



# **Facility Rental Agreement**

**City of Blue Lake - Parks and Recreation Department**

PO Box 458, Blue Lake, CA 95525

Phone: 707-668-5932 Fax: 707-668-5916

**Application Date:**

**Confirmation Date:**

**Facilit(ies) to be used:**

**Facility Use Date:**

**Set Up:**

**Event:**

**Break Down: -**

**Individual or Organization Responsible for Event:**

**Mailing:**

**Email Address:**

**Phone Number(s):**

## **Event Information**

**Type of Event:**

**Estimated Number of Attendees:** under 100

- An additional **\$15 per hour Event Host fee** will be applied to rentals with more than **100 participants**.

**Is the Event Open to the Public?** Yes\_\_\_ No\_\_\_ **Will there be Amplified Music?** Yes\_\_\_ No\_\_\_

- If the event is open to the public and/or includes live or amplified music an **Event Permit** must be submitted and approved by Police & Fire Dept. Additionally, an additional **\$15 per hour Event Host fee** will be applied.

**Will there be outside vendors at this event?** Yes\_\_\_ No\_\_\_

- If "yes", an **Event Permit** must be submitted and approved by Police Dept. Outside vendors must provide their own Liability Insurance for the event in the amount of one million dollars and an endorsement naming the City of Blue Lake as additionally insured.

**Alcoholic Beverages Served?** Yes\_\_\_ No\_\_\_ **Type:** **Alcoholic Beverages Sold?** Yes\_\_\_ No\_\_\_

- If alcoholic beverages are **served or sold** an additional \$25 fee will be included in the rental fee.
- If alcoholic beverages are **sold**, event holder must submit Alcohol Beverage Control Permit and Liquor Liability Insurance; an **Event Permit** must be submitted and approved by Police Dept.; an additional **\$15 per hour Event Host fee** will be applied.

**Admission Charged?** Yes\_\_\_ No\_\_\_ **Contributions Solicited?** Yes\_\_\_ No\_\_\_

- All profits from the rental of publicly subsidized facilities must benefit a non-profit purpose.

**Non-Profit ID #:** \_\_\_\_\_ **Proceeds will be used for:** \_\_\_\_\_

## **Payment Total**

**Make checks payable to: CITY OF BLUE LAKE.** All deposits will be returned within two weeks, if no clean-up fees or damages occur.

- **Facility Use Fee:**
- **Alcoholic Beverage Charge:** N/A
- **Event Host Fee:** N/A
- **Deposit(s):**

**Two separate checks**

**DEPOSIT:**

**TOTAL RENTAL FEES:**

**Note: American with Disabilities Act accommodations must be requested at the time the permit application is submitted.** The undersigned, acting as a representative of the organization entering into this agreement, certifies that the above information is correct, agrees to pay rental fees four weeks prior to the event, has read and agrees to obey by the rules and regulations, and assumes full responsibility for any damages sustained to the building(s), grounds, furniture, or equipment and for the acts and conduct of all persons admitted to the premises. The undersigned further agrees to hold the City of Blue Lake, its employees, agents, volunteers and any other person, firm or corporation charged or chargeable with responsibility or liability, free and harmless from any and all claims, demands, damages, costs, expenses, loss of service, action and causes of action by any person or persons, for injuries to persons or loss of damages to property occasioned by in or connection with the use of the facilities, equipment and premises caused by any source whatsoever. The undersigned agrees to provide liability insurance for the event in the amount of 1 million dollars and an endorsement naming the City of Blue Lake as additionally insured.

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

*For Office Use Only*

**Deposit:** Paid \$ \_\_\_\_\_ Date Paid: \_\_\_\_\_ Check Number(s) \_\_\_\_\_ (If cash, write "cash") Date Returned \_\_\_\_\_

**Facility Rental Fees:** Paid \$ \_\_\_\_\_ Date Paid: \_\_\_\_\_ Check Number(s) \_\_\_\_\_ (If cash, write 'cash')

**Insurance:** Date Submitted \_\_\_\_\_ Type of Insurance (private/City/other) **Event Host Required:** Yes\_\_\_ No\_X\_\_

**Event Permit Required:** Yes\_\_\_ No\_X\_\_ Date Approved \_\_\_\_\_ **ABC License Required:** Yes\_\_\_ No\_X\_\_

Date ABC Lic. Received \_\_\_\_\_

## **Facility Fee Schedule** (pg. 1)

### **Prasch Hall Activity Center**

### **Price per Hour** (minimum 2 hour rental)

#### Prasch Hall Activity Center- Party Room Only

- Non Profit/Youth/School/Senior Group Rate \$20/ hour
- Private/Business/Commercial Rate \$25/ hour

#### Prasch Hall Activity Center- Party Room Including Kitchen\*

- Non Profit/Youth/School/Senior Group Rate \$25/ hour
- Private/Business/Commercial Rate \$30/ hour

#### Prasch Hall Activity Center- Gymnasium Only

- Non Profit/Youth/School/Senior Group Rate \$35/ hour
- Private/Business/Commercial Rate \$50/ hour

#### Prasch Hall Activity Center- Gymnasium and Party Room (no kitchen)

- Non Profit/Youth/School/Senior Group Rate \$45/ hour
- Private/Business/Commercial Rate \$60/ hour

#### Prasch Hall Activity Center- Gym, Party Room, and Kitchen

- Non Profit/Youth/School/Senior Group Rate \$55/ hour
- Private/Business/Commercial Rate \$70/ hour

**There is an additional \$15 per hour Event Host fee for all Prasch Hall Rentals.**

\*Kitchen includes refrigerator, microwave oven (no convection oven), coffee makers, various utensils (no silverware), plates, pans, etc. This is not a full service kitchen.

**Clean up and damage deposit for Prasch Hall Rentals is \$300.** When renting more than one facility, a deposit must be paid for each facility.

### **Perigot Park Picnic Rentals**

	<b><u>Picnic Size (people)</u></b>		
	<b><u>Under 100</u></b>	<b><u>100-300</u></b>	<b><u>Over 300</u></b>
Picnic Area Including Serving Booth			
• Non Profit/Youth/School/Senior Rate	\$150	\$200	\$250
• Private/Business Rate	\$175	\$250	\$325
Picnic Area Rental, Serving Booth, & Clemence Field			
• Non Profit/Youth/School/Senior Rate	\$175	\$225	\$275
• Private/Business Rate	\$200	\$275	\$350

**\*Clean up and damage deposit for Picnic Rental is \$100.** Please read "Clean up Information Sheet" for clean up responsibilities. If you rent more than one facility, you will need to pay a deposit for each facility.

All rental rates are based on a full day rental.

## **Facility Fee Schedule** (pg. 2)

## **Softball/ Baseball Rentals**

### Clemence Field – Regular Rental

- Non-Profit/Youth/School/Senior Rate \$15/ hour
- Private/Business Rate \$20/ hour

### Clemence Field – Tournament Rental\*

- Non-Profit/Youth/School/Senior Rate \$10/ hour
- Private/Business Rate \$12/ hour

### Iorg Field (Little League Field)

- Non-Profit/Youth/School/Senior Rate \$10/ hour
- Private/Business Rate \$12/ hour

Concession Stand (Clemence Field) \$8/ hour

Concession Stand (Clemence Field) – Tournament Rate \$40/ day

**\*Tournament Rental Conditions:** There is a minimum of four teams and eight hours of continuous use for the tournament rate. Tournament bracketing (complete with team names and contact numbers) must be provided to the Parks and Recreation Director prior to use.

**\*Clean up and damage deposit for field rental is \$100.** Renter is responsible for field preparation and clean up. Clean up includes field and bleacher area. Keys for field prep equipment must be picked up at City Hall by 4:00 p.m. on the Friday prior to weekend rental date.

## **Tennis Court Rental**

- \$5/ hour per court (minimum 4 hour rental)

**\*Clean up and damage deposit for court rental is \$100.** Renter is responsible for preparation and clean up. Clean up includes ensuring all trash and recyclables are put in the appropriate receptacles, and gates are closed upon exiting.

## **Horse Arena**

- \$50/ day

**\*Clean up and damage deposit for horse arena rental is \$100.** Renter is responsible for preparation and clean up. Clean up includes ensuring all manure is removed, trash and recyclables are put in the appropriate receptacles, and gates are locked upon exiting.

## **General Facility Rental Guidelines**

The City's mission in providing facilities for rental is to offer affordable, welcoming and well maintained facilities in which events may be offered that promote social harmony, further community involvement and increase the quality of life for community members.

### **Reservation Policy**

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Reservations for all City of Blue Lake facilities will be penciled in upon request. Reservations will not be confirmed until rental fee, deposit, and Certificate of Insurance (where applicable) are received in our office. Rental fees and deposits should be paid at least 30 days in advance of the reserve date. If the rental fee is not paid within 30 days of the reserve date, that date will be declared open and offered to parties on the waiting list.

### **Insurance Requirement**

Liability insurance coverage is mandatory for all rentals. Private skate rentals also require signed liability waivers for each participant. Renters must, in advance, provide the City of Blue Lake with a **Certificate of Insurance** for **one million dollars including** a separate **endorsement** naming the City of Blue Lake as additional insured. The Certificate must specify the **date, time, and location** of the facility rental. Special event insurance can be purchased through the City of Blue Lake. Call City Hall for more information 668-5655.

### **Cancellation Policy**

If fees are paid on time and a cancellation is necessary, the fee will be returned in full if the City of Blue Lake is notified of the cancellation date (by phone and then followed in writing) **at least two weeks prior** to the reserve date. If cancellation is made within two weeks of the reserve date, the renter will receive a 50% refund. There will be no refunds given if the City of Blue Lake is not notified of a cancellation.

### **Rain Outs**

If an event is cancelled due to rain, a full refund will be issued.

### **Hours of Operation**

City of Blue Lake facilities are located in residential areas. As such, all rentals may begin set up no earlier than 8AM and must be completely cleaned up by 10PM. There is no overnight camping on City of Blue Lake property.

### **Clean Up Policy**

Facilities shall be cleaned following usage. Carefully follow the clean up instruction posted in the Perigot Park serving booth or supplied by City of Blue Lake Staff.

- Following the rental all garbage must be placed in the Chartin Rd. and/or S. Railroad Ave. dumpsters.
- All equipment and supplies must be returned to their proper location.
- All tables and counters must be wiped down and cleaned.
- Ball field clean up includes trash pick-up in dugouts and under spectator benches.

### **Clean Up and Damage Deposit**

All facility rentals require a clean-up and damage deposit. A deposit is required for each facility rented. Upon verification that the facility was left clean and undamaged the deposit will be returned within two weeks to the person named on the application as the responsible party.

## **Rules Governing the Use of City Facilities**

1. Dogs are not allowed in the park unless it serves as a Service Animal or if an Event Permit is in place.
2. Alcoholic beverages are allowed to be consumed by legal aged responsible persons only in the picnic area, and all alcoholic beverages consumed must be accompanied with food.
3. No vehicles are allowed in the Picnic Area; vehicles should never go beyond the paved area near the serving booth when making deliveries.

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4. Smoking is NOT allowed in all areas of the park.
5. All local, county, state laws apply; i.e. fire code, health code.
6. Hoofed animals are not allowed in the park unless an Event Permit is on file.
7. Only groups delegated to use facilities are to be in that area or building.
8. Use of public facilities for private gain is prohibited.
9. Renter is responsible to monitor and maintain the posted occupancy load. Exceeding the posted occupant load could result in cancellation of the event at any time.
10. Applicants are responsible for any damage or misuse of rented facility.
11. The renter is liable for damage caused by neglect or carelessness or violation of rules and regulations.
12. The City may determine that a type or size of group may require police security to monitor group. The additional charge for this will be responsibility of the renter.
13. Adult chaperones are required for all youth and teenage activities that are open to the public. Chaperones shall remain present throughout the event and will monitor the outside premises before, during and after the event. There shall be one adult chaperone per forty teenagers or youth.
14. There shall be no discrimination against or segregation of any persons in connection with the use of public facilities.
15. Failure to comply with any of the above rules and regulations shall constitute ground for the city to refuse future use.

### **Additional Park Rules**

#### **SMOKING: (Health & Safety Code 104350-104495)**

- Smoke or Smoking means the carrying of a lighted pipe, lighted cigar, or lighted cigarette of any kind, or the lighting of a pipe, cigar, or cigarette of any kind, including, but not limited to, tobacco, or any other plant.
- No smoking within 25 feet of any park or recreational area specifically designed to be used by children that has play equipment installed, or any similar facility located on public or private schools grounds, or on city, county, or state park grounds.
- No Smoking within 25' of any tot lot sandbox area designated play area within a public park for the use by children under five years of age. Where the area is not contained by a fence, the boundary of the tot lot sandbox area shall be defined by the edge of the resilient surface of safety material, such as concrete or wood, or any other material surrounding the tot lot sandbox area.
- No person shall dispose of cigarette butts, cigar butts, or any other tobacco-related waste within 25' of a playground or a tot lot area.
- No Smoking within 20' of entrances, exits, and operable windows of all city buildings.

#### **DRINKING: (BLMC 263)**

- Picnickers may use alcoholic beverages with their picnic meals in the designated picnic area in Perigot Park, provided they conduct themselves in an orderly manner.
- By permit only, issued in accordance with Section F of this ordinance, organizations reserving Perigot Park for group functions and picnics may dispense alcoholic beverages to their own members and guests.
- By permit only, issued in accordance with Section F of this ordinance, alcohol beverages may be sold at certain events such as rodeos, races and dances.
- Picnic Area means the area located in Perigot Park, and any other area that is normally used for picnic and are equipped with picnic tables.