Park Facilities
Use of Facility Policy and Rental Information

Ukiah Valley Conference Center
200 South School Street
Ukiah, CA 95482
(707) 463 – 6701

Todd Grove Park – Hudson-Carpenter Park
McGarvey Park – Oak Minor Park – Vinewood Park – Orchard Park

Reservations for exclusive use of areas within City parks must be made in advance to guarantee a space for your event. Areas will not be marked reserved, however "PARK RESERVED" signs are available to pick up in the Conference Center office 1-2days prior to your event. We also recommend that you have your paid receipt with you during your event.

Todd Grove Park
600 Live Oak

Swimming Pools
Trash Receptacles
Horseshoe Pit
Picnic Tables
BBQS
Play Equipment
Restroom Facilities

Vinewood Park
1260 Elm Street

BBQS
Trash Receptacles
Basketball Court
Picnic Tables
Play Equipment
Restroom Facility

Oak Manor Park
500 Oak Manor Drive

BBQs
Trash Receptacles
Tennis Courts
Picnic Tables
Play Equipment

NOTE: Hudson-Carpenter, McGarvey, and Orchard Parks are also available for rent.

Park and BBQ Rental Rates (Full Day Use)

1-50 People	$100.00
50-100 People	$200.00
100+ People	$300.00

There is a $75.00 rental fee for the key to the electrical power box.

Rental fees are refundable only if notice of cancellation is received 30 days prior to your reservation date.

HOURS – City parks shall be open to the public from 7:00 a.m. to 10:00 p.m. per City Ordinance Section 1966. The water sprinkler systems do not operate during these hours, and cannot be turned off after 10:00 p.m. for special events.

****WATER SLIDES AND DUNK TANKS ARE NOT PERMITTED IN PARKS****
****JUMP HOUSES WHICH REQUIRE GENERATORS MUST BE TURNED OFF BY 6PM****
****AMPLIFIED MUSIC IS NOT PERMITTED IN PARKS****

Insurance Requirement

If alcohol is to be sold, the renter must obtain a permit from Alcohol Beverage Control, 50 D Street, Suite 400, Santa Rosa, CA 95404, and obtain a letter of permission from the City of Ukiah. The renter must provide the City of Ukiah with a Certificate of Insurance and Additional Insured Endorsement (Form CG20 26 11 85) naming the City of Ukiah as additionally insured in the amount of $1,000,000 (one million dollars). No alcohol is allowed at **Hudson-Carpenter Park** without a permit.

Renter's Responsibilities

1. **If staff is called for assistance or if the facility is left dirty, the renter will be charged a $35 minimum call out fee, and $40.00 per hour cleaning fee.**
2. All garbage and recycling must be disposed of properly in the trash receptacles provided prior to your departure.
3. If applicable, BBQ Pit at Todd Grove Park must be locked and left in the condition it was found prior to your departure. Please no dumping of food, cooking oils, or other food products by the trees.
4. If applicable, all gates and electrical boxes must be closed and locked upon your departure. (Key required).
5. Applicants and users of the facility assume full responsibility for any damage to the facility and/or equipment. A $100 fee will be charged if the City is required to spend an excessive amount of time or use extra materials in cleaning or repairing any part of the facility or equipment following your departure.
6. Any additional services such as electricity usage related to the renter's use of the facility must be requested at the time the reservation is made.
7. Additional equipment such as tables, chairs, and etc., must be provided by the renter at the renters own expense.
8. No confetti or rice may be used at any time. Please use birdseed or any other biodegradable product.
9. Renters of Park facilities must use restrooms located in the Park for which they have rented.
10. Renters having events with an attendance of more than 500 people must provide port-a-lets at their own expense.
11. **Keys and "Park Reserved" signs for park facilities must be picked up from staff at the Ukiah Valley Conference Center, 200 S School Street, 1-2 days prior to your reservation.**

Americans with Disabilities Act

If you have different needs regarding accessibility to any facility, please call the Community Services Department at (707) 463-6214. We will be happy to assist in accommodating you.