

Park Facilities Information

Please read all items carefully - the forms & policies have changed, effective Dec 4, 2019.

Application Process

1. Applications must be on a form provided by the City of Mill Valley. Reservations cannot be made by phone. Reservations are taken in person, email or by fax at the Community Center, Monday - Friday, 9am - 5pm.
2. Applicants must be 21 years of age or older and the individual/organization listed on the application is responsible for paying in full, providing appropriate insurance coverage and the liability of the event itself.
3. Outdoor Facility Rental Applications are accepted up to one (1) year in advance on a first-come, first serve basis. If there is more than one (1) applicant for the same facility/date/time, priority is given to Mill Valley Residents. If multiple residents or multiple non-residents apply for the same rental date a lottery will determine priority.
4. One (1) reservation is made per day, per area.
5. Only one (1) large-scale event is permitted in the park per day, regardless of time of day in which they occur.

Park Use Fees

City of Mill Valley Resident

Greater Mill Valley & Beyond

	City of Mill Valley Resident	Greater Mill Valley & Beyond
Individual/Non-Profit Estimated attendance up to 49	\$20/hour	\$30/hour
Individual/Non-Profit Estimated attendance 50+	\$40/hour	\$60/hour
Small Wedding Estimated attendance up to 75	\$125/hour	\$150/hour
Large Wedding & Private Event Estimated attendance 75+	\$250/hour	\$275/hour
Commercial Use Estimated attendance up to 75	\$150/hour	\$150/hour
Commercial Use Estimated attendance 75+	\$275/hour	\$275/hour

1. City of Mill Valley Resident is defined as an individual/family or organization whose primary address lies within City limits.
2. A \$100 - \$1,000 refundable security deposit due at time of application. Deposit amount is determined by Recreation Staff based on size, tone and length of event. Deposits are returned within 30 days after the event as long as no rental violations occur.
3. Park rentals are booked at a 3-hour minimum and 6-hour maximum rental. Park rentals will not be scheduled before 9am and must conclude no later than 30 minutes after sunset. Additional time limitations apply for "jumpee" parties. See back page for additional information.
4. Large wedding & private event rentals may be subject to an \$18 / hr staffing fee.

Cancellations & Refunds

A 30-day notice of cancellation is required to receive a refund minus a \$20 processing fee. For cancellations made less than 30 days prior to the event date, the City will retain the full rental fee.

In the event of rain or inclement weather conditions the park rental fee will not be refunded but the deposit will be returned.

Park Facilities Information

Park & Picnic Area Descriptions

Boyle Park at E. Blithedale & East Drive

The Group Picnic Area at Boyle Park features 9 picnic tables and 4 small barbecues. The picnic area is adjacent to a recreational grassy area, playground, public restrooms, tennis courts, and baseball fields. The playground area and restrooms remain open to the public from sunrise to sunset. There is a small parking lot shared with the Boyle Tennis Park users. Residential street parking is discouraged. Mill Valley Recreation limits the number of attendees of group rentals during sports league play (March – June; September – November) – listed fees remain in effect.

Old Mill Park at Throckmorton Ave & Cascade Way

Old Mill Park is across the street from Old Mill School and next door to the Mill Valley Public Library. It features 3 areas available for private rentals (see below), a tranquil stream, the historic Reed Mill, a children's playground, and public restrooms. Limited street parking is available.

Amphitheater

The Amphitheater is downhill from the Mill Valley Library (west side of the park). There is a small stage with stone & wood tiered level areas for seating. Electricity is accessible by permit only.

Group Picnic Area

The Old Mill Group Picnic Area is adjacent to the Amphitheater and features 6 picnic tables with 4 small barbecues.

Redwood Grove

The Redwood Grove is the area closest to the public playground/restrooms and features 3 picnic tables & 2 small barbecues.

Other Parks

No organized group activities are allowed at any of our other parks; drop-in recreational use only.

Jumpee Parties

Boyle Park

There is electrical access and a "jumpee" is allowed by special permission only. "Jumpee" parties are only permitted between the hours of 10am and 6pm on weekdays and Saturdays and 11am and 6pm on Sundays. Rental hours must include time needed for preferred vendor to set up and breakdown the inflatable equipment. Set up, use of or breakdown of "jumpees" and other inflatables outside of permitted rental time will result in forfeiture of deposit and/or additional fines.

Old Mill Park

There is electrical access and a "jumpee" is allowed by special permission only. Special permission is also required for: amplified sound, tents, large displays, food trucks, machinery, large physical objects, third-party vendors, and other similar equipment. Please review the included Park Use Policy for more information.

Permitted Vendors

Below is the contact information for our pre-approved "jumpee" vendor. For inquiries regarding other types of activities/vendors (i.e. bubble soccer, laser tag party trucks, petting zoos, on site catering & tenting) please call the Mill Valley Community Center, 415-383-1370 or email rentals@cityofmillvalley.org.

Astro Jump: northbay@astrojump.com | www.astrojump.com | (800) 244-5867

Park Facilities Information

Parks Use Policy

City of Mill Valley | Park Use Policy

The City of Mill Valley Park Use Policy must be reviewed prior to submitting an City of Mill Valley Outdoor Facility or Wedding Application. Please review the policy detailed below or email rentals@cityofmillvalley.org for additional information.

I. Scope of Policy

It is the goal to create a policy for Park Use for Private Rentals that strikes an appropriate balance between community utilization of Boyle and Old Mill Parks and related impacts on the neighborhoods in which they reside.

A. Outdoor Facility Applications will be considered by the following Application Process guidelines:

1. City of Mill Valley activities and public events with great community benefit shall have priority over private rentals and for-profit commercial ventures.
2. Applications must be on a form provided by the City of Mill Valley. No reservations will be made by phone.
3. Applicants must be 21 years of age or older.
4. The individual/organization listed on the application is responsible for paying in full, providing appropriate insurance coverage and the liability of the event itself.
5. Rental fees are due in full at the time of application unless otherwise stipulated.
6. Only the individual listed on the application is authorized to make changes to the reservation. Changes must be submitted in writing and made no less than 30 days prior the event. Mill Valley Recreation retains the right to deny any requests for changes to reservations.
7. Outdoor Facility Rental Applications are accepted up to 1 year in advance on a first-come, first-serve basis. If there is more than one applicant for the same facility/date/time, priority is given to Mill Valley Residents. If two residents or two non-residents apply for the same rental date a lottery will be drawn to determine priority.
8. One (1) reservation is made per day, per area.
9. Only One (1) large-scale event may be permitted in the park per day, regardless of time of day in which they occur.
10. Insurance may be required for commercial use or any gathering with over 50 participants. Proof of insurance coverage must be provided to the Recreation Department in advance per contract instructions.
11. Any rentals falling under the "Private Large Events" or "Wedding" categories, will be subject to a \$18/ hour Facility Attendant/Field Monitor staffing fee to ensure onsite staff support and compliance with rental rules throughout the entirety of large rental events.
12. A refundable security deposit will be required at the time of booking for all park reservations as outlined in the fees document. Deposit amount is determined by Recreation Staff based on size, tone and length of event. The City of Mill Valley retains the right to bill for damages and rental violations.
13. A 30-day notice of cancellation is required to receive a refund minus a \$20 processing fee. For cancellations made less than 30 days prior to the event date, the City will retain the full rental fee. In the event of rain or inclement weather conditions the park rental fee will not be refunded but the deposit will be returned.
14. Park rentals are booked at a 3-hour minimum and 6-hour maximum. Any rental request longer than 6 hours must be approved by Mill Valley Parks and Recreation Commission
15. Park rentals will not be scheduled before 9am and must conclude no later than 30 minutes after sunset with the exception of City of Mill Valley activities/events and permitted citywide public events with great community benefit.
16. All organized athletic events must obtain approval for use from Mill Valley Recreation. This includes, but is not limited to, any triathlons, practice runs, Dipsea events, etc.
17. Commercial activities, private large events and weddings are subject to greater scrutiny and additional stipulations (See Items C and D below for greater detail).

Park Facilities Information

Parks Use Policy

B. General Park Rules

1. Food Trucks and onsite catering are prohibited in Mill Valley Parks with the exception of Weddings and Large Private Events
2. Mobile Video Game Trucks are prohibited in Mill Valley Parks.
3. Golf is prohibited at all times in any park or athletic field area.
4. No off-leash dogs allowed, at any time, at any outdoor facility.
5. The posting of flyers, signs, or other publicity is strictly prohibited except on designated community bulletin boards.
6. It is unlawful for anyone to burn open fires, camp overnight, hold dance, use a public address system or hold any large group activities in any City park without a written permit from the Recreation Department (Mill Valley Municipal Code 8.36.030, Uses Prohibited).
7. No motorized vehicles of any kind are allowed on the fields or in the parks at any time with the exception of City of Mill Valley vehicles for the purposes of park maintenance and/or to load and unload equipment for City related activities/events.
8. All garbage and recycling generated by the event must be removed by the renter at the end of the event. Renter is to partner with Mill Valley Refuse in providing additional trashcans and recycling containers for the event as needed.
9. Failure to comply with guidelines set forth in this document will result in possible fines, garnishment or forfeiture of security deposit and will negatively impact current and/or future rental requests.
10. Smoking of any kind is prohibited in City of Mill Valley Parks. Renters are responsible for the actions of their guests and are subject to rental violation fines if Recreation staff witness smoking during the rental.

C. Commercial Activities and Third-Party Vendors

1. No commercial vendors are allowed to conduct business at any outdoor facility without the express written consent of Mill Valley Recreation and the obtainment of a business license from City Hall.
2. "Jumpees" (maximum 1 per event), tents, large displays, machinery, large physical objects, third-party vendors, etc. must receive special pre-approval at least 30 days prior to the rental and/or be disclosed on the rental application. Only pre-approved rental companies are allowed to bring equipment into the park. See IV. Park Inventory and Restrictions for further guidelines relating to Jumpee parties based on rental location.
3. The renter is to take full responsibility for hired third-party vendors and is subject to additional fines or fees for rental violations made by a third-party vendor.
4. When applicable, renters must use only pre-approved vendors from the list provided from Mill Valley Recreation or will be subject to loss of deposit, cancellation of their reservation and/or additional rental violation charges.

D. Weddings & Large Private Events

1. All Large Private Events & Weddings are required to include a transportation plan to reduce traffic and parking congestion. The plan requires drop off/pick up areas for both guests and vendors. Renters are required to work with the City of Mill Valley Public Works Department on traffic mitigation which may include the use of shuttle buses. Shuttle buses must drop off/pick up guests in a designated area on Throckmorton Avenue.
2. The City of Mill Valley permits photography and wedding related activities in Mill Valley Parks.
3. Wedding ceremonies may not exceed maximum capacity set forth by City of Mill Valley.
4. Wedding groups and their guests must use the public restrooms near the Redwood Grove Area/ playground equipment. Access to the City of Mill Valley Library facilities is strictly prohibited.
5. Approval for Amplified Sound – Weddings: the use of amplified sound for wedding ceremony vows is allowed by permit only and must be pre-approved by Mill Valley Recreation. Per Mill Valley Municipal Code 7.16.090 "Special Noise Limits, such permission shall be issued for one day at a time and shall allow the operation of the amplifying equipment between the hours of 9:00am and 6:00pm on weekdays and Saturdays and between 12:00 noon and 6:00pm on Sundays and legal holidays. The equipment shall be

Park Facilities Information

Parks Use Policy

controlled by the permit holder so as not to disturb or be a nuisance to a person of normal sensitiveness." The sounds allowed for Wedding related rentals shall be a human speech and/or music may not exceed 70 dbA. Mill Valley Recreation is the final authority on interpretation of amplified sound.

6. Food Trucks and onsite catering are allowed by permit only. Specific parking areas must be secured from Mill Valley Public Works department for food trucks or vendor pickup/drop off. Only food trucks and vendors off an approved list provided by Mill Valley Recreation are allowed.

E. Special Considerations and Permitting

1. Portable grills or open flame are prohibited unless pre-approved by Mill Valley Recreation after review from Mill Valley Fire Department
2. Access to electrical outlets is prohibited unless pre-approved by Mill Valley Recreation.
3. Rearrangement of picnic tables in Group Picnic Areas is prohibited unless pre-approved by Mill Valley Recreation.
4. Jumpees/inflatables must be rented through approved vendor and require pre-approval from Mill Valley Recreation. Jumpee parties must follow additional guidelines and restrictions based on location of rental (see IV. Park Inventory and Restrictions for additional guidelines based on rental location).
5. Approval for Amplified Sound – Special Events with Great Community Benefit: the use of amplified sound at special events with great community benefit must be pre-approved by the Parks & Recreation Commission at least 30 days and must follow all applicable local, state and federal laws.
6. Per Mill Valley Municipal Code 8.15.010, "It is unlawful for any person to drink any beer, wine or other alcoholic beverage or have in his or her possession or on his or her person any bottle, can or other receptacle containing any alcoholic beverage which has been opened or a seal broken, or the contents of which have been partially removed, on any public street, sidewalk, passageway, park, playground or parking lot, or in any private parking lot or passageway open to use by the public." Mill Valley Recreation does not permit allowance for alcohol for private rentals. The Chief of Police may give written authorization which will allow the drinking of alcoholic beverages at special events (with great community benefit) in any of the above areas when adequate provision has been made for the policing of such events."
7. Any event including an exchange of money for alcoholic beverages must submit a copy of a temporary ABC License prior to the event.

II. Definitions

City of Mill Valley Resident: Person residing within the Mill Valley city limits.

Greater Mill Valley and Beyond Resident: Person residing outside the Mill Valley city limits, who may still live within the 94941 zip code.

Third-Party Vendor: A separate individual or organization other than the two principals involved (City of Mill Valley and Renter). A third-party vendor is a company or individual that provides a service or product not supplied by the City of Mill Valley.

Amplified Sound: any sound increased by electronic means.

Event with Great Community Benefit: Must meet 1 or more of the following characteristics:

1. Open to the public
2. Have an expected attendance of at least 100.
3. Have a traditional or heritage value to the community.
4. Adds to the arts, culture and small town character of the community.
5. Provides significant economic vitality to the area.

Park Facilities Information

Parks Use Policy

III. Park Fees

The City of Mill Valley, Greater Mill Valley & Beyond and Commercial rental rates will be established and approved by the Parks and Recreation Commission. Mill Valley Recreation Staff are to determine the appropriate security deposit fee based on size, tone and length of event.

IV. Park Inventory and Restrictions

A. Boyle Park Group Picnic Area

1. The Group Picnic Area at Boyle Park has 9 picnic tables and 4 small barbecues. The picnic area is adjacent to a recreational grassy area, playground, public restrooms, tennis courts, and baseball fields.
2. The playground area and restrooms are to remain open to the public from sunrise to sunset.
3. There is a small parking lot available and residential street parking is discouraged.
4. Amplified music or sound is prohibited unless permitted by Mill Valley Recreation Department. Approved amplified music or sound may not exceed 70 dbA.
5. There is electrical access and a "jumpee" is allowed by special permission only. "Jumpee" parties are only permitted between the hours of 10am and 6pm on weekdays and Saturdays and 11am and 6pm on Sundays. Rental hours must include time needed for the preferred vendor to set up and breakdown the inflatable equipment. Set up, use of or breakdown of "jumpees" and other inflatables outside of permitted rental time will result in forfeiture of deposit and/or additional fines.
6. Special Permission is also required for tents, large displays, machinery, large physical objects, third-party vendors, and other similar equipment.
7. Mill Valley Recreation limits the number of attendees of group rentals in the Boyle Park Group Picnic Area during sports league play (March – June; September – November) – listed fees remain in same effect.

B. Old Mill Park – Redwood Grove Picnic Area

1. The Redwood Grove Picnic Area has 3 picnic tables and 2 small barbecues. The Redwood Grove is the area closest to the playground/restrooms.
2. The playground equipment and restrooms are to remain open to the public from sunrise to sunset.
3. There is electrical access and a "jumpee" is allowed by special permission only.
4. Special permission is also required for: tents, large displays, machinery, large physical objects, third-party vendors, and other similar equipment.
5. Amplified music or sound is prohibited unless permitted by Mill Valley Recreation Department. Approved amplified music or sound may not exceed 70 dbA.

C. Old Mill Park - Group Picnic Area

1. The Old Mill Park Group Picnic Area has 6 picnic tables with 4 small charcoal barbecues. The Group Picnic Area is adjacent to the Amphitheater.
2. There is no access to electricity.
3. Jumpee parties are prohibited in this area.
4. The Group Picnic Area will not be rented out when a large event or wedding ceremony is taking place in the Amphitheater.
5. Amplified music or sound is prohibited unless permitted by Mill Valley Recreation Department. Approved amplified music or sound may not exceed 70 dbA.

D. Old Mill Park – Amphitheater

1. The Amphitheater is downhill from the Mill Valley Library. There is a small stage with built-in wood tiered level areas for seating.

Park Facilities Information

Parks Use Policy

2. Access to electrical outlets requires special permission and will incur a staffing fee.
3. Large objects including, but not limited to, arches, stage props and other large items must be pre-approved by the Facilities Supervisor. Nothing may be drilled into the stage.
4. Amplified music or sound is prohibited unless permitted by Mill Valley Recreation Department. Approved amplified music or sound may not exceed 70 dbA.

E. Other Parks

No organized group activities are allowed at any other City of Mill Valley parks without express permission from the Recreation Department; drop-in recreational use only.

V – City of Mill Valley Exemptions

1. City of Mill Valley activities are exempt from the following sections

- a. Sections I,A, 2-14, 16
- b. Sections I,B, 1-9
- c. Sections I,C, 1-4
- d. Sections I,D, 1-6
- e. Sections I,E, 1-7
- f. Section III
- g. Section IV