



Facility Rental Packet

Chico Area Recreation and Park District
545 Vallombrosa Ave, Chico, CA 95926
530-815-4197
Rentals@chicorec.gov



Table of Contents

- Welcome..... 3
- Facility Reservation Procedure..... 3
- General Policies & Information..... 4
- Security Deposit..... 5
- Rental Fees and Changes..... 5
- Rental Cancellations..... 6
- Insurance..... 7
- Alcohol Usage..... 8
- Decorative Material..... 10
- Vendors..... 11
- Photo Release..... 11
- CARD Responsibilities..... 11
- Renter Responsibilities..... 12
- Facility Rentals Pricing Sheet..... 15
- Application For Facility Use..... 18

Welcome

Thank you for considering Chico Area Recreation and Park District for your special event. With a variety of facilities including The Creekside Rose Garden, Dorothy F. Johnson Center, Chico Creek Nature Center, Pleasant Valley Recreation Center, and The Lakeside Pavilion, you're sure to find the best venue for your unique event.

For detailed information about each facility including rental fees, please see the attached pricing guide or visit our website at www.chicorec.gov/facility-rentals. We encourage you to read through this application packet regarding policies, procedures, and other requirements. To check date availability or to schedule a tour, please email us at Rentals@chicorec.gov or call us at (530) 815-4197. If your selected date is available, please submit the attached application and signature page to secure your date. All dates are on a first-come, first-served basis and no dates will be held without an application.

Thank you again and we look forward to helping you plan your special event!

Facility Reservation Procedure

1. Check availability: Email or call the Rental and Events Department for availability or to schedule a viewing of the facility at Rentals@chicorec.gov or (530)815-4197. Please note that the CARD Front Desk is located at the CARD Community Center (Creekside Rose Garden) only.
2. Application: Complete and submit an application, located at the end of this packet. The application can be emailed to: Rentals@chicorec.gov or mailed to: Chico Area Recreation & Park District 545 Vallombrosa Avenue, Chico CA 95926, Attn: Rentals & Events Department.
3. Processing: Once your application is submitted, it will be reviewed by our staff. If approved, a contract will be created and sent via email for signature.
4. Security Deposit: This will be due one week from the date the contract is sent. Deposits will only be accepted once an application has been processed and approved.
5. Rental fees: All fees are due no later than 30 days prior to your event. Major credit/debit cards, cash, or checks are accepted.
6. Required documents (details for each item are within this packet):
 - a. Certificate of Insurance
 - b. Alcohol certification/licensing (if applicable)
 - c. Floorplan
 - d. Vendor list

General Policies & Information

- Reservations are accepted on a first-come, first-served basis, up to two years in advance of the rental date. To secure your reservation, a Security Deposit is required.
- Reservations may be made via email (Rentals@chicorec.gov) or over the phone (530-815-4197).
- Tours of the facilities must be pre-scheduled with a CARD staff member.
- **Rental times must include your set-up and take-down/clean-up time.** Please note: all CARD tables and chairs will be set up by CARD staff as per your specifications and as verified and approved by CARD staff prior to your arrival.
- Insurance is required and must be in the name of the person(s) who has/have signed the rental contract.
- Additional documentation is required for all non-profit rentals.
- Subleasing is not allowed.
- Renter is required to check in with CARD staff before the event and check out with CARD staff before leaving. Renter must be on-site during the duration of the event.
- **Set up of equipment and decorations is allowed only during the hours for which the facility has been reserved. All equipment and decorations brought to the facility by the renter must be removed by the end of the rental time. No items may be left overnight unless prior approval has been made. If items are left by the renter after the conclusion of the rental without prior approval, a portion of the Security Deposit will be retained.**
- Event attendance may not exceed the maximum capacity for each room.
- Smoking is prohibited inside the building and within 25 feet of entrances to the building.
- Parking availability is not guaranteed and may be limited.
- Under certain circumstances, as determined by the General Manager, CARD reserves the right to negotiate fees, General Liability Insurance Limits, as well as the amount of the Security Deposit, and any other applicable fees.
- If the event involves barbecuing, a mat or similar protection is required for all ground and concrete. Barbecues and grills are to be used outside only. No fires are to be started directly on the grounds of the venue. Barbecuing requires pre-approval by CARD at least thirty (30) days prior to the event and is restricted to certain areas outside each facility.

- Fights, vandalism, destructive behavior, and underage drinking are grounds for immediate termination of the event. The party will be asked to leave the facility immediately. In such cases, all fees, including the deposit, will be forfeited.
- CARD is not responsible for any property lost or stolen, or any items left behind.

Security Deposit

- Security Deposits are processed immediately upon receipt and will be returned within 30 business days after the event date if no damage or violations occur. Security Deposits will not be returned if your event causes the need for any of the following:
 - **Cleaning beyond the normal daily maintenance: Renter is responsible for leaving the premises in the same condition in which it was provided, which includes removal of all decorations, food, and supplies prior to the expiration of the reserved time.** CARD staff will sweep, mop, and vacuum the floors, wipe down the counters, and break down and store CARD's tables and chairs.
 - Repairs or replacement due to structural or equipment damage.
 - Fire Department response due to false alarm or exceeding building capacity per the Fire Code.
 - Police Department response due to failure to follow all laws and ordinances, including, but not limited to, the City's sound ordinance and laws related to disturbing the peace.
 - If staff are required to stay for any additional amount of time.
- The Security Deposit will be used to pay for any additional fees. If fees exceed the amount of the deposit, the Renter will be required to pay the additional amount.
- CARD reserves the right to cancel any reservation and retain the entire Security Deposit if the Renter has knowingly made a false statement of material fact or has knowingly omitted to state a material fact in the rental application and/or contract.

Rental Fees and Changes

- All rental fees are due at least thirty (30) days prior to the scheduled event. Payments may be in the form of a check, cash, or credit card.
- Failure to pay all fees in full at least thirty (30) days prior to the scheduled event may result in automatic **cancellation** of the reservation without prior notice and CARD's retention of the entire Security Deposit.
- There is no refund on unused reservation time.

- Changes to the rental contract, such as the nature of the event, rental times, or the number of participants, shall be made to the CARD Office, in writing, not less than thirty (30) days prior to the scheduled event. Only the person(s) listed on the contract is (are) authorized to submit rental changes. Changes must be approved by CARD staff and, if necessary, fees will be adjusted. CARD reserves the right to deny changes. Any increase in fees must be paid in full at least thirty (30) days prior to the event, or at the time the additional fee(s) is/are incurred if it is within thirty (30) days of the event.
- Reschedule: Rescheduling of the reservation is subject to the conditions identified in the Wedding refund section below with the inclusion of:
 - Whatever compensation that was not retained by the District will be credited to the account for future rental use.
 - The rescheduled date must be no later than one year after the original event date.
- If an event is rescheduled and subsequently canceled, the cancellation fees specified below shall apply.
- Renter may be charged additional fees if it is determined that additional staff and/or security guards are needed for an event. The cost for each additional security guard will be \$25 an hour, and the cost for each additional staff member will be \$33 an hour.
- Renter acknowledges that the facility may be rendered unusable or otherwise unavailable due to circumstances beyond CARD's control, including but not limited to flooding, fire, natural disaster, severe weather, health and safety, pandemic, Federal, State or local mandates, power outages, other acts of God, criminal acts or acts of war or terrorism. In the event the facility should become unavailable due to any such circumstances, CARD in its absolute and sole discretion reserves the right to cancel the reservation and refund all fees paid by Renter. In such event, Renter acknowledges and agrees that CARD shall not be liable for any costs, expenses, or consequential damages the Renter may experience, including but not limited to, lost profits, lost opportunity, and/or any costs or expenses incurred in connection to the Renter's event.

Rental Cancellations

- Cancellation of the reservation must be submitted in writing. Cancellations are subject to the following conditions and fees:
 - Weddings

- Notice received 180 days or more in advance of event date - The District will retain 50% of the security deposit.
- Notice received 179 days or less before the event date - The District will retain 100% of the security deposit.
- Notice received 30 days or less before the event date - The District will retain 50% of the rental fee and 100% of the security deposit.
- Event Packages/Meetings
 - Notice received 31 days or more before the event date - The District will retain 50% of the security deposit.
 - Notice received 30 days or less before the event date - The District will retain 100% of the Security Deposit.
 - Notice received 7 days or less of event date - The District will retain 50% of the rental fee and 100% of the security deposit.
- Incomplete, inaccurate, or false information listed on the rental application and/or contract may result in cancellation of the rental and loss of the entire Security Deposit and any fees paid.

Insurance

- All groups, organizations, and individuals who sign a contract to rent a facility agree to indemnify and hold harmless the Chico Area Recreation and Park District, its elected and appointed boards, directors, commissions, officers, agents, employees, and volunteers from and against all costs from injury or death to persons or damage to property (including the persons at the event or property of the Renter and persons at the event), how so ever caused, arising out of Renters use in any manner of CARD's facilities.
- No later than thirty (30) days prior to the event, Renter will obtain, at Renter's sole expense, carry and pay all premiums upon a policy of General Liability Insurance for bodily injury and property damage in the amount of one million dollars (\$1,000,000) combined single limit (CSL) of each occurrence. Renter must provide a "Certificate of Insurance" with an attached endorsement indicating that the Chico Area Recreation and Park District is an additional insured with the rented facility specifically identified on the policy.

CARD/Creekside Rose Garden
545 Vallombrosa Avenue
Chico, CA 95926

Lakeside Pavilion
2565 California Park Drive
Chico, CA 95928

Chico Creek Nature
Center 1968 E 8th Street
Chico, CA 95928

Pleasant Valley Recreation Center
2320 North Avenue
Chico, CA 95926

Dorothy F. Johnson Center
775 East 16th Street
Chico, CA 95928

- The insurance policy must include all days that are reserved. If the reservation is until Midnight, the following day must also be added.
- **For all events serving alcohol, the Certificate of Insurance must include a Liquor Liability policy.**
- Additional insurance is required for the sale of alcohol at the event. Proof of any additional insurance must be provided no later than thirty (30) days prior to the event.
- A copy of the "Certificate of Insurance" is due thirty (30) days prior to the event or the reservation may be canceled.
- **The Chico Area Recreation and Park District is not responsible for actions, injuries, or loss of property as a result of the event.**

Alcohol Usage

- Consumption of alcoholic beverages by minors is prohibited. Consumption of alcoholic beverages by minors will result in immediate termination of the event, and all fees, including the deposit, will be forfeited.
- Renters who plan to serve any type of alcohol at their event must provide CARD with advance notice, not less than thirty (30) days prior to the event. If alcohol is served, or a guest brings alcohol to the event, and notification was not given to CARD thirty (30) days prior to the event, CARD staff will notify the person in charge of the function to remove all alcohol from the premises. If this is not accomplished within fifteen minutes, CARD staff will call the Police Department. This will incur a \$250.00 penalty that will be deducted from the Security Deposit, the function will be shut down, and all rental fees will be forfeited.
- If alcohol is served but NOT sold at event:
 - Any event serving alcohol requires RBS (Responsible Beverage Service) Certified server(s)/bartender(s) and proof of certification must be provided.
 - If using a bartending service or vendor, a copy of the vendor's liquor license or proof RBS Certification for server(s)/bartender(s) is required.
- If alcohol is sold at event:
 - If alcoholic beverages are to be sold, or if tickets, tokens or anything else are sold and redeemed for alcoholic beverages, an ABC (Alcoholic

Beverage Control) license must be purchased. Renter shall make all arrangements for obtaining this license and is responsible for all license fees. Renter must follow all rules set up by the Alcoholic Beverage Control Board and must provide CARD with a copy of all required permits from the Alcohol Beverage Control.

- Any event serving alcohol requires RBS (Responsible Beverage Service) Certified server(s)/bartender(s) and proof of certification must be provided to CARD.
- Renters serving alcohol will be charged a \$500 deposit for all venues and rental schedules.
- Renter accepts full responsibility for the use of alcohol in the facility and agrees to prohibit the use of alcohol by minors. Alcohol must be consumed and served only in designated areas.
- Failure to comply with ABC regulations will result in the immediate cancellation of the contract and termination of the event and Renter's loss of all fees and Security Deposit. To obtain a permit, contact the Department of Alcoholic Beverage Control by visiting www.abc.ca.gov.
- **Alcoholic beverages must stop being served one (1) hour prior to the end of the event.**
- Keg beer
 - Renter must provide a container for beer kegs.
 - All beer kegs must be kept in a designated area. CARD staff will direct the group to the designated location (kitchen and/or specified bar area).
- Drinking games (e.g. beer pong, keg stands, etc.) and any other activities that promote the excessive use of alcohol are prohibited. This includes the use of alcohol paraphernalia such as funnels, or anything that causes someone to consume large quantities of alcohol in a short amount of time.
- **Individuals who are serving alcohol at the event:**
 - **Must be RBS Certified and experienced servers/bartenders.**
 - Must be pre-approved by CARD staff.
 - Must be at least 21 years of age.
 - May not consume alcohol during the event.
 - Are responsible for checking identification to ensure alcohol is not being served to minors, as well as verifying that identifications are valid and not fraudulent.
 - Are responsible for monitoring excessive drinking.
 - Are responsible for restricting alcohol to anyone who is inebriated.

Decorative Material

- The State Fire Marshal requires that all hangings, curtains, drapes, and other decorative material (including Christmas trees) that are to be placed inside any of the District's facilities shall be made from a non-flammable material or shall be treated with a flame-retardant solution or process approved by the State Fire Marshal.
- **Command strips, duct/cellophane tape, adhesives, nails, screws, staples, tacks, or any other devices, which may mark or leave a residue, are prohibited on walls, floors, woodwork, windows, doors, fixtures and furniture. Carpenters, painters, and masking tape are acceptable but must be removed immediately following use. No tape of any kind is to be used on the floors.**
- All balloon decorations must be weighed down and removed immediately after the event.
- Decorations and/or any type of wire or cord may not be hung or draped on any light fixture inside or outside the facility.
- All exits must always remain clear.
- Open flames are prohibited (including but not limited to torches, candelabras, fire pits, and hibachis). Candles are allowed in certain spaces approved and identified by CARD. According to the California Fire Code and CCR Title 19, Section 3.25 (B), candles on tables must be securely supported on substantial noncombustible bases, and the candle flames must be protected.
- Candles:
 - All candles must be:
 - In sturdy metal, glass, or ceramic holders.
 - Self-contained in an enclosure that fully extends beyond the flame height.
 - Placed where they cannot be easily knocked down/over.
 - Candles are not allowed on gift tables, or anywhere near flammable materials. Liquid, gas, and solid-fueled candles are prohibited. If it is determined that any of the candles are deemed unsafe, CARD staff will extinguish the candle and notify the renter to remove the candle(s) immediately.
- Renters must remove ALL decorations prior to leaving the building.
- Renters are subject to a charge for decorations that have not been removed from the facility within the time frame stated in the contract. This cost will be deducted from the Security Deposit.

- Renter must furnish their own decorating supplies (i.e., scissors, tape, ladders, etc.).
- **Use of the following, or other similar materials, is strictly prohibited inside OR outside the facilities: Confetti, Bird Seed, Glitter, Hay, Orbeez, Rice, Sequins, Straw, Fog Machines, and Bubble Makers.**

Vendors

- Food & Caterers
 - Caterers or renters must furnish all cooking and serving utensils; all equipment and food must be removed at the end of the rental. No items can be stored overnight. If kitchen is used, it must be cleaned and returned to its original state.
 - Caterers or renters are required to dispose of all cooking oil properly and remove it from the premises. If any cooking oil is splattered on the ground or dumped on site, the renter's deposit will be retained. Additional fines may be charged for any illegal dumping.
 - Caterers should not put large amounts of food down the garbage disposal. Repairs and maintenance related to this will be Renter's responsibility.
 - Empty refrigerator and freezer of all food and beverages.
- Rental Equipment from Outside Vendors
 - All rented equipment from outside vendors needs to be removed before or by the designated rental time. **No items may be left overnight unless otherwise stated in the contract.** Renter will need to set drop off/pick up times with vendors that are within the designated rental times.

Photo Release

- CARD reserves the right to photograph and/or videotape events for promotional purposes. Such reproduction may be edited as desired and used in whole or in part. CARD also reserves the right to use written or quoted statements. No remuneration will be provided for the use or reproduction of said photographs, videos and/or statements.

CARD Responsibilities

- CARD staff will open the facility at the time indicated on the contract, only if the Renter listed on the application or other designated persons are present. CARD

staff will be on-site during the entire function and will oversee the group and monitor the function.

- The primary duty of CARD Staff is:
 - To assist in making your event a pleasant one.
 - To open and close the facility.
 - To set up the tables and chairs inside the facility as specified in the diagram previously provided and approved by Renter and CARD Staff.
 - To ensure that trash receptacles are emptied and that bathrooms remain clean and appropriately stocked.
 - To enforce the rules and regulations of the Chico Area Recreation and Park District.
- At the conclusion of your event, staff will submit a report that will indicate:
 - If the premises was left in the same condition as received by Renter, with all decorations, food, etc. removed by Renter.
 - If there was any damage caused by your activity, such as damaged tables or chairs, writing on walls, broken equipment, etc.
 - If equipment has been returned.
 - If Renter arrived and left at the times listed in the contract.
 - If there were any rule violations.
- This report will help determine the amount of the Security Deposit to be refunded to Renter. **The Renter should check with CARD staff to ensure the facility was returned to its original state before leaving. This will help the Renter get the maximum amount of their deposit returned.**
- CARD staff is **not** there to perform physical labor for the Renter, such as loading and unloading cars, making coffee, setting tables, decorating, etc.
- CARD staff is **not** permitted to accept "tips" or other gifts, participate in the event or celebration, or drink alcoholic beverages.

Renter Responsibilities

- Renter is responsible for setting up and removing all personal AND rented items. All set up and removal of items must occur during the rental time, and the outside area must be left clean and in the same condition as it was at the time the Renter arrived at the facility.
- Renter assumes full responsibility for the conduct and actions of the guests and vendors at their function. Violence, excessive drinking, loud behavior, and unsupervised children are not permitted and will not be tolerated.

- Renter and guests must adhere to all rules and regulations outlined herein and on the rental contract. CARD may terminate any reservation for violations of any CARD rules and regulations, federal, state, or municipal statutes, regulations, or ordinances, and retain all rental fees, including the security deposit.
- Guests must remain in the room(s) rented. The main lobby, bathrooms and hallways should only be used as necessary.
- Renter assumes full responsibility for communication between them and attendees for events held. CARD should not be listed as a contact for your event.
- Sponsors of activities designed to accommodate minors must always provide adequate supervision by an adult while they are using the facilities.
- All renter, caterer, and visitor vehicles must remain clear of all no parking areas including bike paths, footpaths, and passenger loading zones. Vehicles may use rear entrance to deliver supplies only and must be removed immediately.
- All bands and music must be indoors, not outside on the lawn or patio area. **All music must stop one (1) hour prior to the end of the rental.** Renter is responsible for complying with all City noise ordinances. Notwithstanding the foregoing, if CARD staff determines that the noise level is too high, Renter will be instructed to reduce the volume. If this is not accomplished within fifteen (15) minutes, CARD staff will call the Police Department. This will incur a \$250.00 penalty that will be deducted from the Security Deposit, the function will be shut down, and all rental fees will be forfeited.
- All food and drink must remain in specified areas.
- Under no circumstances shall CARD-owned equipment or property be removed from the facility. Renters will be liable for the cost of necessary repairs and/or replacement of any equipment or property lost, damaged, or stolen during the Renters use of the facility.
- Do not put large amounts of food down the garbage disposal. Repairs and maintenance as a result of this will be Renter's responsibility.
- Empty refrigerator and freezer of all food and beverages.
- All trash must be placed in receptacles provided. CARD staff will provide additional trash liners if needed. Boxes must be broken down before being placed in the proper dumpster.

My signature below signifies that I have read and understand ALL the rental policies and rules outlined in the application. I agree to abide by all the conditions outlined in this application and any contract(s) issued associated with this application. Failure to comply

with all CARD rental policies and procedures may result in the loss of security deposit and/or the event being canceled early or entirely.

Signature: _____

Date: _____

Categories Of Use

Categories are based on an organization’s legal status and the specific activity for which they are renting the facility.

Commercial or Private Use

Private events and commercial activities shall be charged fair rental value. The following are examples of users that fall into this category:

- Events and activities not open to the public.
- Any organizations or groups where admission fees are charged or contributions are solicited and the net receipts are not expended for the welfare of the district or charitable purposes shall be charged fair rental value, regardless of its status as a 501(c) Exempt status.
- Commercial use shall apply to those organizations or individuals requesting to use facilities for advertising, selling any product or service, or conducting any other type of commercial business or function. It shall be considered commercial if the publicity and/or advertising would benefit a particular person or concern in a commercial way.

Joint Use Agreements and Non-Profit Groups

Rates will be reduced by **20%** for groups whose usage and fees are defined by approved Joint Use Agreements and nonprofit organizations and clubs or associations, which promote youth, educational, civic, and alike activities benefiting the district or the public.

All non-profit groups must provide a copy of IRS Form 501c (Certificate of Exempt Status) and copies of the group’s constitution and by-laws.

Off Season Discount (January-March)

Rentals booked between *January and March* receive a **30%** discount on rental fees. This special rate is perfect for hosting your event during the quieter months while still enjoying the same exceptional service and beautiful facilities.

Wedding Packages

\$500 Deposit

Creekside Rose Garden (capacity 200)		Hours
Friday OR Sunday	\$3,050	12
Saturday	\$3,950	15
Friday AND Saturday	\$4,400	6-Friday, 15-Saturday
Friday, Saturday, and Sunday	\$5,150	6-Friday, 15-Saturday, 6-Sunday
Saturday AND Sunday	\$4,400	15-Saturday, 6-Sunday
Lakeside Pavilion (capacity 275)		

Facility Rentals

Friday OR Sunday	\$3,800	12
Saturday	\$4,925	15
Friday AND Saturday	\$5,450	6-Friday, 15-Saturday
Friday, Saturday, and Sunday	\$6,300	6-Friday, 15-Saturday, 6-Sunday
Saturday AND Sunday	\$5,450	15-Saturday, 6-Sunday
Nature Center (capacity 100)		
Friday OR Sunday	\$800	4
Saturday	\$1,100	6

Rates & hours indicated are to include set-up, ceremony, clean-up, rehearsals, etc. (**Multi-day** packages include additional hours for decorating, rehearsal, clean-up, etc.)

Event Packages

\$150 Deposit (\$500 if alcohol is served)

	4-hours or less	5-8 hours	9-10 hours
Creekside Rose Garden (capacity 200)			
Monday-Thursday	\$550	\$800	\$1,175
Friday-Sunday	\$850	\$1,350	\$2,100
Lakeside Pavilion (capacity 275)			
Monday-Thursday	\$775	\$1,150	\$1,650
Friday-Sunday	\$1,200	\$1,900	\$3,050
Dorothy F. Johnson / PV Recreation Center (capacity 100)			
Monday-Thursday	\$400	\$575	\$850
Friday-Sunday	\$575	\$900	\$1,400

Rates & hours indicated are to include set-up & clean-up times.

Please note: The **Wedding** and **Event** packages include the support of our event attendants who will set up and clear the tables and chairs, maintain the property spaces, and clean during and after your event.

Meeting/Classroom Packages

\$50 Deposit

Creekside Meeting Room (capacity 30 dining/60 assembly)	
Monday-Friday	\$65/hour
DFJ Computer Lab (capacity 35)	
Monday- Sunday	\$55/hour
PV Recreation Center Classrooms (capacity 20 dining/40 assembly)	
Monday-Friday	\$55/hour

No staff is included in the Meeting/Classroom packages, spaces will be set prior to arrival and cleared following. If staffing is required, a \$33 hourly fee will be added to the rate. Staffing requirements would be determined by the type of event, number of attendees, and type of equipment needed.

<u>Equipment</u>	<u>Stock</u>	<u>Notes</u>
CREEKSIDE ROSE GARDEN		
Chairs	292	Tan/dark gray
Round Tables	45	48 inches (4 ft) - SEATS 6
Rectangle Tables	27	72 inches (6 ft) - SEATS 6-8
Square Tables	13	3ft x 3ft
Cocktail Tables	4	24 inches (wide) x 42 inches (tall)
Speakers	3	Bluetooth; 2 Mounted in Main Hall; 1 Portable
Wireless Mic	4	2 for Main Hall speakers; 2 for Portable speaker
Projector	1	Additional projector mounted in Jeff Carter Room
Screen	1	Mounted in the Main Hall, Jeff Carter Room, Arts & Crafts
Up Light	8	\$100/day, set of 4 lights
LAKESIDE PAVILION		
White Chairs	318	
Black Chairs	82	
Round Tables	40	60 inches (5 ft) - SEATS 8
Rectangle Tables	17	72 inches (6 ft) - SEATS 6-8
Rectangle Tables	2	96 inches (8 ft)
Square Tables	2	3ft x 3ft
Cocktail Tables	8	30 inches (wide) x 42 inches (tall)
Speakers	1	Bluetooth; Mounted in Main Hall
Wireless Mic	2	
Projector	1	Mounted in Main Hall
Screen	1	Mounted in Main Hall
Up Light	8	\$100/day set of 4 lights
Arch (wood)	2	\$100/day (dual hexagon or dual triangle)
PLEASANT VALLEY RECREATION CENTER		
Chairs	102	Brown
Round Tables	30	48 inches (4 ft) - SEATS 6
Rectangle Tables	28	72 inches (6 ft) - SEATS 6-8
Square Tables	2	3ft x 3ft
Speakers	1	Portable, Bluetooth
Wired Mic	2	For portable speaker
Projector	1	
Screen	1	Mounted
DOROTHY F. JOHNSON CENTER		
Chairs	150	100 mesh black, 50 brown
Rectangle Tables	16	72 inches (6 ft) - SEATS 6-8
Speakers	1	Portable, Bluetooth
Wired Mic	2	For portable speaker
Projector	1	
Screen	1	Portable up-right screen, front/rear projection
NATURE CENTER		
Chairs	100	Brown
Banquet Tables	2	w/attached benches, in Kristie's Lab
Arch (wood)	2	\$100/day (dual hexagon or dual triangle)

APPLICATION FOR FACILITY USE

Applicant(s) Name: _____ **Date of Application:** _____

Rental Date(s) Requested: _____

Facility Hours: **Start:** event rental may begin as early as 7:00 am
End: event must end by 10:00 pm with clean-up completed by 11:00 pm

Full Rental Time Requested (MUST include your set-up and clean-up times. At least an hour for each is required):

Rental Options: **1 Day** **2 Day** **3 Day**

1st Day Rental Start Time: _____ Rental End Time: _____
 Event Start Time: _____ Event End Time: _____

2nd Day Rental Start Time: _____ Rental End Time: _____
(if applicable) Event Start Time: _____ Event End Time: _____

3rd Day Rental Start Time: _____ Rental End Time: _____
(if applicable) Event Start Time: _____ Event End Time: _____

Room(s) Requested (Please Check all that apply):

<u>Creekside Rose Garden</u>	<u>Lakeside Pavilion</u>	<u>PV Rec Center</u>	<u>Dorothy F. Johnson Center</u>	<u>Chico Creek Nature Center</u>
Main Hall	Main Hall	Main Hall	Willow Hall	Outdoor Event Area
Jeff Carter Mtg Rm	Wedding Suite 1	Classroom 1	Oak Room	Outdoor Picnic Area
Arts & Crafts Room	Wedding Suite 2	Classroom 2		Kristie's Lab
Fireside Room		Classroom 3		
Rose Garden/Patio				

Expected number attending the event: _____

Will outside areas be used? (*outside space not available at DFJ*) **Yes** **No**

Name of Person(s) Responsible (only those listed on the application can make changes to the rental):

Primary Contact Person (If applicable, please also list Business/Organization Name)

Name: _____
Address: _____
Phone: Day (____) _____ Evening (____) _____ Email: _____

Secondary Contact Person

Name: _____
Address: _____
Phone: Day (____) _____ Evening (____) _____ Email: _____

Please indicate the person responsible for signing contractual paperwork: _____

Name and phone of on-site personnel at facility opening: _____ **Phone:** _____

Please note that the listed person/people must be on site for the facility to open.

Describe the event (please list all the activities you plan to engage in): _____

If your event is a wedding, please list the first and last name of the wedding couple:

Name: _____

Name: _____

Are you a non-profit agency? (If so, additional documentation is needed) Yes No

Please answer the following questions regarding your event	Yes	No
Will event be open to the public?	<input type="checkbox"/>	<input type="checkbox"/>
Will admission be charged?	<input type="checkbox"/>	<input type="checkbox"/>
Will your event be a fundraiser?	<input type="checkbox"/>	<input type="checkbox"/>
Will you be serving alcohol?	<input type="checkbox"/>	<input type="checkbox"/>
Will you be selling alcohol?	<input type="checkbox"/>	<input type="checkbox"/>
Will you be serving food?	<input type="checkbox"/>	<input type="checkbox"/>
Will you be selling food?	<input type="checkbox"/>	<input type="checkbox"/>
Will you have vendors?	<input type="checkbox"/>	<input type="checkbox"/>
Will you be using the kitchen (if renting a reception hall ¹)?	<input type="checkbox"/>	<input type="checkbox"/>
Will minors be at your event?	<input type="checkbox"/>	<input type="checkbox"/>
Will you need use of a CARD projector & screen for your event?	<input type="checkbox"/>	<input type="checkbox"/>
Will you need use of a CARD indoor sound system for your event ² ?	<input type="checkbox"/>	<input type="checkbox"/>

¹No kitchen available at the Chico Creek Nature Center

²CARD sound systems include wireless microphone at Lakeside & Creekside and wired microphone at PV, DFJ, & NC facilities.

Will your event be catered? Yes No

If yes, please list the name, phone number, and contact person: _____

Will you have entertainment at your event? (i.e. DJ, Band, etc.) Yes No

If yes, please list what type of entertainment and contact information: _____

How did you hear about us: _____