



Truckee Donner Recreation & Park District
 10981 Truckee Way, Truckee, CA 96161
 Phone: 530-582-7720 Web Site: www.tdrpd.org
 Fax: 530-582-7724 E-mail: info@tdrpd.org

Office Use Only, Please Leave Blank:

FACILITY RENTAL APPLICATION

*****This application does not confirm your reservation.*****

Request is not confirmed until permit sent from the main office

**Application must be completed in entirety. Incomplete applications will not be accepted.
 \$25 Booking Fee required with all applications – additional fees given with permit.**

Access to the facility will begin at your Set-Up time.
 Early arrival or later departure will result in additional charge. _____ (initials required)

Smoking is not permitted at any of the Truckee-Donner Recreation & Park District Buildings, Facilities, and all Parks.
 The applicant (signee) is responsible for informing all participants of this policy. _____ (initials required)

Any rented equipment must be picked up and dropped off within stated event times. Any overlap may result in a storage
 fee. _____ (initials required)

Renter Details

Name of Applicant (signee): _____ Cell #: _____

Organization Name: _____ Business/Org. Phone #: _____

Physical Address: _____ City: _____ State: _____ Zip: _____

Mailing Address (if different): _____ City _____ State _____ Zip _____

Email: _____ DOB of Applicant: _____

Event Details

Type/Title of Event: _____ Number of People: _____

Customer Type: Resident (proof required) Non Profit (Tax ID # req.) _____ Non-Resident or Commercial

Date (s) Requested: _____

Facility Access/Set Up time: _____ Actual Event Times: _____ — _____ Exit Facility Time: _____

Facility Request:

Community Recreation Center:

- Gymnasium Half Gymnasium N: ___ S: ___ Kitchen Conference Room Dance Room
 Meeting Room(s) #1 ___ #2 ___ #3 ___ #4 ___ Climbing/ Bouldering Wall Party

Community Arts Center:

- Auditorium/Theater Kitchen Wet Bar Castle Peak Room Prosser Room
 Sagehen Studio Truckee Room

Veterans Hall:

- Gymnasium (Upstairs) Downstairs – Entire Space Meeting Room Kitchen Overnight

Community Swimming Pool:

- Party Room

Event Details: *Please check all that apply.*

- Open to Public Admission Charged Donations Accepted

Food: Served Sold Catered Food Truck Cook On-Site

Alcohol: YES** Sold BYO No

****Additional staff and insurance may be required when alcohol is present. See page 4.**

Tables # _____ Chairs # _____ Padded Chairs (Arts Center only) # _____ @ \$.50 each
Plastic folding chairs and tables included with rental for indoor sites

Audio Visual Needs: *Additional fees may apply.*

- Community Recreation Center Audio** (plug-in mic & audio input only – no projector available)

Planned use: _____

Community Art Center Auditorium:

- Basic A/V: (\$25)** wireless mic(1), pre-set lighting, projector (HDMI)

- Expanded A/V (\$75):** *All of the above, plus option for* stage mics (circle 1, 2 or 3), alternate mixed location.

Includes 1 hour of AV staff time prior/during event.

Advanced A/V (\$250) : *All of the above, plus option to* set up sound board rewire/reconfiguring light rewire/reconfiguring audio. *Includes 3 hours of AV staff time.*

- Additional AV Help (\$50/hour) # of Hours _____, Requested help time: _____**

Additional A/V information or requests:

-
- Vendors: # _____**

Name of Rental Company: _____ Contact: _____

Name of Rental Company: _____ Contact: _____

Name of Rental Company: _____ Contact: _____

Additional Requests/Notes:

Please complete the information below:



I _____ authorize Truckee-Donner Recreation and Park District to charge my
(Signee's Full Name)
credit card the \$25.00 booking fee to create a permit for my event. _____ (initial required)

Permits will not be created without capturing the \$25.00 fee up front.

For all other payments, please select *only one* of the following:

- I agree to charge the full balance to my credit card after 2 weeks of my receipt of the permit.
- I agree to set up a payment plan with my credit card where the balance will be paid in full 60 days prior to my event. (TDRPD staff will set-up the payment plan according to timeline of event.)
- If my event is within 60 days, I authorized the full balance to be charged on remittance of the signed permit.

Signee Name or Organization: _____

Billing Address: _____ Phone# _____

City, State, Zip: _____ Email: _____

Cardholder Name: _____
Organization Name (if business account): _____
Credit Card Account Number: _____
Expiration Date: _____ CVV: _____

SIGNATURE: _____ DATE: _____

I authorize Truckee Donner Recreation and Park District 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.



District Facility Rental Requirements

ALCOHOL * INSURANCE * STAFFING * DUMPSTERS * PORT-A-POTS

The Truckee Donner Recreation and Park District has the following requirements regarding general liability insurance, liquor liability insurance and staffing loads for renters using our parks or facilities for their events.

We require **general liability insurance** in the following circumstances:

1. Any indoor/outdoor rental where alcohol is *sold*
2. Any indoor rental with attendance over 100 people (regardless of alcohol)
3. Any outdoor rental with attendance over 250 people (regardless of alcohol)
4. Any rental with bounce houses
5. Organized athletic use

We require **liquor liability insurance** in the following circumstances:

1. Any indoor/outdoor rental where alcohol is *sold*
2. Any indoor rental with attendance over 50 people & alcohol is *present*
3. Any outdoor rental with attendance over 250 people & alcohol is *present*
4. Any rental deemed *high risk* per TDRPD staff

General liability and liquor liability insurance can be obtained through private insurance or companies such as: *Event Helper* or *Alliant*.

We require an **ABC Permit** for any event selling alcohol.

TDRPD will not serve/sell alcohol at co-sponsored events. If there is alcohol at these events, TDRPD will require the co-sponsor to obtain the insurance.

We require **TDRPD staff** at an additional **\$30/ hour** in the following circumstances:

1. Indoor rentals with alcohol.
 - a. Performances & memorials have a 1:100 staff ratio.
 - b. Special Events & parties have a 1:50 staff ratio. Not to exceed 3 staff per event.
 - c. Renters will be charged for 1 staff person during setup and additional staff will be added when event begins and through cleanup.
2. Rentals that are outside normal operating hours.
3. Any indoor rental requiring A/V service (screening, performance, etc.)
4. Multi-day sport tournaments will require additional staff.
5. Any rental deemed *high risk* per TDRPD staff

TDRPD event staff will serve as a host for the rental. They will monitor the facility, provide pre-determined equipment to renter (ex. tables, chairs, A/V), give direction and assistance during setup and post event clean-up, and determine if renter will receive full deposit back.

We require a **dumpster** at an additional rate of \$225 in the following circumstances:

1. Any outdoor tournament or event that has 300 people or more.
2. Indoor event that is 250+ people and serving food.

Port-a-Pots are required for a multi-day sport tournament at Riverview Sport Park, at the ratio of 1 per 100 people, for attendance over 300.