



## CITY OF GLENDALE COMMUNITY SERVICES & PARKS DEPARTMENT ENTERTAINMENT FEATURE POLICY

This policy:

- Sets the parameters for park renters to add an Entertainment Feature to the rental permit issued by the City of Glendale, Community Services & Parks Department.
  - Defines Entertainment Feature
  - Identifies the list of parks in which Entertainment Features are permitted
  - Identifies the maximum size of Entertainment Features permitted at each park
  - Sets the maximum number of Entertainment Features allowed
  - Sets the type of Entertainment Features permitted or prohibited
  - Provides the steps to acquire an Entertainment Feature Permit

The Department Director or a designee may amend this policy when it is reasonably necessary to give effect to the policy's intent, purpose, or interpretation.

### 1. Intended Purpose of this Policy

The City of Glendale, Community Services & Parks Department offers rental permits to park patrons for picnics, corporate events, community events, birthday parties, and more. Many of these renters wish to bring in an Entertainment Feature, which is inclusive of Party Inflatables and Entertainment Equipment, for their guests to enjoy. Renters may own Entertainment Features or rent them from an outside vendor. Party Inflatables may include bounce houses, slides, obstacle courses, and games. Entertainment Equipment may include mechanical rides, climbing wall, dunk tanks, racetracks. The intent of this policy is to set the parameters of permitted Entertainment Features in City of Glendale parks.

### 2. Parameters for an Entertainment Feature Permit

Permission to bring in an Entertainment Feature will only be granted to patrons with an approved picnic reservation, a wading pool reservation, or a special event reservation through an approved Facility Permit Agreement (FPA), issued by the Community Services & Parks Department. Special Events must also have a Special Event permit issued by the City. Permission is granted in the form of written consent on an approved FPA, written as “**with Entertainment Feature**” in the description of the reservation. Renters without permission shall not be permitted to bring any Entertainment Features into City of Glendale parks.

Permission for Entertainment Features will be issued only for the following park locations and within the specific parameters:

| <u>Park Location</u>     | <u>Park Address</u>         | <u>Locations are Permitted Within Park</u> | <u>Maximum Size*</u>        | <u>Maximum Number of Entertainment Features**</u> |
|--------------------------|-----------------------------|--|-----------------------------|---|
| Brand Park               | 1601 W. Mountain St. 91201  | Grass area next to wading pool             | 40'x40'x25' (on grass area) | 2   |
| Carr Park                | 1615 E. Colorado St. 91205  | Grass areas                                | 40'x40'x25'                 | 1   |
| Casa Adobe de San Rafael | 1330 Dorothy Dr. 91202      | Concrete area near the picnic trellis      | 13'x13'x14'                 | 1   |
| Central Park             | 220 S. Brand Blvd. 91202    | Grass Area                                 | 20'x20'x14'                 | 1   |
| Cerritos Park            | 3690 San Fernando Rd. 91204 | Grass area adjacent to the picnic tables   | 20'x20'x14'                 | 1   |
| Dunsmore Park            | 4700 Dunsmore Ave. 91214    | Grass area above playground                | 40'x40'x25'                 | 1   |



|                                   |                              |  |   |   |
|-----------------------------------|------------------------------|--|---|---|
| Emerald Isle Park                 | 2130 Lenore Dr. 91206        | Grass areas  | 40'x40'x25'   | 1 |
| Fremont Park                      | 600 W. Hahn Ave. 91203       | Large grass area or grass area adjacent to the wading pool                     | 40'x40'x25'   | 2 |
| Glenoaks Park                     | 2531 E. Glenoaks Blvd. 91206 | Grass area adjacent to the community building                                  | 20'x20'x14'   | 1 |
| Glorietta Park                    | 2801 N. Verdugo Rd. 91208    | Grass area   | 40'x40'x25'   | 1 |
| Griffith Manor Park               | 1551 Flower St. 91201        | Grass area adjacent to the community building                                  | 40'x40'x25'   | 1 |
| Maple Park                        | 820 E. Maple St. 91205       | Grass area   | 40'x85'x25'   | 1 |
| Pacific Park                      | 501 S. Pacific Ave. 91204    | Grass area adjacent to the picnic pavilion                                     | 20'x20'x14'   | 2 |
| Palmer Park                       | 610 E. Palmer Ave.           | Grass area adjacent to the picnic pavilion or large grass area                 | 40'x40'x25' (grass area near picnic pavilion)<br>40'x85'x25' (large grass area) | 2 |
| Scholl Canyon Park & Picnic Areas | 2849 E. Glenoaks Blvd. 91206 | Grass area   | 40'x40'x25'   | 2 |
| Verdugo Park                      | 1621 Canada Blvd. 91208      | Grass area adjacent to picnic tables, or north end grass (special events only) | 40'x40'x25' (grass area near picnic tables)<br>40'x85'x25' other areas          | 2 |

\*Maximum size of Entertainment Features allowed at each site, unless specified otherwise below. Larger Entertainment Features may be allowed with Director approval for Special Events.

\*\*Picnic and wading pool reservations allow for a maximum of one (1) Entertainment Feature per permit. Only the maximum number of Entertainment Features will be allowed per site, and customers will be issued a permit on a first-come, first-served basis until the maximum allowed per site is reached. Multiple Entertainment Features and alternate locations may be permitted for Special Events (City Special Event Permit required) only with Director approval.

The following types of Entertainment Features will be eligible for a permit:

- 1) Bounce Houses
- 2) Inflatable Slides (dry slides only)
- 3) Inflatable Combos (bounce house/slide combination)
- 4) Photo Booths
- 5) Bubble Balls/Bubble Soccer (feet outside the bubble)
- 6) Obstacle Courses
- 7) Nerf/Gel/Water/Foam Archery Blaster Parties
- 8) Ball Pits (Max size 13x13)\*

The following types of Entertainment Features are prohibited:

- 1) Zip Lines
- 2) Single Use Water Balloons
- 3) Zorbing
- 4) Foam Equipment



The following types of Entertainment Features are prohibited, except at Special Events (Special Event Permit required) and with Director Approval:

1. Anything requiring water
2. Amusement Rides (i.e. bumper cars, power wheels, roller coasters)
3. Mechanical Rides (i.e. Trains, Ride on Animals, Race Track)
4. Climbing Walls
5. Interactive Games
6. Movie Screens
7. Petting Zoos

- The City of Glendale will not provide a power source for Entertainment Features. All renters must provide or rent a generator to operate the Entertainment Features.
- Renters must use one of the approved vendors that already has insurance on file with the City of Glendale. If a renter wishes to use a vendor not previously approved by the City, the vendor must submit insurance for approval at least fourteen (14) business days prior to the reservation. The approved vendors list is available online at [GlendaleCA.gov/JumperVendors](http://GlendaleCA.gov/JumperVendors). This list may change as vendors provide approved insurance, or cancel their existing insurance policies.
- A site host will be assigned on the day of the event to verify that the Entertainment Feature is permitted, and will ensure that the Entertainment Feature is the approved size, from the approved vendor, and placed in the correct location. The site host is NOT responsible for monitoring the Entertainment Features or supervising participants using the Entertainment Features.
- Renters may not switch vendors without informing and obtaining approval from City staff.

### **3. Steps to Acquiring an Entertainment Feature Permit**

Applicants must:

- 1) Apply for a picnic permit, wading pool permit, or special event permit at the Customer Service Office (or the Community Services & Parks office that issues permits for the location requested).
- 2) Return the completed Entertainment Feature Application (Exhibit 1 of this policy) to the Customer Service Office, or Community Services & Parks office that issues permits for the location requested, in person or via email or fax.
- 3) Pay the Jumper Permit fee as identified in the Citywide Fee schedule.
- 4) Receive their final facility permit (FPA), which will include "With Entertainment Feature" in the description of the reservation, if approved.



## EXHIBIT 1: PARTY INFLATABLE APPLICATION



### Community Services & Parks Entertainment Feature Application

Event Title: \_\_\_\_\_

Facility: \_\_\_\_\_

Applicant Name: \_\_\_\_\_

Event Date: \_\_\_\_\_

Event Time: \_\_\_\_\_

Equipment Delivery Time: \_\_\_\_\_ Equipment Pickup Time: \_\_\_\_\_

Type of Equipment (i.e. inflatable, obstacle course, etc.): \_\_\_\_\_

\_\_\_\_\_

Number of Equipment: \_\_\_\_\_ Size of Equipment: \_\_\_\_\_

\_\_\_\_\_

#### Equipment Vendor Information

Equipment Vendor Name: \_\_\_\_\_

Vendor Contact Person: \_\_\_\_\_

Vendor Contact Phone Number: \_\_\_\_\_

Vendor Contact Email: \_\_\_\_\_

\_\_\_\_\_

#### OFFICE USE ONLY

Date of Contact with Equipment Vendor: \_\_\_\_\_

Approved Type of Equipment: \_\_\_\_\_

Approved Equipment Size : \_\_\_\_\_ Approved Number of Items: \_\_\_\_\_

Approved Equipment Arrival Time: \_\_\_\_\_ Approved Equipment Pickup Time: \_\_\_\_\_

Staff Name: \_\_\_\_\_

\_\_\_\_\_

**Please complete and return this form to the Customer Service Office (or office that issued your Facility Permit Agreement) two (2) weeks prior to the reservation date.**

Effective 2/12/24