



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

**When completed please email it to:**  
[info@tdrpd.org](mailto:info@tdrpd.org)  
 or  
**Drop it at our front office, located at:**  
**10981 Truckee Way, Truckee, CA 96161**  
**Please allow 2 weeks for processing.**

## OUTDOOR FACILITY RENTAL APPLICATION

***This application does not confirm your reservation.  
 Request is not confirmed until the approved permit is sent from the main office  
 Applications must be submitted 2 weeks in advance of event.***

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

### 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: \_\_\_\_\_  
 Customer Type:  TDRPD Resident (proof required)     Truckee Non-Profit (Tax ID # req.) \_\_\_\_\_  
 Non-Resident or Commercial

### Event Details: (Weather permitting Memorial Weekend-End of September)

Type/Title of Event: \_\_\_\_\_  
 Description of Event: \_\_\_\_\_  
 Date(s) requested: \_\_\_\_\_ Number of Attendees: \_\_\_\_\_  
 Facility Access/Set Up Time: \_\_\_\_\_ Actual Event Times: \_\_\_\_\_ — \_\_\_\_\_ Exit Facility Time: \_\_\_\_\_  
**\*\*\* Rental Access Hours: 9am- Sunset, Clean up/Exit Facility 1 hour past Sunset\*\*\***

**Admission:**     Invite Only     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.**

**Utilities Access: \*\***     Water     Power     No    **\*\*Certain facilities only and subject to approval**

**Lighting:** (Ballfield at Regional Park Only/Additional fees may apply)     No     Yes    *Time requested:* \_\_\_\_\_

Sanitation items\*\*  6 Yard Dumpster  Port-A-Potty  Wash Basin

\*\*Most facilities already include these items, additional fee pending attendees' count

Vendors: # \_\_\_\_\_ Please use back of form or attach another sheet for additional vendors (ex: tent, caterers, chairs, tables, etc.)

Name of Rental Company \_\_\_\_\_ Contact: \_\_\_\_\_

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**Facility:**

**West End Beach**

Picnic Sites – 100 persons MAX per site (admission not included)

NW1  NW2  NW3  NW4  SW1  SW2  SW3

Number of pre-purchased, non-refundable discounted tickets requested: \_\_\_\_\_ (available 30 days in advance)

Pavilion (Includes admission for up to 100 persons)

Tables: # \_\_\_\_\_ @ \$5.00 each (max 17)      Chairs: # \_\_\_\_\_ @ \$0.50 each (max 100)

**Truckee River Regional Park:**

BBQ Sites:  Lower River BBQ  Leisure BBQ  Rodeo BBQ

Fields:  Chief Truckee Lawn  Small Ballfield  Large Ballfield  Full Ballfield

Parking Lots:  Rodeo Parking Lot  Rodeo Dirt Lot  Farmer's Market Lot

Arenas/Amphitheaters:  Rodeo Arena  Amphitheater  Ice Rink (Winter Only)

Course:  Disc Golf Course

River View Sports Park:  Pavilion/Picnic Shelter  Bocce Courts (1, 2 or 3) \_\_\_\_\_  Parking Lot

Bike Park:  Entire Track  Picnic Area  Individual Element(s): \_\_\_\_\_

Community Art Center:  Park / Amphitheater (\*\*Will require staffing for access to restrooms for the rental/picnic tables included on site\*\*)

**Audio Visual: (REQUIRED)**

Do you plan to have:

Amplified Music (times from \_\_\_\_\_ to \_\_\_\_\_)  Band (times from \_\_\_\_\_ to \_\_\_\_\_)

Presentation / Video  Other Entertainment - Specify: \_\_\_\_\_

Are you:

Bringing your own equipment  Renting TDRPD equipment (See packages below)

TDRPD A/V packages available: additional fees apply (subject to staff availability). **Select option below:**

Portable Sound System – All facilities with access to power.

\$150: 1 wireless mic, aux input, 2 stand-mounted speakers, staff set up assistance

\$250: Add wired mic, sound mixer

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.**

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)

### Payment for Facility Rental:

I agree payment must be paid in full 2 weeks after permit issuance or before event date (whatever comes first). 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: \_\_\_\_\_

**\*\*\*OFFICE USE ONLY: Processed CC: \_\_\_\_\_ Last 4 Digits of CC: \_\_\_\_\_ Notes: \_\_\_\_\_ \*\*\***

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 group and/or event using a caterer 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, answer questions, 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** are required in the following circumstances:

1. Any outdoor tournament or event that has 250 people or more.
2. Indoor event that is 150+ people and serving food.

**DÉCOR/ENTERTAINMENT** must be cleaned up after event, we do not allow for confetti/glitter to be used in our facilities. Any hanging decorations may be scotch taped. We do not allow duct-tape, pins, staples, nails, etc. to be used that could cause damage to walls, screens, ceilings, structures, etc. No fog/smoke machines are allowed.

### DEPOSIT RETURN/ CLEANING FEE

For deposit return, any damage to the rented facility and main facility building interior and exterior structures and/or equipment during the event may result in lost of deposit. The renter must clean the facility after the event, including sweeping, mopping, and trash removal to dumpster by renter. Staff will determine if any additional cleaning is needed. A cleaning fee will be determined after administration calculates cost and damage, if any.

**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.