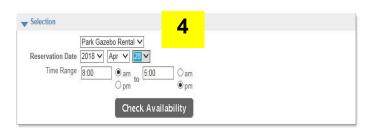


- 1. Home Page: Sign In with your account or *Create an Account*.
- 2. Home Page: Go to the *Gazebo Rentals* tab.
- Reserve Options Page: Read the verbiage shown and hit the Reserve a Picnic Gazebo button.

## **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 then 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.

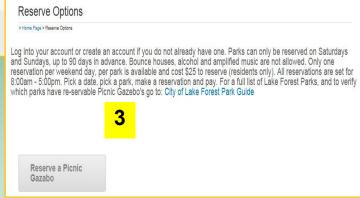


- 5. Parks Available Page: Fill in your event **Reservation Name.**
- Parks Available Page: Fill out the *Attend* amount (max 50) check the 8:00am slot on the park you want to reserve, all of the other times will fill.
- 7. Parks Available Page: Hit the *Calculate Charges* button and then the *Reserve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



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.

Availability for Sat, Ap	r 28, 2018												
Event Name: Smith Party	<b>5</b>												
Hide Advance Booking Rest													
	Name	21	Atten	d Qty	_	8am	10am	11am	12pm	1pm	2pm	8pm	4
Baker Ranch Community P		acility	50	0	V	<b>√</b>	$\checkmark$	<b>~</b>	<b>V</b>	$\checkmark$	$\checkmark$	$\checkmark$	
	le more than 30 day(s) in advance ng at 7:00am, 30 day(s) in advanc												
Must be booked at least		-											
Concourse Park	• • • • • • • • • • • • • • • • • • • •	Facility	n	0									
- Bookings cannot be mad	le more than 30 day(s) in advance	•											
	ng at 7:00am, 30 day(s) in advanc	e											
- Must be booked at least	7 day(s) in advance				_								
El Toro Park		Facility	0	0									
	le more than 30 day(s) in advance ng at 7:00am, 30 day(s) in advanc												
Must be booked at least													
LFSP - Shelter 1		Facility	0	0									
	le more than 30 day(s) in advance		_										
	ng at 7:00am, 30 day(s) in advanc	e											
- Must be booked at least	7 day(s) in advance												
LFSP - Shelter 2		Facility	0	0									
	le more than 30 day(s) in advance ng at 7:00am, 30 day(s) in advanc	_											
Must be booked at least		e											
Mountain View Park	, say(s) in autonoc	Facility	n	0									
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- Must be booked at least	7 day(s) in advance												
Pittsford Park		Facility	0	0									I
	le more than 30 day(s) in advance ng at 7:00am, 30 day(s) in advanc												
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Rimgate Park		Facility	n	0									I
	le more than 30 day(s) in advance	, domity		U								-	
- Bookings accepted start	ng at 7:00am, 30 day(s) in advanc	e											
- Must be booked at least	7 day(s) in advance												
Serrano Creek Park		Facility	0	0									
	le more than 30 day(s) in advance ng at 7:00am, 30 day(s) in advanc												
Must be booked at least		-											
								_		lcula		narç	Je
Deposit	Rental Charge		Tax		To	tal			_	Due l	Now		
\$0 The Rental Cha	rge and Total will either show \$	50 or \$100	) depe	ending	on the	park	(		0				
											Res	ers	10