

ADMIRAL BAKER PARK

I. PARK & PICNIC AREA RULES & REGULATIONS

NAVAL BASE SAN DIEGO (NBSD) HAS BASIC RESPONSIBILITY FOR EVENTS UNDER THE COGNIZANCE OF THE COMMANDING OFFICER, NAVAL BASE SAN DIEGO.

FAILURE TO COMPLY WITH PARK RULES & REGULATIONS WILL RESULT IN TERMINATION OF YOUR PICNIC WITHOUT REFUND AND POSSIBLE FORFEITURE OF PARK PRIVILEGES. 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.

ELIGIBLE SPONSORS & SPONSORED GUESTS: Admiral Baker Park is a U.S. Navy Morale, Welfare and Recreation Facility. Valid identification will be required and must be presented to park staff. 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. **Admiral Baker Park is not open to the public.** Sponsoring groups* (***Groups = more than ten (10) individuals, including children**) requires a picnic reservation and associated fees, and can only be done during regular office hours.

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 total 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 – entire park reservation.

When downgrading to a different picnic area, the price difference is non-refundable.

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 is obligated to immediately report any personal injury or property damage to the Park Staff.

The sponsor must be physically present for the entirety of the event. The sponsor is responsible for maintaining good order and discipline during the event and obtaining a clearance from a park staff indicating the rented and used areas were left in good condition.

TRANSFER OF SPONSORSHIP: Only permitted to another authorized guest and can only be made in person. The original sponsor shall escort the new sponsor to the park office. The new sponsor is required to sign the rules & regulations.

Facilities cannot be used for any organized team sport practices or tournaments.

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

Bounce houses, rides, or anything similar are not allowed on the softball fields.

GENERAL REGULATIONS: The following general regulations are strictly enforced:

- **All entertainment such as clowns, bounce houses, faces painting, etc., 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 a digital or hard copy of Liability Insurance will result in termination of the use of equipment.* In case of a petting zoo, please ensure that animals are cleaned up after. **Vendors must be able to setup without driving onto the fields, picnic areas, or beyond the cookhouse gate. Vendor equipment must be picked up 30 minutes before inspection.**
- The sponsoring Command/Organization or individual will assume full responsibility for damage and will be required to reimburse NBSD for replacement and/or repairs resulting from damage.
- One canopy (10ft x 10ft), 1 long table (for food or gifts only), and 4 lounge chairs are allowed per paid picnic area. These items must be placed within 10ft of the rented area(s)
- **Commands/Organizations holding picnics of 250 people or more need to provide additional people to assist with ensuring the rules and regulations are followed by your guests at all times.**
- **Check-out requirements:**
 - ✓ **Rented picnic areas must be properly cleaned up by the sponsor, and inspected by a park staff at the end of the event, no later than 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 their correct position and location.
 - ✓ Used & rented areas, and the surrounding perimeter should be properly cleaned (no foreign objects, no trash, no meat on the grill, no trash bags outside bins, etc.). All trash should be disposed inside the green dumpsters.
 - ✓ Upon check-out, everything must be returned to its original location.

FAILURE TO COMPLY WITH THE CHECK-OUT REQUIREMENTS WILL INCUR A CHARGE ASSOCIATED WITH MWR STAFF CLEANING AND ARRANGING THE AREA, OF NO LESS THAN \$250.00, AND A LETTER TO THE RESPONSIBLE INDIVIDUAL'S COMMANDING OFFICER AND POSSIBLE FORFEITURE OF PARK PRIVILEGES.

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, and it will also depend on availability. It can only be done by the sponsor in person.

YOU ARE NOT AUTHORIZED TO: (1) use another gazebo (including its electricity) or picnic area which you did not reserve. (2) share your rented area or its electricity to other guests that are not part of your event. **You will be automatically charged for other gazebos, picnic areas and/or cabanas that are used by your guest that are not under your reservation.**

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. Entire park reservation will have a different fee.

PETS/SERVICE ANIMALS: Pets are strictly prohibited with exception of service animals.

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.

CONCESSIONAIRES POLICY: Food (*with exception of deserts vendors, and are NOT selling anything while at the facility*) and beverage services can only be arranged through the Admiral Baker Clubhouse at 619-487-0026 or 0016. **UNAUTHORIZED CONCESSIONAIRES (including but not limited to beverage, taqueros, food trucks) AND SUPPLIERS WILL BE ASKED TO VACATE THE PARK IMMEDIATELY.** **Bringing unauthorized**

concessionaires, suppliers 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) Active Duty: 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, tacks, double-sided tapes or anything similar (with exception of string) that can damage the tables & picnic area/gazebo. **Installing/taping any item on park signs is strictly prohibited.** Violating this policy will incur a fee of no less than \$250.00 or greater.

NO VEHICLES ARE ALLOWED TO BE DRIVEN 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)
- Hard liquors, *other* than beer and wine
- **Water-related activities** (*including but not limited to water balloons tossing, dunk tanks*)
- Advertisements of any kind (posters w/ contact info., etc.)
- Commercial vendors, caterers, concessionaires (food, beverage), taqueros, food trucks and/or suppliers.
- Driving into the picnic areas and fields
- Underage drinking, operating a vehicle by an intoxicated individual.
- Parking outside the designated area.
- Placing items on location/s that can become a potential hazard to others
- Hanging tents or hammocks to equipment or trees, camping 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
- Wearing offensive clothing
- Solicitation, 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.)
- Unsponsored events
- Music must be kept to a minimum and must not include any profanity.
- **Confetti, piñata and latex balloons.**
- **Balloon arches and balloon garland.**
- Installing equipment/tools on areas in which their purpose does not match the location such as installing nets on the grass, basketball court, parking lot, in order to play a sport or an activity.

II. PARK & PICNIC AREA RULES & REGULATIONS – ENTIRE PARK RESERVATION PROVISIONS

PARK RESERVATION POLICY: More than 700 guests, the entire park must be reserved.

SPONSOR: Must have 3 eligible sponsors who will sign the rules and regulations.

PARKING: The park can accommodate 400 vehicles. **Event guests are not allowed to utilize the RV Campground, Clubhouse/ Golf Course and Army Reserve Center as parking.** Unauthorized vehicles parked in the specified areas will be towed at the owner's expense. The sponsors must provide parking arrangements and inform the park management one month before the event. **Inability to provide parking arrangements may result in cancellation of the event without refund.**

CANCELLATION: This policy will supersede the regular picnic area cancellation policy.

Cancellation can only be made in person with a written letter and will incur a fee:

- a. If reservation is cancelled on or before sixty **(60) days** from the event date, \$500.00 will be taken out from your refund amount as the cancellation fee.
- b. There will be no refund if cancellation is made less than sixty (60) days prior to the date of the event.

RESCHEDULING: This policy will supersede the regular picnic area rescheduling policy.

Park reservation can be rescheduled based availability within sixty (60) days from the original reserved date but **will incur a \$500 processing fee.**

III. PARK & PICNIC AREA RULES & REGULATIONS – MILITARY EVENT PROVISIONS

1. Picnic areas can only be reserved by an Active Duty military
2. Can be reserved 4 months in advance
3. Original Command letter, with the Commanding Officer's signature must be provided. Template available in the office.
 - a. If the Commanding Officer designates another personnel to sign the command letter, a By Designation Letter (BDL) must also be provided. Unable to provide BDL along with the command letter, to the park staff will nullify the provided command letter.
 - b. The designated POC must sign the contract and will be the sponsor for the event.
4. If the command purchase cardholder (must be Active Duty) is different from the event sponsor, the purchase cardholder must also sign the rules and regulations.
5. Command events with 500 or more attendees
 - a. If the total amount of reserved sites is more than \$500, an initial deposit of \$500 is required
 - i. The remaining amount will be due no less than 14 days prior to the event. Failure to pay the balance within the time frame indicated will result in loss of deposit and cancellation of reservation.

