 - ✓ Upon check-out, everything must be placed 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.

YOU ARE NOT AUTHORIZED TO USE ANOTHER GAZEBO (INCLUDING ITS ELECTRICITY) OR PICNIC AREA WHICH YOU DID NOT RESERVE NOR SHARE YOUR RENTED AREA OR ITS ELECTRICITY TO OTHER CUSTOMERS.

CANCELLATION POLICY: All picnic cancellations have a fee: Gazebos - \$50.00; Picnic Areas - \$25.00. Payments are not refunded if cancellation is made less than thirty (30) days prior to date of the event.

NO SHOW POLICY: If you fail to check-in at the office within three (3) hours of when the office opens, you will be considered as a no-show. Your event will be cancelled without refund.

RESCHEDULING POLICY: Rescheduling is not permitted unless due to inclement weather. If there is inclement weather, rescheduling is allowed within 30 days from the original date of the event, depending on availability. The sponsor must request the change in person.

CATERING POLICY: Catering service can only be arranged through the Admiral Baker Clubhouse at 619-487-0026 or 0016. UNAUTHORIZED CATERERS (including but not limited to taqueros and food trucks) WILL BE ASKED TO VACATE THE PARK IMMEDIATELY. Bringing unauthorized catering and food delivery are major violations of the contract. The following penalty will be enforced:

- (a) The sponsor will be automatically charged with the amount of no less than \$250.00
- (b) A letter will be sent to the responsible individual's commanding officer
- (c) Event will be shut down without refund.

DECORATING POLICY: Sponsor and participants are not allowed to use tape, nails or anything similar (with exception of string) that can damage the picnic area/gazebo. Violating this policy will incur a fee of no less than \$250.00 or greater.

NO ONE IS ALLOWED TO DRIVE INSIDE THE PICNIC AREAS AND FIELDS.

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).
- Smoking marijuana is strictly illegal in federal premises. Anyone caught smoking marijuana will be escorted outside the park.
- 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, food trucks 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, slingshots, power model planes, drones, bicycles, roller blades, skateboards, scooters, street hockey, remote controlled toys, 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
- Destruction/disruption of park features (including but not limited to soil, grass, plants, trees, etc.)
- Un-sponsored events
- Music must be kept to a minimum and must not include any profanity.
- Parking outside the designated area.
- **Confetti and popping balloons.**

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