# BOUNCE HOUSE VENDOR PROGRAM

The City of Berkeley Recreation Division has introduced a new Bounce House Vendor Program to ensure a safe, enjoyable, and organized experience for visitors to our parks. This program allows approved vendors to provide bounce house services for customers with a paid picnic site reservation.

The goal of this program is to enhance recreational opportunities while ensuring that the parks remain safe, regulated, and welcoming to all residents and visitors. By working together, the City of Berkeley and its approved vendors can provide families with fun, safe, and enjoyable experiences in our parks.

## REGISTER TO BECOME AN APPROVED VENDOR

Vendors wishing to operate within City parks can submit a Bounce House Vendor Interest form through the Recreation Division's online registration portal. A staff member will reach out once the interest form has been received.

Submit all required documentation, which includes:

- Proof of current business license with the City of Berkeley
- A valid certificate of General Liability insurance with coverage of at least $2,000,000 along with a certificate of additional insured and endorsement certificate
- Current Automobile Liability coverage of $1,000,000
- A completed vendor agreement in compliance with the City's Bounce House Policy.

See "Vendor Requirements" below for more information.

Vendors must meet all program guidelines, including set-up and clean-up timeframes, noise compliance, and other operational requirements, which help maintain a high-quality experience for park users.

**Reminder:** If you wish to operate a bounce house in City of Berkeley parks, please be sure to submit your application and required documents at least **15 business days** before the desired reservation date.

Please contact Recreation Customer Service if you have any questions.

**Recreation Customer Service**
recreation@berkeleyca.gov | (510) 981-5150
Monday to Friday, 8:30 am to 4:30 pm

# VENDOR REQUIREMENTS

## Insurance Requirements

- Current certificate of **Commercial General Liability** insurance of no less than **two million dollars ($2,000,000)**.
- Vendors must provide a certificate of **additional insured** and an **endorsement certificate** containing the following language:

  > "The City of Berkeley, its officers, agents, employees, and volunteers are named additional insured with respect to the insured's operations."

- Current **Automobile Liability** coverage of no less than **one million dollars ($1,000,000)**.
- **Workers' Compensation Certificate of Insurance**, if applicable.

## Business License

All vendors must provide a current **Business License** issued by the City of Berkeley. The application process can be found under the New Business Licenses webpage of the City of Berkeley website.

## Bounce House Policy Agreement

All vendors must sign an agreement to comply with the City's Bounce House Policy.

# HISTORY AND PURPOSE OF THE PROGRAM

The City of Berkeley's parks are an essential part of our community, offering a variety of recreational opportunities for families and individuals. As the demand for bounce house services in public spaces grows, the Recreation Division has implemented a formal approval process to ensure these services are provided safely and within city guidelines.

This process also allows the City to maintain control over the types of activities taking place in our parks, ensuring compliance with safety regulations, minimizing noise disruptions, and supporting responsible business practices. By partnering with approved vendors, we can offer a high level of service to the community while keeping park spaces enjoyable and safe for all visitors.

# PARKS WITH APPROVED BOUNCE HOUSE SITES

The table below lists the approved bounce house sites in City parks, as well as the maximum bounce house size allowed in each site.

| Bounce House Site | Site Location | Maximum Size (in feet) |
|---|---|---|
| **Aquatic Park Area 1** | Outside Dreamland across from the restrooms. | 18’ x 18’ |
| **Aquatic Park Area 2** | Across the path from Picnic Area 1 on the larger grass area. | 12’ x 12’ |
| **Cedar Rose Park Area 1** | Close to Picnic Area 1 between the picnic site and the big kids play area. | 18’ x 18’ |
| **Cedar Rose Park Area 2** | Inside tots play area. Grassy area only. | 12’ x 12’ |
| **Codornices Park Area 1** | Near Picnic Area 3 on the grass area across from the tots play area. Not near the hill, only on flat area. | 18’ x 18’ |
| **Codornices Park Area 2** | On the flat dirt area by Picnic Area 2. | 12’ x 12’ |
| **Cragmont Park Area 1** | Upper level, next to Picnic Area 1. | 18’ x 18’ |
| **Cragmont Park Area 2** | Lower level on the flat grass area next to Picnic Area 2. | 12’ x 12’ |
| **Grove Park** | Small grass area next to Picnic Area 1. | 12’ x 12’ |
| **James Kenney Park** | On the grass area outside the ball field, before the volleyball court, close to the play area. **(No bounce houses on small grass area near Picnic Area 1 under the tree.)** | 12’ x 12’ |
| **King School Park** | Grass area between Picnic Area 1 and the access drive fence. Must be on flat area. | 18’ x 18’ |
| **San Pablo Park Area 1** | Grass area near the big kids play area and Russell St. Close to Picnic Area 1. | 18’ x 18’ |

| Bounce House Site | Site Location | Maximum Size (in feet) |
|---|---|---|
| **San Pablo Park Area 2** | Next to Picnic Area 4 near the tennis courts, close to Mabel St. | 18’ x 18’ |
| **San Pablo Park Area 3** | Between the Community Center and the Tennis Courts. One of two bounce sites in this area. Only one bounce house site per picnic area reservation. | 18’ x 18’ |
| **San Pablo Park Area 4** | Between the Community Center and the Tennis Courts. One of two bounce sites in this area. Only one bounce house site per picnic area reservation. | 18’ x 18’ |
| **San Pablo Park Area 5** | Located between Picnic Area 5 and the big kids play area. | 12’ x 12’ |
| **Shorebird Park Area 1** | Grass area near Picnic Area 4. | 18’ x 18’ |
| **Shorebird Park Area 2** | Grass area across the path from Picnic Area 2. | 12’ x 12’ |
| **Strawberry Creek Park** | Flat area near Picnic Area 1. | 12’ x 12’ |