



Truckee-Donner Recreation & Park District  
8924 Donner Pass Rd  
Phone: 530-582-7720 Website: www.tdrpd.org  
Fax: 530-58-7724 Email: reservations@tdrpd.org

**FACILITY RENTAL APPLICATION** \*\$25 Booking Fee Required with all applications

Name of Applicant (signee) \_\_\_\_\_ Cell \_\_\_\_\_ Home \_\_\_\_\_  
Organization/Group Name \_\_\_\_\_ Business/Org. Phone \_\_\_\_\_  
Physical Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Mailing Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ County \_\_\_\_\_  
Email \_\_\_\_\_ DOB of Applicant \_\_\_\_\_

\*Please submit the Credit Card Authorization Form to process your \$25 booking fee. You can select to have all other permit fees to be charged as well. If full permit payment is not made within two weeks of submitting this application, or a payment plan agreement is not in place, your event will be cancelled. All fees are due immediately if the event date requested is within 60 days. \_\_\_\_\_ (initial required)

\*Falsification of event type and/or size is not acceptable and may result in loss of rental deposit and/or additional charges.

**PENALTY CLAUSE:** If there are more attendees than stated on the application, 50% of your deposit will be forfeited and the renter will be charged for the additional fees needed to accommodate the event size. Please note, if an event is "Open to Public" you will be charged for the maximum attendance per facility as there is no guarantee of event size. \_\_\_\_\_ (initial required)

\*Changes made to your permit will incur a \$15 change fee per transaction. \_\_\_\_\_ (initial required)

**Insurance Requirements:** Depending on the size and type of event, we may require you to provide endorsement, Liability and/or Liquor Insurance & ABC permit if selling alcohol. **Important things to note:**

- Name/Organization on application must match the permit as well as insurance & endorsement
- Bounce House or other play structure companies MUST also provide insurance and endorsement
- Any event open to the public requires insurance & endorsement
- ABC permit is required if alcohol is sold or if a fee is charged at the door or through tickets and alcohol is served. All rentals serving alcohol must also add "Host Liquor Liability" on their certificate.
- **If insurance or other permits/documents are required, they must be submitted within 30 days of your event**
- **The District reserves the right to require insurance and an additional insured endorsement for any event the District determines insurance requirements based on risk evaluation.**

If Insurance and Additional Insured Endorsement is required for your event:

To be stated on Certificate of Insurance and Endorsement pages:

General Liability \$1,000,000, General Aggregate \$2,000,000, Host Liquor Liability (if serving alcohol)

Stated in "Descriptions of Operations" box: "Certificate holder is names as additionally insured per attached endorsement"  
Please list the location and date of event.

Stated in "Certificate Holder" box: "Truckee-Donner Recreation and Park District, It's Officers, Directors, Agents and Employees  
8924 Donner Pass Road, Truckee, CA 96161

To obtain insurance, you can use your own insurance company. Another good source is  
[www.eventhelper.com](http://www.eventhelper.com)



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**Event Information:**

Type/Title of Event \_\_\_\_\_ Private Commercial Non-Profit (Tax ID # \_\_\_\_\_)

# of People \_\_\_\_\_ per day (# for mult. days: \_\_\_\_\_) Ongoing Rental \_\_\_\_\_

Date(s) Requested \_\_\_\_\_ M Tu W Th F Sa Su

Set-up Time \_\_\_\_\_ Actual Event Time \_\_\_\_\_ - \_\_\_\_\_ Exit Building Time \_\_\_\_\_

\*Rental charges are calculated from when you first arrive at the facility for event set-up through the end of your clean up. If you arrive early or stay later than your permitted times, you will be charged for that additional time. **(initial required)**

Additional Set-up/Breakdown Day(s) Requested: Date \_\_\_\_\_ Times \_\_\_\_\_ (you will be charged)

**Facility Requested:**

**West End Picnic Sites:** NW#1 NW#2 NW#3 NW#4 SW#1 SW#2 SW#3

**Non-refundable** tickets requested: \_\_\_\_\_ @ \$4 OR **Refundable** tickets: Adult: \_\_\_\_\_ @ \$5 Child/Sr: \_\_\_\_\_ @ \$4

**Pavilion:** (includes admission up to 100, staff person at gate for arrivals & private parking) # over 100 \_\_\_\_\_ @ \$4

**Community Rec Center:** Gymnasium Kitchen Meeting Room(s) Conference Room Lawn Area  
#1\_\_#2\_\_#3\_\_#4\_\_

**Community Arts Center:** Aud/Theatre Kitchen Wet Bar Lawn Meeting Room Donner Room  
Club Room Truckee Room Lounge Parking Lot

**Truckee River Regional Park:** Lower River BBQ Leisure BBQ Chief Truckee Lawn Rodeo BBQ  
Amphitheater Rodeo Parking Lot Rodeo Arena Farmer's Market Lot

**Riverview Sports Park:** Bocce Courts

**Truckee Bike Park:** Pump Track Flow Lines Dirt Jumps Cross Country Loop  
Drop Zone Dual Slalom

**Veteran's Hall:** Upstairs (Gym) Downstairs Overnight (non-profit youth groups)

**Aquatic Center:** Birthday Party Room Rec Pool Lap Pool (# of lanes\_\_) Warm Water Lanes  
Entire Facility (2 hr min) Patio



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**Ice Rink:**  Warming Hut    Hockey Rental    Private Rink Rental    School Group    Commercial

**Please Check all the Apply:**

**Food:** \_\_\_ No Cost   \_\_\_ Sold      **Alcohol:** \_\_\_ No   \_\_\_ Yes\* ( \_\_\_ no cost   \_\_\_ sold   \_\_\_ BYOB)  
 \*Additional staff may be needed for events with alcohol present

Catering    Tent (tents must be set-up/removed same day unless special arrangements are made)  
 Concessions (type \_\_\_\_\_)    Bounce House    Carnival Rides/Games    Use of Animals  
 Fee Charged    Tickets Sold    Donations Accepted    **Open to the Public**  
 Band/Music (genre \_\_\_\_\_)    Amplified (times from \_\_\_\_\_ - \_\_\_\_\_)    Acoustic    Plug-in Speaker  
 Access to Water    Access to Power    Internet/WiFi    Chairs (#\_\_\_\_)    Tables (#\_\_\_\_)  
 Padded Chairs (**Arts Center ONLY**) # \_\_\_\_ @ \$.50 each (plastic folding chairs & 8ft tables included w/ indoors rentals  
 Picnic tables provided for outdoor rentals at no additional cost.)

**Audio Visual Needs:**

**Rec Center (gymnasium or Meeting Rooms) Audio** (plug-in mic & audio input only – no projector or screen available)  
 Planned use: \_\_\_\_\_  
 **Arts center Auditorium Audio/Video**  
 **Basic: (no charge)** – Access to wireless mic (1), audio input (1/8") basic lighting, projector (HDMI)  
 **Expanded: (additional charges)** – multiple mics, wired choir/boundary mics, sound board, etc.  
 Planned use: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Smoking is **not permitted** at any of the Truckee-Donner Recreation & Park District Buildings & all Parks.  
 The applicant (Licensee) is responsible for informing all participants of this policy.

**If the above conditions are not met, all events are subject to cancellation with no refund of rental fees and deposit may be forfeited depending on the situation.**

**Notice to Applicant: This application does NOT confirm your reservation. However, once (if) your reservation is approved, this application will become part of your rental "Permit". Application must be completed in full, otherwise it will not be accepted.**

**A \$25 Booking Fee is due at the time of application. Once we generate your Rental Permit, it must be returned signed, with rental fees within two weeks, or immediately if event is within 60 days. Deposits are refundable as long as it is determined by event staff that the facility was left clean with no damage, and rental times on the permit were adhered to, or if the event is cancelled outside of 60 days from the event or by TDRPD.**



**TRUCKEE-DONNER**  
Recreation & Park District

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\_\_\_\_\_  
Signature of Applicant or Representative (REQUIRED)

\_\_\_\_\_  
Date (REQUIRED)

**Truckee-Donner Recreation & Park District (TDRPD)  
8924 Donner Pass Road  
Truckee, CA 96161**

**By signing this form you give TDRPD permission to debit your account for the amount indicated on or after the indicated date.**

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**Please complete the information below:**

I \_\_\_\_\_ authorize Truckee-Donner Recreation and Park District to charge  
(full name)

my credit card account for the \$25 booking fee  or the permit balance  on or after the date of

\_\_\_\_\_

***IF my event is within 60 days, I authorized the balance to be charged on remittance of the signed permit which will be returned IMMEDIATELY.***

**Rental Name or Organization** \_\_\_\_\_

**Billing Address** \_\_\_\_\_

**Phone#** \_\_\_\_\_

**City, State, Zip** \_\_\_\_\_

**Email** \_\_\_\_\_

<b>Account Type:</b> <b>Visa</b> <b>MasterCard</b> <b>American Express</b> <b>Discover</b>
<b>Cardholder Name</b> _____
<b>Organization Name (if business account)</b> _____
<b>Account Number</b> _____
<b>Expiration Date</b> _____
<b>CVV</b> _____

**SIGNATURE** \_\_\_\_\_

**DATE** \_\_\_\_\_

*I authorize the above named business to charge the credit card indicated in this authorization form according to the terms outlined above. This payment authorization is for the goods/services described above, for the amount indicated above and is valid for auto-renewal based on the details agreed upon above. I certify that I am an authorized user of this credit card and that I will not dispute the payment with my credit card company, so long as the transaction corresponds to the terms indicated in this form.*