

National AIDS Memorial Grove ("the Grove") – Site Use Policies

Grove Use

Recognizing that the Grove is primarily a space for individual or small-group reflection and contemplation, the following activities are encouraged nevertheless:

- Memorial services
- Picnics and other similar gatherings
- Weddings, commitment ceremonies, other family celebrations and life events/rites of passage
- Use by organizations for lectures, music, dance, poetry, and spiritual gatherings

Individuals or groups may secure use of the Grove for the above-listed activities by either calling 415-765-0446 or by emailing Matt Kennedy at mkennedy@aidsmemorial.org. Each specific event/use of the Grove requires an individual Site Use Application. Pre-approval of the date and type of activity from the Grove office is required. To keep the Grove available to the general public it is desirable/preferable to limit particular usage to four hours or less.

Grove Site Use Fees

Refundable site security deposit of **\$250** for all gatherings must be received two weeks prior to date of the event.

With the exception of memorial services, the following standard fees are for Grove Site Use:

- **\$500** (Up to 50 Guests); **\$750** (51-75 Guests); **\$1,000** (76 -100 Guests); **\$1,500** (101 - 150 Guests); **\$2,000** (151 - 200 Guests)
- For small picnics or similar Site Use: Call 415-765-0446

There is no permit required or fee charged for small memorial services, however a site application, security deposit and release of liability are all required to secure a reservation. Larger groups and other special requests will be reviewed on a case-by-case basis. The Grove does, however, accept donations for such Site Use.

Summary of Grove - Conditions for Site use:

Food, catered or otherwise, is allowed, except for barbecues (the park has other designated areas for barbecues).

- **NO VEHICLES ARE PERMITTED WITHIN THE MEMORAIL AT ANY TIME WITHOUT WRITTEN AUTHORIZATION FROM NAMG.**
- Beverages, including alcohol, are allowed (the park permits alcohol consumption, unless the situation becomes unruly or involves minors; guidelines are covered in the permit process).
- Sound and music are allowed within a certain amplified range (detailed in Recreation & Park policy on amplified sound, covered in the permit process).
- Candles and fire are NOT allowed, unless approved by the NAMG and Recreation & Park (see Recreation and Park policy and permit process). Additional permission must be obtained (and extra fees incurred) through the San Francisco Fire & Police departments.
- Clean-up is the responsibility of the user party and **ALL** trash and other refuse must be removed and **NOT** placed within public use receptacles.
- All groups are asked to monitor noise levels and respect that others may need and want to use nearby areas of the Grove at the same time for more quiet reflection.
- Vehicle access will only be granted following an onsite meeting with any vendors which may require access for delivery of equipment or other materials.
- Other variables will be considered upon receipt of written request to the NAMG office.

Recreation & Park Department Permits and Fees

For more information on Recreation & Park guidelines, policies and any necessary permits, call Sandy Lee at 415-831-5500.

**National AIDS Memorial Grove
Application for Site Use**

Please supply the information requested below. Attach additional documents, if necessary, to provide required information. Allow **AT LEAST seven (7) business days** for processing. The applicable non-refundable Site Use Fee will be required upon approval of your application (see the attached "National AIDS Memorial Grove – Site Use Policies" form for fees & security deposit information). You will be notified of the disposition of the Application and the necessary steps to secure final approval.

Applicant Name Organization Name

Street/Address

City/State/Zip Code

Cell Phone # Daytime Phone # Evening Phone #

Email Fax #

Description of Proposed Activity (Attach diagram, attach additional documents, if necessary):

Requested Location Within the Grove: _____

Requested Date: _____

What time would you like to reserve the Grove? (4 hour maximum unless otherwise arranged)

Event set up will begin: (Please indicate time.)	Event will begin:	Event will end:	Removal will be complete:

Maximum Number of Participants: _____ (Please provide best estimate)

Are you considering holding a reception in the Grove? Yes No

In order to better accommodate your needs and to prevent damage to the Grove, please provide a list of equipment and support personnel you expect to use for your event (Please note: NAMG strongly recommends you work with one of our suggested vendors if you are considering hiring event planners or caterers for your ceremony. Other vendors are subject to approval in writing from the NAMG office.) **NO VEHICLES ARE PERMITTED WITHIN THE MEMORIAL AT ANY TIME WITHOUT WRITTEN AUTHORIZATION FROM NAMG.**

Individual Responsible for Event On Site (include address, email and cell phone number):

Applicant, by his or her signature certifies that all the information given is complete and correct, and that no false or misleading information has been given and agrees to all site use . Upon receipt of Refundable Security Deposit Application will be processed.

Signature: _____ Date: _____

NO VEHICLES ARE PERMITTED WITHIN THE MEMORIAL AT ANY TIME WITHOUT WRITTEN AUTHORIZATION FROM NAMG.



Information provided will be used to determine whether approval is issued. Your completed Application should be emailed to: mkennedy@aidsmemorial.org. Please contact Matt Kennedy at 415-765-0446 with any additional questions.