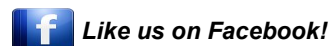




Truckee Donner Recreation & Park District
 8924 Donner Pass Rd., Truckee, CA 96161
 Phone: 530-582-7720
 Fax: 530-582-7724



Web Site: www.tdrpd.org E-mail: 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 # _____

Mailing Address _____ City _____ State _____ Zip _____

Physical Address _____ City _____ Zip _____ County _____

EMAIL _____ *Please submit the credit card authorization form if you would like us to charge your booking fee and/or other fees. If payment is not made as it is due per the terms of your rental contract, your permit may be cancelled. All fees are due if the event requested is within 60 days.

Type of Event _____ Private Commercial Non Profit (tax ID # _____)

of People _____ per day Ongoing Rental

Date (s) Requested _____ M T W TH F Sa Su

Set-up time _____ Actual Event Times _____ - _____ Clean-up to Exit Building Time: _____ - _____

Additional Set-up / Breakdown Day requested Date _____ Times: _____ (you will be charged)

FACILITY REQUESTED:

West End Picnic Site: NW#1 NW#2 NW#3 NW#4 SW#1 SW#2 SW#3
 Includes 25 non-refundable tickets) Additional NR tickets requested _____ @ \$3.50 **OR** Refundable Adult (\$4) _____ Child (\$3) _____

Pavilion (inc: admissions up to 100, staff person at gate for arrivals, and private parking), # of people over 100 _____ (\$4/ea)

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

Community Arts Center: Auditorium/Theatre Kitchen Wet Bar Lawn Meeting Room Donner Room
 Club Room Truckee Room Lounge

Truckee River Regional Park: Lower River BBQ Leisure BBQ Chief Truckee Lawn Rodeo BBQ
 Amphitheater Small Ballfield Large Ballfield Rodeo Parking Lot Rodeo Arena Farmer's Market Dirt Lot

River View Sports Park: Joan Kelley Field Field #1 Field #2 Field #3 (a) (b) (c) Bocce Courts
Bike Park: Pump Track Flow Lines Dirt Jumps Cross Country Loop Drop Zone Dual Slalom

Veterans' Hall: Upstairs (gym) Downstairs OVERNIGHT (non profit youth groups)

Pool Rental: Birthday Party Room Swim Team Private Party School Group Commercial # of Lanes _____

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

PLEASE CHECK ALL THAT APPLY:

- Food : Served -no cost Sold Alcohol: NO Served (no cost) Sold BYOB
- Catering Tent (tent must be set up/removed same day unless special arrangements are made)
- Concessions type_____
- Fee charged Tickets Sold Donations Accepted Open to the Public
- Bounce House Carnival Rides /Games Use of Animals (i.e. Rodeo)
- Band type of music_____ Amplified Music (Time from_____to_____) iPod / Boombox only
- Padded Chairs (CAC only) #____ @ \$.50 each Wireless Mics (CAC or CRC) Sound System(CAC or CRC)
Plastic folding chairs/tables included with rental

Anything other than what is stated above that applies to your event _____

INSURANCE REQUIREMENTS: Insurance and an additional insured endorsement, naming the Truckee-Donner Recreation and Park District as additionally insured. Required at least 1 month in advance of event.

- Any event open to the public.
- Any event where alcohol is sold or served (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.
- **Any event over 50 people** Indoors or out
Caterers/ Vendors (with the exception of Bounce houses) who are contracted through you do NOT need to provide insurance certificate. **ONLY the Renter of our facilities needs to provide insurance and endorsement.** You can use your own insurance company. Another good source is www.eventhelper.com
- **Bounce Houses or other Play structures MUST also provide insurance and endorsement**
- **The District reserves the right to require insurance and an additional insured endorsement for any event the District determines necessary based on risk evaluation.**

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 named as additionally insured per attached endorsement", Plus the location and date of the 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

Smoking is **not permitted** at any of the Truckee Donner Recreation & Park District Buildings and 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 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 permit, it must be returned with rental fees within 2 weeks, or immediately if your event is within one month. Deposits are refundable as long as it is determined that the facility was cleaned and no damage, and times on permit were adhered to or if event is cancelled.

Signature of Applicant or Representative

Date

**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.

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 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 ASAP.

Rental Name or Organization _____

Billing Address _____

Phone# _____

City, State, Zip _____

Email _____

Account Type: Visa MasterCard American Express Discover
Cardholder Name _____
Account Number _____
Expiration Date _____
CVV2 (3 digit number on back of Visa/MC, 4 digits on front of AMEX) _____

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 only, 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.