



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

*If submitting via email/fax: Please include 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 | <https://www.theeventhelper.com/#O7oJAP>



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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 Picnic Shelter

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

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



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Please Check all the Apply:

Food: No Cost Sold **Alcohol:** No Yes* (No Cost Sold BYOB)
*Additional staff may be required for events with alcohol present

Catering Tent (tents must be set-up/removed same day)
 Concessions (type _____) Bounce House Carnival Rides/Games Use of Animals
 Fee Charged Tickets Sold Donations Accepted **Open to the Public**
 Amplified (times from _____ - _____) OR Small Plug-In Speaker Band/Music (genre _____)
 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: _____

Additional Requests/Notes

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 without 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 that rental times & # of attendees on the permit were adhered to, or if the event is cancelled outside of 60 days from the event or by TDRPD.

Signature of Applicant or Representative (REQUIRED)

Date (REQUIRED)