

CITY OF PLACERVILLE

549 Main Street, Placerville, CA 95667

APPLICATION FOR USE OF PAVILION, GAZEBO AND FIELDS

Purpose of Event: _____ Date(s) of Event: _____

Starting Time: _____ Ending Time: _____

Name of Person Making Request: _____

Daytime Telephone: _____ Cell Phone: _____

Evening Telephone: _____ Email: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Name of Organization: _____

Detailed Description of Event: _____

Special needs or equipment requests etc.: _____

Will the event be open to the public? _____ Number in Attendance: _____

Will admission/fee be charged? Yes ___ No ___

Will alcohol be served? Yes ___ No ___

If yes, will there be a charge? Yes ___ No ___

Will there be food served? Yes ___ No ___

If yes, will there be a charge? Yes ___ No ___

Will there be amplified music? Yes ___ No ___

Other (Explain): _____

Will there be personal/rental property used/left on site? (Describe) _____

Would you like to purchase special event insurance from the City? _____

CANCELLATIONS/REVOCATIONS

Cancellation policy is as follows:

Outside 60 days: Full refund.

60 days to 30 days: Half of rental fees will be forfeited.

Less than 30 Days: Entire rental fee will be forfeited

Date: _____

Signature: _____

FOR OFFICE USE ONLY

Lions Park Upper Field ___ hrs X \$15.00 per hr= _____ # _____

Lions Park Lower Field ___ hrs X \$15.00 per hr= _____ # _____

Lights _____ hrs X \$20.00 per hr= _____ # _____

Gazebo Rental \$50.00 per day = _____ # _____

Pavilion Full Use \$100.00 per day = _____ # _____

\$50 Cleaning & Damage Deposit (Gazebo or Pavilion) = _____

\$50 Cleaning & Damage Deposit (Field) = _____

Certificates of Insurance: _____ Received: _____

Hold Harmless: _____ Received: _____

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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

**CITY OF PLACERVILLE
SPECIFIC RULES AND INFORMATION GOVERNING THE USE OF
GAZEBO, PAVILION AND FIELDS**

LIONS PARK GAZEBO RENTAL FEE	\$50 per day
GOLD BUG PARK PAVILION RENTAL FEE	\$100 per day (full use)
FIELD RENTAL FEE (each field)	\$15 per hour
LIGHTS (when applicable)	\$20 per hour
SECURITY/CLEANING DEPOSIT	\$50 per entity rented

1. Full Payment along with \$50.00 security/cleaning deposit is due at the time of booking to reserve the Gazebo, Pavilion or Fields. No security/cleaning deposit will be required for City-sponsored league softball teams renting the fields for practice.
2. Rental requests with over 50 individuals are considered Special Events and require a Special Event Application in addition to the Gazebo, Pavilion and Field Rental Application and a \$100.00 Special Event Application Fee.
3. All events must comply with all City ordinances.
4. Softball Tournament rentals are subject to different rules. Reservations must be made using the Softball Tournament application.
5. Some rentals may 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. **If insurance is required, proof must be submitted within 14 days of application submittal.** 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.
6. 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.
7. The Rental of Lions Park Gazebo or Fields, and Gold Bug's Pavilion does not include exclusive use of other park facilities. These facilities remain open to other park visitors.
8. The Gold Bug Pavilion accommodates approximately 80 people. The Lions Park Gazebo accommodates 50 people and is a single private rental.
9. Rental Groups must have their completed sales receipt on hand during the event. The rental agreement will serve as evidence of a confirmed reservation.
10. Conflicts with another group occupying the gazebo/pavilion/field space which cannot be resolved by the concerned parties should be handled by contacting the Placerville Recreation and Parks Division at (530) 642-5232. If no one is available, call the Placerville Police Department at (530) 642-5210 or non-emergency (530) 642-5280.

11. If the gazebo/pavilion/field is damaged by a person or persons in your group, the total costs of repairs will be the responsibility of the renter.
12. Masking tape may be used on picnic tables; however, use of staples, tacks, nails or screws are not permitted. Renters are required to clean up the gazebo/pavilion/field after an event including: removing all food and trash from tables and floor, removing all decorations, and placing all trash in receptacles provided.
13. Attractions such as dunk tanks, inflatable devices, pony rides, live bands, amplified sound systems, and carnival booths are not permitted.
14. Radios must be kept at a volume low enough to be audible to the immediate gazebo/pavilion area only.
15. There is no power source or water source available for use by renters.
16. Parking availability is not guaranteed and may be limited due to other scheduled events or drop-in use.
17. Park hours for Lions Park are 8:00 AM to one hour after sunset or 10:30 PM when field lights are on. Gold Bug Park grounds hours are 8:30 AM to 5:00 PM.
18. Overnight Camping is not permitted at Lions Park or Gold Bug Park.
19. Alcoholic beverages with alcohol content of twelve percent (12%) or less is permissible at Lions Park and the Gold Bug Pavilion. Alcoholic beverages are not allowed at Rotary Park. Sale of alcohol is not permitted, unless it has been approved by the Placerville Police Department and the Recreation and Parks Division. In addition, all sales of food or other concessions must be approved by the Recreation and Parks Division.
20. 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.
21. 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.
22. Facilities may be scheduled a maximum of 1 year in advance.
23. The Recreation and Parks Commission may make exceptions to these rules for extraordinary conditions.
24. Rain out Policy: Reservation fees will be refunded if your event is cancelled due to rain or snow. You may choose to either receive a full refund or receive a credit for a future date, depending upon facility availability.
25. 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.