



# Park Rental Packet

Chico Area Recreation and Park District  
545 Vallombrosa Ave, Chico, CA 95926  
530-815-4197  
[Rentals@chicorec.gov](mailto:Rentals@chicorec.gov)



**Table of Contents**

Welcome ..... 1

Reservation Procedure ..... 2

General Policies and Procedures ..... 3

Security Deposit..... 5

Rental Fees and Changes ..... 5

Rental Cancellations..... 6

Insurance..... 7

Alcohol Usage ..... 8

Decorative Material ..... 10

Food..... 11

Vendors and Admission Costs..... 11

Restroom Facilities..... 12

Trash Disposal and Recycling ..... 12

Photo Release..... 13

Renter Responsibilities..... 13

Park Rentals Pricing Sheet ..... 15

Park Amenities List..... 17

Application for Park Use ..... 18

## Welcome

The Chico Area Recreation and Park District (CARD) has a responsibility to the community to provide outdoor recreation areas that are safe and well-maintained. A large-scale event located at one of our beautiful Community Parks requires additional preparation, support, and oversight by CARD. These large-scale events follow either a **Public Gathering** or **Park Rental** fee structures, depending on what the event entails. Large-Scale Community Park Events are dependent on availability and CARD programming will take priority for use of space.

If your event has one or more of the following characteristics, it qualifies as a large-scale event.

- ✓ Expected attendance is over 80
- ✓ It's an advertised event
- ✓ There will be impact to parking
- ✓ There will be an impact to daily park users
- ✓ There will be vendors and/or sponsors

CARD is currently offering **DeGarmo Community Park, 20th Street Community Park, and Sycamore Field** for your large-scale event needs.

### ***What is a Public Gathering?***

A Public Gathering is an event that is free to the community, not for profit, and promotes recreation and wellness in the community. Public Gatherings have reduced rates and are offered to 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 similar activities benefiting the District or public.

### ***What is a Park Rental?***

A Park Rental is an event that requires admission to attend and generates profit to the organizer. These events tend to be large in attendance and will restrict the public's access to the park during its operation. A Park Rental would also include the sale of alcohol, which requires fencing around the event.

For detailed information about each facility including rental fees, please see the attached pricing guide or visit our website at [www.chicorec.gov/park-rentals](http://www.chicorec.gov/park-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/walkthrough, please email us at [Rentals@chicorec.gov](mailto: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.

## Reservation Procedure

A Large-Scale Community Park Application and site map must be submitted at least sixty (60) days before your event, along with a site map and the application fee. Applications received less than 60 days prior to the event may be denied. Please note that the application fee is non-refundable and partially covers the costs of reviewing your application and coordinating the event review process.

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](mailto: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 the application, the supporting documents, *and* the application fee. The application can be emailed to: [Rentals@chicorec.gov](mailto:Rentals@chicorec.gov) or mailed to: Chico Area Recreation & Park District 545 Vallombrosa Avenue, Chico CA 95926, Attn: Rentals & Events Department.
3. **Walkthrough:** Following the submission of your application, CARD may request a walk-through with you to determine your event needs and its impact to the park.
4. **Processing:** Once your application is submitted *and* your application fee has been paid, it will be reviewed by the Parks Division, the Recreation Division, and the Administrative Division.
  - a. If there are no objections to the application within four weeks, your event may be approved. If additional information is required, Department staff may schedule a separate meeting with the applicant and relevant Division representatives to discuss the event, areas of responsibility, and permit conditions.
  - b. If approved, a price quote will be provided to the renter, depending on the type of event, and a contract will be created and sent via email for signature.
5. **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.
6. **Rental fees:** All fees are due no later than 30 days prior to your event. Major credit/debit cards, cash, or checks are accepted.
7. **Required documents** (details for each item are within this packet):
  - a. Certificate of Insurance
  - b. Alcohol certification/licensing (if applicable)

- c. Site map and supporting documents
- d. Vendor list

## General Policies and Procedures

- Reservation and Booking Policies
  - Reservations are accepted on a first-come, first-served basis, up to one (1) year in advance of the rental date. To secure your reservation, a Security Deposit is required.
  - Reservation requests will not be accepted less than sixty (60) days prior to the date requested. For reservations received less than sixty (60) days, CARD will make a reasonable effort to accommodate those reservations based upon availability of staff and the accommodations needed.
  - Reservations may be made via email ([Rentals@chicorec.gov](mailto:Rentals@chicorec.gov)) or over the phone (530-815-4197).
  - Tours of the facilities must be pre-scheduled with a CARD staff member.
- Rental Requirements and Regulations
  - **Rental times must include your set-up and take-down/clean-up time.**
  - Renter must be on-site during the duration of the event.
  - 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.
  - **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.**
  - Smoking is prohibited at all CARD Facilities. "Smoking" means inhaling, exhaling, burning, or carrying any lighted pipe, cigar, cigarette, weed, plant, or other combustible organic or chemical substance, the smoke from which is specifically designed or intended to be inhaled or drawn into the nose or mouth. In addition, "smoking" includes the use of any e-cigarette or vapor device, of any product name or descriptor, which releases gases, particles, or vapors into the air as a result of combustion, electrical ignition, or vaporization intended to be drawn into the nose or mouth (excluding any United State Food and Drug Administration approved nebulized medication).
  - Subleasing is not allowed.

- 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.
- Facility Use and Planning
  - Event attendance may not exceed the maximum capacity of the facility.
  - Amplified sound is prohibited without prior written authorization from CARD and is only available at some locations. Renter is responsible for complying with all City of Chico noise ordinances.
  - No later than fourteen (14) days before the event, Renter needs to provide a completed Floor Plan and/or site map of the setup at the facility or park for District's review and approval. Renter is responsible for completing their own set-up. CARD staff can be hired on a case-by-case basis (if available) for an additional fee. Requests for additional staff must be received at least 30 days prior to the event.
  - Any reservations having special equipment such as inflatable bounce houses must provide their own power/electricity such as a generator.
  - Parking availability is not guaranteed and may be limited. No motorized vehicles or motorcycles are allowed on the grass, sidewalks, infields, etc. Parking lots at some parks may be reserved for an additional fee.
  - Restrictions:
    - Dogs must have all current vaccines and remain on a leash at all times.
    - No campfires are allowed.
    - Do not stake anything into the lawn as this could break underground irrigation.
    - Defacing of trees, nature, vegetation, benches, tables, any park fixture, open ground, or paved roads/paths with markings, staples, tacks or signs is prohibited.
    - No piñatas or accessories shall be affixed to trees.
    - Do not tape, glue, staple or nail flyers or any other items to trees, building, poles, etc.
    - No glass containers are allowed in any CARD park.
- Liability and Conduct
  - 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.
- 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.
  - CARD is not responsible for any property lost or stolen, or any items left behind.
  - In any action to enforce or contest any provision of this agreement, the prevailing party shall be entitled to recover all costs and expenses, including reasonable attorneys' fees incurred by such party in connection with such action.

## Security Deposit

- Deposit is separate from rental fees.
- 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 equipment, decorations, food, and supplies prior to the expiration of the reserved time.**
  - Repairs or replacement due to structural or equipment damage.
  - 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.
- 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.
- If an event is rescheduled and subsequently canceled, the cancellation fees specified below shall apply.
- CARD reserves the right to require CARD staff, uniformed security personnel, and/or attendant services for any function at the discretion of the General Manager or his/her designee. The staff, security guards, and/or attendants will be hired and contracted by CARD, at the Renter's expense. The staff, security guards, and/or attendants are not there to perform physical labor for the applicant, such as loading and unloading cars, moving tables, chairs, etc. The staff, security guards, and/or attendants are not permitted to accept "tips" or other gifts or participate in the event or celebration.
- In addition to the foregoing fees, Renter agrees to pay any additional costs and fees, including, but not limited to, those assessed for damage to the Facility or District property, staying past the time of use, extra staff time, and/or extra security guards.
- 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:
  - Customer Cancellation:



- 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.
- Weather: Refunds will not be issued due to weather (rain, extreme heat, etc.)
- Air Quality: In the event that the AQI is 151 or higher, a credit will be issued to the account and the reservation will need to be rescheduled.
- Reschedule: Reservations can be rescheduled up to 30 days in advance.
  - Rescheduling of the reservation is subject to the conditions identified above 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.
- CARD reserves the right to cancel any activity due to weather, unsafe conditions, or other reasons that might endanger the health, safety, or welfare of the participants, public and/or property. If CARD cancels the event before the start date, all rental fees and deposits will be refunded.
  - If CARD cancels the event once in progress due to circumstances beyond CARD's control and for reasons not caused by the Renter or participants, rental fees will be refunded minus direct costs of staff and services provided.
  - If CARD cancels the event once in progress due to reasons that are caused by the Renter or participants, no rental fees or deposits will be refunded.
  - If incomplete, inaccurate, or false information is provided, it may result in cancellation of the rental, and loss of entire security deposit and/or 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.

Community Park 1900 Dr Martin Luther King Jr Pkwy, Chico, CA 95928	DeGarmo Park 3428 Esplanade, Chico, CA 95973	Sycamore Field South Park Drive, Chico, CA 95926
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- 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.
- All alcohol must be sold and consumed within a fenced venue (ABC license will dictate size & type)

- 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.
- 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](http://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

- **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.**
- 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 facility.
- 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.**

### **Food**

- If the Renter plans to sell or serve food to the general public, a permit is required. All food trucks, caterers, and outside providers must submit an application for a permit to CARD no later than two weeks prior to the event. Applications can be submitted here: <https://www.chicorec.gov/vendor-application>.
  - Fee: \$0 application fee for one event.
- 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.
- Barbecue grills are available for use at certain picnic sites. Only charcoal briquettes from manufactured sources can be used in said devices.
- Personal propane barbeque devices will only be allowed in designated picnic areas. All other personal barbeque devices are strictly prohibited unless permitted by written agreement with the District. All barbeque devices must be from manufactured sources, in good working condition, and used only for their intended uses.
- Thoroughly quench the fire after using the barbecues. Live coals must NOT be put on the grass or into trash receptacles.

### **Vendors and Admission Costs**

- If items are going to be sold or admission fees are going to be charged, prior written approval must be received by CARD, and all necessary permits must be received two weeks prior to the event date.
  - A list of Vendors (anyone who promotes, sells or exchanges goods or services), and all applicable fees must be provided fourteen (14) days prior to the event. All Vendors must be approved by CARD prior to the event. CARD reserves the right to deny approval of any proposed Vendor. Falsification of this information will cause immediate cancellation of the event and forfeiture of all fees and deposits.
  - Renter assumes full responsibility for the Vendors at their function. All Vendors must be properly licensed for the good(s) or service(s) they are providing. Any contract for Vendor services will only be between the Renter and the Vendor. Vendors must adhere to all policies and procedures outlined herein and on the rental permit/contract, as well as the Rules and Regulations of the Chico Area Recreation and Park District. Renter assumes full responsibility for communication between them and

Vendors. CARD should not be listed as a contact for the event.

- 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.

## Restroom Facilities

- Depending on expected attendance, event duration, and public restroom availability, you may need to rent portable chemical toilets for participants.
- It is recommended to have two portable toilets for the first 100 people, with one additional portable toilet for every extra 100 attendees beyond that.
- For every ten portable toilets rented, one must be ADA-approved to comply with the Americans with Disabilities Act of 1990. If fewer than ten are rented, at least one must be ADA-compliant.
- The number of toilets needed is based on the maximum attendance during peak times and will be determined on a case-by-case basis.
- Portable restrooms must be removed within two days after the event.
- If park assistance is needed for removal, the cost will be charged to the permittee.

## Trash Disposal and Recycling

- Additional trash cans and dumpsters may be required for your event based on:
  - Anticipated number of participants
  - Nature of activities
- It is the event organizer's responsibility to secure any additional trash receptacles if needed.
- Proper waste disposal is required throughout the event:
  - The area must be returned to a clean condition immediately after the event.
  - Setting a standard to leave the site better than you found it can positively impact the Chico community and build a good reputation for future events.
  - Failure to maintain cleanliness may result in:
    - Denial of future Park rentals.
    - Requirement of a deposit for subsequent events
    - Recyclables generated at your event (e.g., aluminum cans, glass, cardboard) must be recycled:

- Local organizations provide recycling collection services at special events.
- Event organizers must provide enough recycling and organic material containers:
  - CARD does not offer commercial waste or recycling services.
  - For waste collection services, refer to the City's list of waste haulers: <https://chico.ca.us/City-Services/Trash--Recycling/index.html>.

## 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.

## 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 area must be left clean and in the same condition as it was at the time the Renter arrived at the facility. If the trash cans are full, all debris must be bagged and removed from the facility by the Renter.
- 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.
- 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.
- 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.

*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: \_\_\_\_\_



## Park Rentals Pricing Sheet

### Categories of Use

- Categories are based on an organization’s legal status and the specific activity for which they are renting the facility.
- **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, that promote youth, educational, civic, and similar 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.*

### FEE STRUCTURE

*Please note, that the playgrounds are not rentable and will remain open to the public. For information about renting softball fields, please contact [info@chicorec.gov](mailto:info@chicorec.gov).*

### **Public Gatherings** (free to the community, not-for-profit)

Public Gathering Fee Structure		4 hours or less	5-8 hours	9+ hours
<b>DeGarmo</b>	<b>Capacity</b>			
Pavilion and Bowl	400	\$400	\$600	\$960
Field 2, behind Jerry Hughes	400	\$200	\$300	\$480
Fields 5-8	700	\$250	\$375	\$600
<b>Community Park</b>	<b>Capacity</b>			
Heffren Park (North)	400	\$350	\$525	\$840
Booth Field (South)	250	\$250	\$375	\$600
<b>Sycamore Field</b>	<b>Capacity</b>			
Recreation Area	400	\$200	\$300	\$480

### **Park Rentals** (requires admission to attend and generates profit)

Park Rental Fee Structure		4-hours or less	5-8 hours	9+ hours
<b>DeGarmo</b>	<b>Capacity</b>			
Pavilion and Bowl	400	\$800	\$1,200	\$1,920
Field 2, behind Jerry Hughes	400	\$400	\$600	\$960
Fields 5-8	700	\$500	\$750	\$1,200
<b>Community Park</b>	<b>Capacity</b>			

Heffren Park (North)	400	\$700	\$1,050	\$1,680
Booth Field (South)	250	\$500	\$750	\$1,200
<b>Sycamore Field</b>	<b>Capacity</b>			
Recreation Area	400	\$400	\$600	\$960

**Additional Fees**

Application Fee (non-refundable)	\$100
Refundable Deposit	\$500

## Park Amenities List

<b>Amenities</b>	<b>Fee</b>	<b>Notes</b>
<b>Community Park</b>		
<b>Restroom Facilities</b>		Accessible restrooms located near Bocce Complex and North Parking Lot
<b>Parking Spaces (paved)</b>		Field House Lot: 52 East Lot (softball fields): 78 North Lot 1 (tennis/pickleball courts): 125 North Lot 2 (Heffren Field): 100
<b>Walking/Biking Trail</b>		Paved trail around perimeter of park
<b>Water Access</b>		Locations: Restrooms and water fountains only
<b>Lighting</b>	\$37/hour	Locations: All softball fields
<b>DeGarmo Park</b>		
<b>Restroom Facilities</b>		Accessible restrooms located near the playground
<b>Parking Spaces (paved)</b>		Main Lot (playground/Pavilion): 110 Dog Park Lot: 114
<b>Walking/Biking Trail</b>		Paved trail through and around perimeter of park
<b>Water Access</b>		Locations: Throughout and around all park areas (quick coupler)
<b>Lighting</b>	\$37/hour	Locations: All fields; Pavilion picnic site
<b>Sycamore Field</b>		
<b>Restroom Facilities</b>		ONLY at 1-Mile recreation area (City of Chico)
<b>Parking (dirt)</b>		Spaces along South Park Drive
<b>Walking/Biking Trail</b>		Paved trail around perimeter of park. Connects to Bidwell Park trail
<b>Water Access</b>		Locations: (quick coupler)

## Application for Park Use

**This application, including the signed General Policies and Information, and all other required materials must be returned with a non-refundable application filing fee.**

***Applications will NOT be processed unless the filing fee has been paid.***

**Applications must be submitted no less than 60 days in advance of any proposed event. Applications submitted less than 60 days prior to the event may be denied.**

This application needs to be completed in full with detailed answers or you will be subject to resubmit your application and longer review. Please keep this in mind if your event date is upcoming.

Please complete the following application so we can best serve your event needs!

### **Which Community Park would you like to host your event?**

*Please note, the playgrounds are not rentable.*

- Community Park
- DeGarmo Park
- Sycamore Field

Today's Date: \_\_\_\_\_

### **EVENT ORGANIZER CONTACT INFORMATION:**

Contact Name: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Address, City, State, Zip: \_\_\_\_\_

Organization Name: \_\_\_\_\_

Day-Of Contact Name: \_\_\_\_\_ Day-Of Contact Phone: \_\_\_\_\_

Are you a non-profit organization? Yes  No

**EVENT DETAILS:**

Event Name: \_\_\_\_\_

Event Type (fundraiser, celebration, music festival, etc.):  
\_\_\_\_\_

Brief Description of Event:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Event Date: \_\_\_\_\_ Start Time: \_\_\_\_\_ Finish Time: \_\_\_\_\_

When will set-up begin? Date: \_\_\_\_\_ Time: \_\_\_\_\_

When will clean-up be complete? Date: \_\_\_\_\_ Time: \_\_\_\_\_

**Attendance.** Estimated Attendees: \_\_\_\_\_ Estimated No. of Vendors: \_\_\_\_\_

Is this event free to the public? Yes  No

**Alcohol.** All sales of beer and liquor during an event require a license from the California Alcohol Beverage Control Board (abc.ca.gov) and a Special Alcohol Use Permit from the City of Chico/Butte County. **Will alcohol be served by vendors?** Yes  No

**Will there be fenced areas?** Yes  No

**If yes, please describe fencing plan:**  
\_\_\_\_\_  
\_\_\_\_\_

Please note: If alcohol is being sold and consumed, it must be done within a designated,

fenced area.

**Community Noise Impacts / Event Sound.** Is amplified entertainment, music, and/or speeches included? Yes  No

If so, applicants must provide a description of how the event will meet and stay in compliance with the City's noise regulations. *If the event will have music and entertainment, attach an itinerary of the acts performing at the event to this application.*

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**Sale or Handouts of Food, Beverages, and Merchandise.** Will food, beverages, and merchandise be sold or handed out? Yes  No

Please provide vendor names, products, and site locations. Butte County requires all vendors be properly permitted, please see link to proceed with permitting ([ButteCountyPermitting](#)).

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**Personnel.** Who are the coordinators and/or volunteers that will be on-site?

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**Parking.** What are the expected impacts on parking and traffic?

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**Alternative Transportation.** Have plans been made to promote alternative transportation? (e.g., bicycling, public transportation, shuttle service)

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**Temporary Structures.** If temporary structures are proposed to be utilized during the event, (e.g., tents, stages, portable toilets), include the description, size, dimensions, and site map of the type and the location of each temporary structure on the site plan.

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**First Aid Provision.** What first aid provisions have been identified?

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**Waste Management / Environmental impacts.** What waste or litter will be generated? What is your plan for waste reduction, waste collection, environmental protection, and the collection of recyclable materials and food waste? Please provide the name of the vendor you will be using, if applicable.

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**Bathroom Access/Portable Bathrooms.** If your expected attendance exceeds 200, you will need to provide portable restrooms. What is your plan for bathroom access? Please provide name of the vendor you will be using, if applicable. See section on Restroom Facilities for guidelines.

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Please email the completed application and proposed site map to [rentals@chicorec.gov](mailto:rentals@chicorec.gov). Please note that the application should be submitted at **least 60 days prior to the event** to allow proper time to review the application and set up park walk-throughs.

Thank you for your application for a Large-Scale Event with CARD!