



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

Office Use Only, Please Leave Blank:

Permit # _____

Date Input: _____ / _____ / _____

_____ PMT Due: _____

Approval: _____ Ins: _____

Deposit Return: _____ Complete _____

INDOOR 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)

Any rented equipment must be picked up and dropped off within stated event times.

Any overlap may result in a storage fee. _____ (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 the smoking policy. _____ (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 *Please check all that apply*

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:

Community Recreation Center:

- Entire Gym Half-Gym: North South Kitchen Dance Room Conference Room
- Meeting Rooms(s): #1 #2 #3 #4 Climbing Wall

Community Arts Center:

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

Veterans Hall:

- Gym (Upstairs) Downstairs – entire space Meeting Room Kitchen Overnight

Community Swimming Pool: Party Room (for meeting or training)

Event Details: *Please check all that apply*

Admission: Open to Public Admission Charged Donations Accepted

Food: Served Sold Catered Food Truck Cook On-Site

Alcohol: YES* Sold BYO No

Utilities (*limited facility access – not guaranteed*): YES No

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

Tables: # _____ **Chairs:** # _____ **Padded Chairs** (Art Center Aud. only) # _____ @ \$.50 each

Plastic folding chairs and table 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.

Planned AV use:

Vendors: # _____ Please use back of form or attach another sheet for additional vendors.

Name of Rental Company _____ Contact: _____

Name of Rental Company _____ Contact: _____

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.

Payment for Facility Rental:

- I agree to charge the full balance to my credit card after 2 weeks of permit issuance.
- If facility rental is within 60 days, I agree payment must be paid in full. I agree to charge the remaining balance to my credit card.

***** If payment is not made prior to the above guidelines, the facility rental/permit will be cancelled. *****

Signee Name or Organization: _____

Billing Address: _____ Phone# _____

City, State, Zip: _____ Email: _____

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.

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

District Facility Rental Requirements

ALCOHOL * INSURANCE * STAFFING * SANITATION

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.

GENERAL LIABILITY INSURANCE is required 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.

LIQUOR LIABILITY INSURANCE is required 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.

ABC PERMIT is required for any event selling alcohol.

An ABC permit can be obtained from the [California Department of Alcoholic Beverage Control](#) (linked). Return the completed form to the TDRPD office for signature, then submit the signed form to the Truckee Police Department. 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.

KITCHEN USE

Per Nevada County Health requirements, any non-profit group serving food to the public must complete a [Permit Application](#) (linked)

STAFFING

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

1. Indoor rentals with alcohol.
 - a. Performances & memorials have a 1:250 staff ratio.
 - b. Special Events & parties have a 1:100 staff ratio. Not to exceed 2 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.

DUMPSTERS

We require a **dumpster** 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 any event where attendance exceeds permanent bathroom facilities.

For multi-day sport tournaments At Riverview Sports Park, pots will be added at the ratio of 1 per 100 people, for attendance over 400. Pots, flushable pots and washbasins can be added to any permit at request for an additional fee.