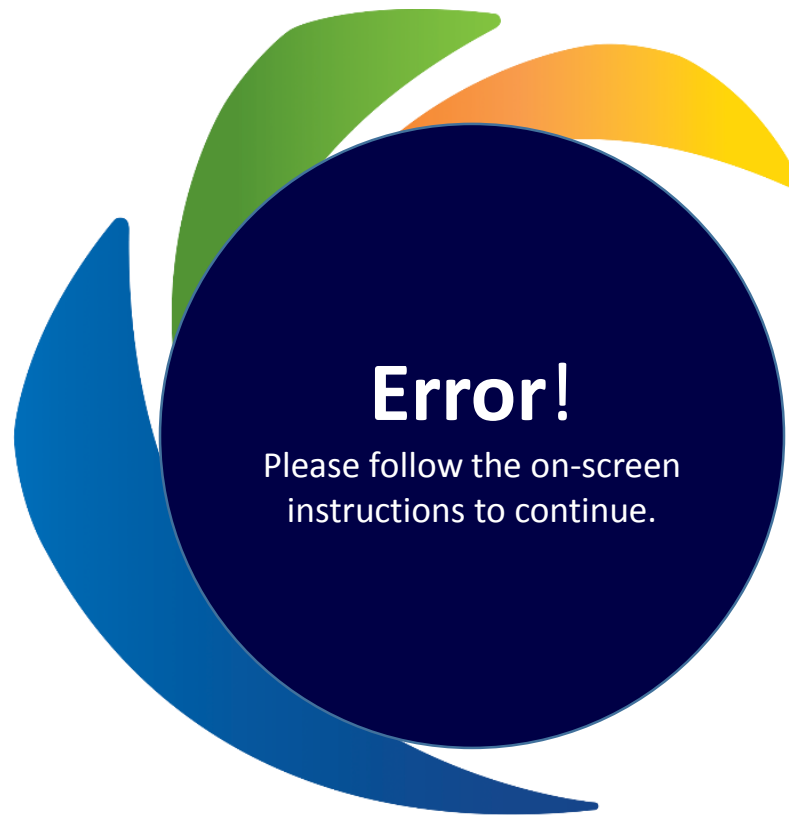




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Please Note Common Policy and Procedures

Reservation Minimums

There is a 2 (two) hour minimum for all reservations – indoor and outdoor. Any exceptions will need explicit permission from the director or their authorized designee.

Reservation Minimum

According to city ordinance, all parties of 25 or more are required to have a permit prior to their event.

In the event the reservation exceeds 100 people, they may be considered a **Special Event**, in which case they should be directed to the Program Manager of Citywide events at: x2855

Outside Vendors

Patrons are permitted to have vendors associated with the party. This may include, but is not limited to, caterers, popcorn stands, on-site pizza chefs and any other vendor that may be selling product. **Permits are required for all such cases.** Please refer them to the correct staff.

Inflatable Party Jumps

If a client wishes to an 1 (one) or more inflatable party jumps at their event, they must acknowledge – and choose – from an authorized vendor of the City. This list is updated regularly and can be found on the Intranet or at CarlsbadCa.gov

The fee for an inflatable party jump is \$20 per jump. The permit is valid the duration of the day – as long as they fulfil the minimum reservation requirement.

Inflatable Party Jumps are not authorized at particular locations. To find out if they are permitted, contact the specialist in charge of that area. See the next page for the complete list.

First-Come, First-Served


The areas do not have to be reserved for use. When they are not reserved, the tables and surrounding area are available to anyone whose event is less than 25 patrons.





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Please Note "Person in Charge" Positions

Primary Contact Jesse Almada (760) 602 - 7513		Secondary Contact Mark Olsen (760) 602 - 4682
Reservation Sites Cannon Heritage Hall Hosp Grove Chase Field Magee Park Harding Pine Ave. Park Paxton Brown		

Primary Contact Brian O'Grady (760) 602 - 4684		Secondary Contact Kevin Granse (760) 602 - 4691
Reservation Sites Cadencia Safety Center Stagecoach Calavera Hills Hidden Canyon Laguna Riviera La Costa Canyon Zone 5		

Primary Contact Eric Biggin (760) 268 - 4784		Secondary Contact Kevin Granse (760) 602 - 4691
Reservation Sites Aviara Alga Norte Poinsettia		

Finish