



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
 or
 Drop it at our front office, located at:
10981 Truckee Way, Truckee, CA 96161
Please allow 2 weeks for processing.

PARTY 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/CA Government (proof required)
 Truckee Non-Profit (Tax ID # req.) _____ Non-Resident or Commercial

Event Details (*Please check all that apply*)

Type/Title of Event: _____

Description of Event: _____

Date(s) requested: _____ Number of Attendees: _____

Food: Served Sold Catered Food Truck Cook On-Site Concessions (Pool Only)

Alcohol: YES Sold BYO No

Alcohol is not allowed at the Pool, Climbing Wall or Ice Rink

Facility (All facilities are weather and staffing dependent)

Climbing Wall (September – June)

2-hour party rentals available on Saturdays and Sundays from 11:00 am – 1:00 pm OR 1:30 pm – 3:30 pm. Includes exclusive use of the climbing wall, harness, auto belays, and staff belayers. Minimum age is 5 years old. Maximum 30 attendees, including climbers and observers. Chairs and 1-2 tables provided free of charge. **Alcohol is not allowed.**

Requested time: 11:00 am – 1:00 pm 1:30 pm – 3:30 pm
Number of participants: 6-12 Participants: \$250 13-18 Participants: \$275
Number of Tables (1 or 2): _____ # Chairs (25 Max) _____
Adjacent Conference Room (rate depends on residency status) # Hours _____

Warming Hut (Mid November – Mid March, weather permitting)

Available Fridays, Saturdays, and Sundays during public skate times. Includes exclusive use of the Warming Hut for up to 10 skaters. Admission and skate rental included. Up to 10 more skaters and/or non-skaters can be added for additional fee. **Alcohol is not allowed.** Cost is \$330 for 2 hours of use.

Time Requested: _____ pm - _____ pm

Bike Park at Riverview Sports Park (April – November, weather permitting; heavy rains may cause park closure).

Available for group events from 10:00 am – 1:00 pm OR 2:00 pm – 5:00 pm. Includes admission for up to 10 bikers and use of the park and picnic area. Cost is dependent on residency status; \$151 residents, \$300 non-resident. Non-profit rates available. Individual tracks may be rented for exclusive use hourly or daily; please call for rates. Alcohol allowed in picnic area only. No glass allowed.

Requested time: 10:00 am – 1:00 pm 2:00 pm – 5:00 pm

Community Swimming Pool

Pool party rentals are available on Saturdays and Sundays from 1:30 pm – 3:30 pm. The party package includes 2-hour exclusive use of the party room and pool admission for up to 20 persons (swimmers and non-swimmers). Additional admissions can be paid at front desk upon arrival. **Alcohol is not allowed.** Cost is \$330.
**Set up and clean up only allowed 15 minutes before and after the rental.

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.

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 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.

CATERING & KITCHEN USE

Any events using a profession food services (ex: caterer, private chef, food truck) must provide a copy of the current Public Health Permit. Per Nevada County Health requirements, any community event with multiple food vendors 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 **\$40/ 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.
2. Rentals that are outside normal operating hours.
3. Multi-day sport tournaments will require additional staff.
4. Any rental deemed *high risk* per TDRPD staff.

**Renters will be charged for 1 staff person during setup and additional staff will be added when event begins and through cleanup.

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 150+ people and serving food.
3. If TDRPD determines that there was excess trash from event, a charge will be added to the permit after the event.

DAMAGE & CLEANING REQUIREMENTS Any damage to the rented facility, main facility building interior, exterior structures, and/or equipment during the event may result in forfeit 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. Any TDRPD A/V equipment must be reset to original settings. If you fail to comply with cleanup procedures, you will forfeit your deposit.

DAMAGE DEPOSIT All damage deposits will be returned to renter within 30 days of the event via the original method of payment. Deposits paid with cash will be returned to the payer via check to the mailing address provided via application. Any rental time overages or add-ons from original rental permit will be taken from deposit. Damages will be based upon severity, replacement value and labor hours. TDRPD will bill renter for any additional charges above the deposit amount. A valid credit card must be on file for all rentals.

PORT-A-POTS are required for any event where attendance exceeds permanent bathroom capacity. For multi-day sport tournaments at TDRPD parks, pots will be added at the ratio of 1 per 100 people. Pots, flushable pots, and washbasins can be added to any permit at request for an additional fee.