

2

1. Home Page: Sign In with your account or **Create an Account**.
2. Home Page: Go to the **Gazebo Rentals** tab.
3. Reserve Options Page: Read the verbiage shown and hit the **Reserve a Picnic Gazebo** button.

### Online Quick Reserve

Picnic Gazebos can only be reserved on Saturdays and Sundays for parties of 50 or less people. Rentals can not be made more than 90 days out and cost \$25 (residents only). Note: Click on the 8am box to prefill all of the times for that day your reservation will be from 8:00am - 5:00 pm. For questions contact the Community Services Department ~ (949) 461-3450 during normal business hours or the Lake Forest Sports Park and Recreation Center ~ (949) 273-6960 on the weekends, evenings.

5. Parks Available Page: Fill in your event **Reservation Name**.
6. Parks Available Page: Fill out the **Attend** amount (max 50 ) check the **8:00am** slot on the park you want to reserve, all of the other times will fill.
7. Parks Available Page: Hit the **Calculate Charges** button and then the **Reserve Button**.
8. Payment Information: Fill out **Form of Payment** , hit continue to complete.

# Steps to Rent a Picnic Gazebo

**For assistance call the Community Services Department at (949) 461-3450 or (949) 273-6960**

## Reserve Options

> Home Page > Reserve Options

Log into your account or create an account if you do not already have one. Parks can only be reserved on Saturdays and Sundays, up to 90 days in advance. Bounce houses, alcohol and amplified music are not allowed. Only one reservation per weekend day, per park is available and cost \$25 to reserve (residents only). All reservations are set for 8:00am - 5:00pm. Pick a date, pick a park, make a reservation and pay. For a full list of Lake Forest Parks, and to verify which parks have re-servable Picnic Gazebos go to: [City of Lake Forest Park Guide](#)

3

Reserve a Picnic Gazebo

4. Online Quick Reserve Page: Use the **Reservation Date** drop down to find the availability of parks weekend dates only. Always fill in **8:00am to 5:00pm** in the **Time Range** area. Hit the **Check Availability** button.

Name	Facility	Attend	Qty	8am	9am	10am	11am	12pm	1pm	2pm	3pm	4pm
Baker Ranch Community Park	50	0		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Concourse Park	0	0		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
El Toro Park	0	0		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
LFSP - Shelter 1	0	0		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
LFSP - Shelter 2	0	0		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mountain View Park	0	0		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Pittsford Park	0	0		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Rimgate Park	0	0		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Serrano Creek Park	0	0		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Deposit	Rental Charge	Tax	Total	Due Now
\$0	The Rental Charge and Total will either show \$50 or \$100 depending on the park		0	