



City of Blue Lake - Parks and Recreation Department

PO Box 458, Blue Lake, CA 95525

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

Facility Rental Request & Agreement

Application Date:

Confirmation Date:

Facilit(ies) to be used:

Facility Use Date:

Event Time Range:

Individual or Organization Responsible for Event:

Mailing:

Email Address:

Phone Number(s):

Booked By:

Event Information

Type of Event:

Number of Guests:

Is the Event Open to the Public? Yes ___ No ___ Will there be Amplified Music? Yes ___ No ___

Will there be outside vendors at this event? Yes ___ No ___

Alcoholic Beverages Served? Yes ___ No ___ Type: Alcoholic Beverages Sold? Yes ___ No ___

● 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.

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: _____ Insurance Needed? Yes ___ or No ___

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:** Two separate checks

● **Alcoholic Beverage Charge:**

● **Event Host Fee:**

DEPOSIT: Shredded ___ Returned ___

● **Deposit(s):**

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:** _____

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For Office Use Only

Deposit: Paid \$ _____ Date Paid: _____ Check Number(s) _____ Date Returned _____ By: _____

Facility Rental Fees: Paid \$ _____ Date Paid: _____ Check Number(s) _____ By: _____

Insurance: N/A Date Submitted _____ Type of Insurance (private/City/other) _____

Event Host Required: Yes ___ No ___ **Event Permit Required:** Yes ___ No ___ Date Approved _____

ABC License Required: Yes ___ No ___ Date ABC Lic. Received _____ By: _____

Key # _____ Date Picked Up _____ Date Returned _____ By Whom _____