

CITY OF PLACERVILLE
549 MAIN STREET - PLACERVILLE, CA 95667

PLEASE PRINT

PHONE: (530) 642-5232

FAX (530) 642-5236

APPLICATION FOR USE OF TOWN HALL/SCOUT HALL **DATE OF ACTIVITY** _____

TYPE OF ACTIVITY _____ **ATTENDANCE** _____

TIME _____ **TO** _____ **TOTAL HOURS** _____

(set-up & clean-up must be included in rental time)

FACILITY REQUESTED _____

NAME OF **GROUP OR PERSON** MAKING REQUEST

ADDRESS _____ CITY _____ ZIP _____

DAY TIME PHONE _____ EVENING PHONE _____

Is this event a fund-raiser? _____ Will there be an admission charge? _____

Will food be served? _____ Will the event be open to the public? _____

No Alcohol will be served or sold (Please Initial your acknowledgement to this policy). _____

\$1,000,000 Liability insurance policy with endorsement CG 20 26 04 13 must be supplied naming the City of Placerville additionally insured. Would you like to purchase the policy from the City?

Will you provide proof yourself? **Proof must be received within 14 days of application submittal.**

All rentals require a \$300.00 cleaning/damage/key deposit. All or a portion of this fee will be refunded depending upon the status of the building and return of key after the activity.

I have read the attached specific rules & information governing use of City Facilities attached.

The undersigned hereby agrees to hold the City harmless from any and all damages to persons or property or both, or claims for damages of any nature whatsoever arising out of the use of said City facilities, and have read and understand the conditions required to rent said facilities.

SIGNATURE _____ **DATE:** _____

OFFICE USE ONLY

Hrs _____ X Fee \$ _____ \$ _____

Open & Close \$ _____

Insurance \$ _____

Event Monitor \$ _____

TOTAL \$ _____ # _____

Deposit \$ _____ Deposit Returned _____ **Scout Hall Key Returned? Yes No**

SET UP NEEDED? Yes Attached or _____ No Set Up Needed

**CITY OF PLACERVILLE
SPECIFIC RULES AND INFORMATION GOVERNING THE USE OF
TOWN HALL & SCOUT HALL**

RENTAL FEES*

	Group A	Group B	Group C
Town Hall Main Hall (per hour)	\$0	\$40	\$50
Town Hall Upstairs Large Room (per hour)	\$0	\$28	\$36
Town Hall Upstairs Small Room (per hour)	\$0	\$23	\$31
Scout Hall (per hour)	\$0	\$28	\$36

***All rentals will be charged 1.5 times the hourly rate for any hours past midnight.**

GROUP A: City sponsored or co-sponsored events and groups, City employee organizations and official City committees.

GROUP B: Non-Profit organizations.

GROUP C: All Other.

EVENT MONITOR	\$52 per hour, during business hours \$75 per hour, past normal business hours
OPENING/CLOSING FEE	\$ 50
SECURITY/CLEANING DEPOSIT	\$300

1. The full rental fee along with the \$300 security/cleaning deposit and completed application is required at the time of booking to schedule the facility. **Receipt of completed application does not guarantee approval of event.**
2. All groups will be charged a minimum of 3 hours and a \$300 security/cleaning deposit. All or a portion of this fee will be refunded depending upon the condition of the building after the event (as well as the return of keys within one (1) business day of event for Scout Hall Rentals).
3. All rentals require a \$1,000,000 Liability Insurance Policy with endorsement CG 20 26 04 13 naming the City of Placerville additionally insured and must specify the event and date of event. In addition, the City recommends that the event holder names any co-sponsors additionally insured as well. Liability insurance may be available for purchase through the Recreation Division. **Required proof of insurance must be received within 14 days of application submittal.**
4. The Recreation and Parks Division may require additional deposits and/or the presence of licensed security personnel or a facility monitor during the event at the expense of the renter.
5. All events must comply with all City ordinances.
6. The facility may be scheduled a maximum of 1 year in advance.

7. Renters agree to return said premises in the same condition as the premises were before use of same. If a person or persons in your group damages the building, the total cost of repairs and or cleaning will be the responsibility of the renter.
8. **Town Hall Rental** – A City employee will be opening and closing the facility based upon the usage times. They will take care of locking the facility and setting the thermostat. Please wipe clean and stack tables and chairs. It is not necessary to mop the floor unless there are spills. Sweeping the floor is required.
9. **Scout Hall Rental** - A key for Scout Hall may be picked up the day before your rental and must be returned the next business day. Outside doors, front and back are to be locked when leaving the building along with the inside hallway door. Turn thermostat back to the setting indicated on the wall and turn off all lights. Please wipe clean tables and chairs. It is not necessary to mop the floor unless there are spills. Sweeping the floor is required.
10. It is the renter's responsibility not to exceed the maximum occupant load in Town Hall and Scout Hall. The maximum occupant load in downstairs Town Hall is 130 participants or 96 participants with tables. The maximum occupant load at Scout Hall is 35 participants with tables. If the load is exceeded, the Fire Department is required to enforce the occupant load and a fee will be charged to the renter for the Fire Department to do so.
11. Decorating of rooms must be cleared through the Recreation and Parks Division. Cellophane tape, adhesives, nails, screws, staples etc. are not permitted on the walls, woodwork or fixtures (masking tape is recommended). Use of glitter, birdseed and rice is not permitted.
12. Any group using the kitchen must leave counter tops, stove and all equipment in the same condition as when the event began.
13. All serving of food must take place in the Town Hall Main Hall located downstairs and not in the kitchen. Food and beverages are not allowed in the upstairs area of Town Hall. Alcohol is not permitted in either building without prior approval from City Council.
14. Parking availability is not guaranteed and may be limited due to other rentals or general public use. The Tortilla Flats Restaurant Parking Lot is not available for Town Hall parking.
15. No candles are allowed unless permission is granted from the Recreation & Parks Division and a permit is obtained from the Fire Department.
16. SMOKING IS NOT ALLOWED IN ANY CITY FACILITY.
17. Emergency contact numbers are located on the kitchen cabinetry of Town Hall and Scout Hall.
18. Public agencies which have facilities that the Recreation Division uses may be charged rates which are negotiated through a memorandum of understanding or reciprocal use agreement.
19. Groups who meet on an ongoing daily, weekly or monthly basis may request a discounted rate to be determined on a case by case basis and will require a memorandum of understanding between the renter and the City of Placerville.
20. Town Hall is a multi-use facility and other groups may be renting other portions of the facility during your rental. Please contact the Recreation Division to determine other facility use during your rental and potential parking conflicts.
21. Cancellations within 61 or more days of the event will receive a full refund. Cancellations within 30-60 days of the event will forfeit 50% of rental fee. Cancellations within 29 days of event will forfeit 100% of rental fee. Security/cleaning deposits will be returned if an event is cancelled.

CITY OF PLACERVILLE

RELEASE AND INDEMNIFICATION AGREEMENT

IMPORTANT - read thoroughly before signing

The applicant is solely responsible for any damage, loss, accident or injury to persons or property resulting from the use of City of Placerville facilities. Applicant shall be responsible for control and supervision of the people in attendance during the use of the facility and shall see that no damage is done to furnishings, fixtures or any part of the facility. Any violation of the City's Rules and Regulations can result in a denial of further permits and, in the case of damage to a facility; financial reimbursement for repair or replacement will be demanded.

I, the undersigned, have received and read a copy of the City's Rules and Regulations concerning the use of City facilities and agree to comply with them. I, or my representative, agree to be present during the entire period of use of the facility by the applicant organization.

In consideration of the City's permitting the use of its facilities, I, individually and on behalf of my successors, heirs, administrators and assigns, agree to hold harmless, indemnify and release the City, its governing board, employees, officers, and agents, from any and all actions, demands, and/or claims for damage or injury, including claims for negligence, which may arise from or in connection with the use of said facilities. Furthermore, I hereby agree that the City, its employees or officers, may act in an emergency as best fits the situation if efforts to contact me or any other responsible person fail.

Renter agrees to return said premises in the same condition as the premises were before use of it.

Renter is responsible for individuals who arrive and gain entrance to facility prior to contracted time to begin set up. City assumes individuals arriving before scheduled entry have approval from renter and that time will be billed at the overtime rate since it has not been pre-paid.

Signature of Applicant

Date

Town Hall Tables and Chairs Set Up Map

Event Title: _____

Date of Event: _____

Time of Event: _____

