



## City of Redding Park Reservation General Information

P O Box 496071, Redding, CA 96049-6071  
Office Location: 777 Cypress Ave, City Hall 2<sup>nd</sup> Floor  
(530) 225-4095 Fax: (530)225-4585  
Email: [info@reddingrecreation.org](mailto:info@reddingrecreation.org)

### Reservation

- There will be a reservation use fee imposed for each reservation area. When reserving more than one area in the park there is a charge for each section. This fee is due at the time of reservation.
- A maximum of two reservations are allowed during the months of June, July, and August. Maximum of five (5) reservations per year.
- Reservation forms and fees must be completed, returned, approved, and paid to the City of Redding Recreation Office **before** your event can be calendared and reserved
- Reservation will be taken Monday through Friday from 8:00 a.m. to 3:30 p.m.
- Applicant will receive an approved copy of their reservation, which they will need to have with them on the day of their event. Reservation forms without a Recreation Staff member's approval signature are **NOT** valid.
- Reservation must be made by a responsible adult over the age of 21.
- Reservations for activities involving minor require chaperones. For every 10 minors using the facility, not less than one adult chaperone must be present at all times during the event or activity.
- Table may not be moved from their location; however the applicant can bring in extra chairs and tables if needed.
- The City of Redding is not responsible for any personal property lost, stolen, or damaged during an event, or any items left behind.
- Notice of cancellation is required seven business days prior to event in order to receive a refund. A \$7.00 processing fee will be imposed on all refund requests. Refunds take 2-3 weeks to process. See cancellation policy details below.
- Insurance and deposit will be required for any event having more than 75 people or serving/selling alcohol. See insurance/deposit policy details below.

### Rates and Accommodations

- \$50.00 – Kids Kingdom (per section A,B,C, or D)
  - Each section has 7 tables and 1 BBQ
  - Each section seats 8 people per table (approximately)
- \$80.00 – Lake Redding Pavilion & Gazebo
  - Covered Pavilion
  - Lawn area
  - Gazebo
  - 10 tables and 2 BBQ's
- \$50.00 – Diestlehorst Bridge
  - Must keep a 6 foot path open for trail access



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- \$50.00 – South Grove Picnic Area, Caldwell Park
  - Rolling hills grass area
  - 2 tables and 1 BBQ
- \$50.00 – Oak Knoll Picnic Area, Caldwell Park
  - Rolling hills grass area
  - 2 tables and 1 BBQ
- \$50.00 – BBQ Area, Lake Redding Park
  - Large grass tree shaded area
  - 2 tables and 2 large pit BBQ's
- \$50.00 – Sculpture Park, City Hall\*
- \$50.00 – Riverfront Amphitheatre\*
  - \*See below for nonprofit and commercial rates

Deposit for any space for reservations over 75 people or alcohol served/sold is \$323.00.

### \*Nonprofit and Commercial Rates

- Sculpture Park
  - \$80.00 – Nonprofits include the use of the Sculpture Park and Community Room Restroom. Key can be obtained for the City Clerk's Office prior to the event Monday-Friday 8:00 a.m. to 4:30 p.m.
  - \$95.00 – Commercial/Private/Profits include the use of the Sculpture Park and Community Room Restroom. Key can be obtained for the City Clerk's Office prior to the event Monday-Friday 8:00 a.m. to 4:30 p.m.
- Civic Amphitheatre
  - \$130.00 – Non-local nonprofit
  - \$260.00 – Commercial rate
  - Amphitheatre cannot be used if the Redding Civic Center already has an event going on in any of the parking lot(s) on the date requested. This includes the main/auditorium/theater lots. Exception will only be made with approval of the General Manager of the Redding Civic Center.

### **Insurance and Deposit**

- Insurance and deposit is required thirty (30) days prior to your event under the following circumstances: \*\* Download the Insurance Requirements for specific requirements and where to purchase.
  - The attendance will be over 75 people or more.
  - Alcoholic beverages will be served or sold.
  - Food will be *sold*.
  - If your event involves any activity the City considers a possible risk.



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- Deposit to cover costs incurred by the City of Redding for setup, damage or cleanup
- Refund of deposit after the event is issued through the Finance Division. Users should receive a refund check within two to three weeks after their reservation date barring no damage or excessive cleanup was needed.
- If insurance and deposit are not received thirty days (30) prior to your reservation date your reservation will be canceled. See office staff for special accommodations for event reservations less than thirty days.

**Bounce or Jump Houses**

- Supervision by the applicant or responsible party is required at all times.
- Cannot be put on grass areas with the exception of section B at Kids Kingdom.
- Must be on concrete, asphalt, or soil and location needs to be approved by Parks Superintendent.
- A barrier should surround the bounce/jump house.
- If bounce/jump house or barrier requires anchoring, it needs to be approved by Parks Superintendent.
- Liability insurance will be provided by the vendor. The only approved vendor at this time is Astro Events, 530-243-5867.