



# The Wave Group Area Procedures and Fee Schedule

The Wave has several Group Areas available for use. These Group Areas require a reservation and are booked on a first come, first serve basis. The Group Area Use Policy establishes rules, regulations, procedures and fees governing use of The Wave Group Area.

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## Hours of Rental Use

1. The Group Areas are all-day rentals: 11:00 am – 6:00 pm.
2. Group Area must be cleaned and vacated by 6:00 pm.
3. Group Areas have a maximum capacity of 50 guests.

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## How to Make a Reservation

***Please note that the City requires the applicant, not another party, to complete all transactions.***

1. To make a reservation, a Group Area Application and full payment of rental fees must be submitted in person at The Wave, 4201 Central Parkway, Dublin, CA 94568, during business hours.

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## Payment Schedule

1. Payment of rental fees must be made at the time the application is submitted.
2. Payments may be made by VISA, MasterCard, American Express, Discover, or cash.

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## Cancellations, Changes and Refunds

1. Cancellation requests must be made in writing by the applicant (emails submitted from the applicant's email address are acceptable).
  - a) If the request is received seven business days or more prior to the rental date the rental fees will be refunded, less a \$5.00 processing fee.
  - b) If the request is received less than seven business days prior to the rental date the applicant will forfeit rental fees.
2. Rental fees will not be refunded due to rain.
3. Reservations may not be transferred, assigned, or sublet.

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## General Rental Information

1. Group Area Rental will only be issued to adults. A responsible adult from the group must supervise the group area for proper use during rental hours. Groups Birthday Parties must be supervised by a ratio of two (2) adults for each twenty (20) minors while they are inside the park.
2. Park facilities other than the reserved picnic areas are open to the public.
3. Outside food and beverages are not allowed in park.
4. SMOKING IS PROHIBITED inside the park.
5. It is prohibited to paste, tack, glue or post any sign, placard, advertisement or inscription, or to erect any sign in the park.
6. Use of amplification equipment is not allowed.

*The City of Dublin reserves the right to deny the use of City Group Areas to any person or group if such use is deemed to be contrary to the best interest of the City, the facility, and/or Dublin residents.*

*Applicants should thoroughly review the Group Area Use Policy to become familiar with all rental fees, policies and procedures.*

***Be sure to bring your approved Group Area Receipt with you on the day of your event.***



# The WAVE Group Area Rental Application

City of Dublin - Parks and Community Services Department  
4201 Central Parkway, Dublin, CA 94568  
(925) 574-4800

Rental # \_\_\_\_\_

## APPLICANT INFORMATION

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_  
Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip Code: \_\_\_\_\_  
Contact Numbers: Daytime \_\_\_\_\_ Evening \_\_\_\_\_ E-Mail: \_\_\_\_\_  
Have you rented one of our facilities before?  Yes  No

## RENTAL FUNCTION INFORMATION

Name of Function: \_\_\_\_\_  
Anticipated Attendance: \_\_\_\_\_ Children in Attendance: \_\_\_\_\_  
Date Requested: \_\_\_\_\_ Adults in Attendance: \_\_\_\_\_  
Day of Week:  SAT  SUN  MON  TUE  WED  THU  FRI  
Type of Function:  Family Picnic  Corporate Picnic  Fundraiser  Youth birthday  Adult Birthday  
 Other: \_\_\_\_\_

Group Area Requested:  Area 1  Area 2  Area 3  Area 4  Area 5

Birthday Party Package Add-on:  Yes  No Number of guests attending (Minimum required, 8) \_\_\_\_\_

Planned Hours of Birthday Party and other Birthday Party related items are located on the Birthday Party application.

## PAYMENT INFORMATION – Total due at time of booking

DATE: \_\_\_\_\_ TOTAL AMOUNT DUE: \_\_\_\_\_ CASH: \_\_\_\_\_ CHECK #: \_\_\_\_\_

CREDIT CARD:  Visa  MasterCard  Discover  Amex

Employee Name: \_\_\_\_\_ Manager Name: \_\_\_\_\_

The undersigned, hereby agrees to be responsible for any damage to the facility occurring during and by this use, and agrees to be responsible for the conduct of all persons attending this function. Applicant further agrees to be responsible for any accident or injury occurring to anyone during and by this use, and agree that the City of Dublin, its officers and employees, shall not be responsible for any such injury or loss, except as arises from the sole willful act, omission or sole negligence of the City of Dublin, its officers or employees. The undersigned has received a copy of the Sports Field Use Policy and agrees to comply with the rules and regulations listed therein.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date