



**TUOLUMNE PARK AND RECREATION DISTRICT**

18603 PINE STREET – TUOLUMNE, CA 95379

(209) 928-1214 / FAX (209) 928-1205

Email: [tuolumnepark@frontiernet.net](mailto:tuolumnepark@frontiernet.net)

Website: [www.tuolumnerecreation.com](http://www.tuolumnerecreation.com)

**APPLICATION FOR FACILITY USE**

Pursuant to Section 5 of Ordinance No. 1-97 of the Tuolumne Park and Recreation District (“District”), and further in conjunction with that “Maintenance Service Agreement” dated July 1, 2015 between District and the County of Tuolumne.

The undersigned organization/individual hereby makes application to District to use the indicated facility to conduct and/or sponsor the following event:

Name of Organization/Individual \_\_\_\_\_

Name of Contact Person \_\_\_\_\_ Phone Number \_\_\_\_\_

Mailing Address \_\_\_\_\_

Email Address \_\_\_\_\_

Name of Event \_\_\_\_\_

Date of Event \_\_\_\_\_ Start time: \_\_\_\_\_ AM / PM End Time: \_\_\_\_\_ AM / PM

Purpose of Activity/Event \_\_\_\_\_

Circle the area you wish to use: GYM - KITCHEN

Circle items needed: TABLES - CHAIRS - SOUND SYSTEM - LIGHTING

**ADDITIONAL FEES APPLY**

Will alcoholic beverages be (please circle): Served? YES NO Sold? YES No

(Note: If alcoholic beverages are to be served or sold at the event, see Addendum “D” Re: Insurance Requirements for Events Involving the Use and/or Sale of Alcoholic Beverages.)

\_\_\_\_\_  
(Signature of Authorized Person)

**AGREEMENT USE**

Applicant/User agrees to be solely responsible to any and all liability, claims, loss, demands, damages, costs and expenses, including attorney’s fees, arising out of or resulting from injury to persons or damage to property which arise out of its use of District’s facilities. Applicant/User agrees to use the described facilities specifies above according to conditions set forth herein (and if applicable, those conditions set forth in Addendum “D” hereto re: Use and/or Sale of Alcoholic Beverages). Applicant/User agrees to defend, indemnify and hold harmless District, its officers, agents, employees and volunteers against any and all such claims, demands, causes of action, suits and expenses arising out of the use of these facilities.

TPRD expects all participants in all events to behave in an appropriate and respectful manor. In the event that a problem should arise, we reserve the right to have the party/parties leave. Belligerence and Vulgarity are not allowed.

***I HAVE CAREFULLY READ THIS AGREEMENT AND RELEASE AND FULLY UNDERSTAND ITS CONTENTS, I AM AWARE THAT THIS IS A RELEASE OF LIABILITY AND A CONTRACT BETWEEN THE ABOVE DISTRICT AND MYSELF AND I SIGN IT OF MY FREE WILL.***

Signature \_\_\_\_\_ Date \_\_\_\_\_

Name (printed) \_\_\_\_\_



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**HALL – RENTER RULES AND RESPONSIBILITIES**

1. **NO** vehicles or cooking equipment of any kind are allowed on the lawn.
2. **NO** Bounce houses inside the hall. **OUTSIDE USE ONLY.**
3. **NO** outside electrical use.
4. **NO** tape of any kind may be applied to the floor.
5. **NO** thumbtacks or nails are to be used anywhere on the facility.
6. **POSITIVELY NO ACCESS TO THE VETERAN’S ROOM.**
7. **HALL BLEACHERS ARE OFF LIMITS UNLESS AUTHORIZED.**
8. **DO NOT** drag tables or chairs across the floors or remove them from the building.
9. **DO NOT OVERLOAD WALL PLUGS**, use extension cords if necessary.
10. **DO NOT TAMPER** with the sound system, electrical panels, water pipes, blinds, or curtains.
11. The renter is responsible for inspecting the grounds on a regular basis.
12. The facilities must be cleaned the day of the event unless other arrangements are made.
13. **RENTER IS RESPONSIBLE FOR ALL TRASH** in and outside hall before, during and after event.
14. **RENTER IS RESPONSIBLE FOR ALL GUESTS** in and outside hall before, during, and after event.
15. Remove all decorations before leaving.
16. Brooms, dust mops, wet mops and garbage bags are available for cleaning up.
17. **ALL FACILITIES**, including bathrooms must be swept, mopped, and cleaned before leaving.
18. Turn off swamp coolers/heaters and lights before leaving, unless previously arranged.
19. **CHECK ALL DOORS AND WINDOWS, ENSURING THEY ARE CLOSED AND LOCKED.**
20. **REMOVE ALL TRASH FROM PREMISES**
21. All keys are to be returned immediately after the event. If the office is closed, put keys through the mail slot in the office door.
22. If the key is lost or not returned, **\$150.00 WILL BE HELD FROM THE DEPOSIT.**

**THERE WILL BE EXTRA CHARGES FOR SETTING UP EARLIER OR STAYING LATER THAN CONTRACTED.**

***I HAVE CAREFULLY READ THIS AGREEMENT AND RELEASE AND FULLY UNDERSTAND ITS CONTENTS, I AM AWARE THAT THIS IS A RELEASE OF LIABILITY AND A CONTRACT BETWEEN THE ABOVE DISTRICT AND I SIGN IT OF MY FREE WILL.***

Signature \_\_\_\_\_ Date \_\_\_\_\_

Name (printed) \_\_\_\_\_



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**TPRD MEMORIAL HALL SOUND SYSTEM RENTAL AGREEMENT**

Our system includes:

- 1) Four channel microphone mixer
- 2) One microphone with stand and cord.
- 3) 1/8" adaptor for personal music device (CD player available upon request)

**This system requires a \$100.00 deposit and a \$50.00 daily rental fee.**

**RENTER hereby agrees as follows:**

- 1. **RENTER** shall keep Equipment in a good state of repair, except for normal wear and tear, and is responsible for any damage to loss or theft of the Equipment occurred during the Rental Period.
- 2. **RENTER** shall pay TPRD full compensation for replacement and/or repair of any Equipment (amplifier, mixers, microphones, cords, stands and any components thereof) that may be damaged, lost, or stolen during the Rental Period.
- 3. **RENTER** shall not remove the Equipment from the location shown herein as the place of use of the equipment without prior written approval of TPRD.
- 4. No allowance will be made for any rented Equipment or portion thereof which is claimed not to have been used. Acceptance of returned Equipment by TPRD does not constitute a waiver of any of the right TPRD has under the rental agreement.
- 5. TPRD makes no warranty of any kind regarding the rented Equipment, except that TPRD may replace the Equipment with identical or similar Equipment fails to operate in accordance with the manufacturer's specifications and operation instructions but only if TPRD has available Equipment in its possession. Such replacement shall be made as soon as practicable after **RENTER** returns the non-conforming Equipment.
- 6. **RENTER** indemnifies and hold TPRD harmless for any and all injuries or damage due to the use of Equipment and for all consequential and special damages for any claimed breach of warranty.
- 7. **RENTER** shall pay all reasonable attorney and other fees, the expenses and costs incurred by TPRD in protection of its right under this rental agreement and for any action taken by TPRD to collect any amounts due to TPRD under this rental agreement.
- 8. These terms are accepted by **RENTER** upon delivery of the terms to the **RENTER** or the agent or other representative of **RENTER**.

***I have carefully read this agreement and release and fully understand its contents, I am aware that this is a release of liability and a contract between the above District and Myself and I sign it of my free will.***

Signature \_\_\_\_\_ Date \_\_\_\_\_

Name (printed) \_\_\_\_\_



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**PROPERTY USAGE INSURANCE REQUIRMENTS**

**A Certificate of Insurance and an Additional Insured endorsement** will be required for events where one of the following is true:

- 1) Alcohol is present
- 2) It is open to the public
- 3) Live music or entertainment is being provided

If you are planning an event that is listed above requiring a Certificate of Insurance and an Additional Insured Agreement, please give the following information to your insurance carrier:

Coverage Amounts:

- Public liability and property damage insurance coverage for the event with liability of not less than \$500,000.00 per person and \$1,000,000.00 per occurrence.
- Property damage limits of not less than \$50,000.00 per occurrence.

The Certification of Insurance and an Additional Insured Endorsement should include a description of your event and list both of the following entities as additional insured.

**Tuolumne Park and Recreation District**

18603 Pine St  
Tuolumne, CA 95379

**AND**

**County of Tuolumne**

2 South Green Street  
Sonora, CA 95370

If you have any questions, contact TPRD Office at (209) 928-1214.

No Usage Permit shall be issued until the applicant has supplied the District with a copy of the required insurance binder.



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### Policy: Obtaining Daily On-Sale License for Alcohol Use

Any group, organization, person or persons planning an event where alcohol will be sold must obtain the necessary permits to do so prior to using any venue provided by the Tuolumne Park and Recreation District.

Some of the forms and there instructions may be obtained either at the TPRD office or on line at:

<http://www.abc.ca.gov/forms/PDFSp.html>

Some things to remember:

1. Form “ABC-221 INSTR” has a list of fees and step by step instructions for obtaining your permit. We prefer the form be acknowledge by the Tuolumne County Sheriff’s department before you have us sign.
2. Form “ABC-543” notes that if you do not have a valid seller’s permit you will need to obtain one from the Board of Equalization.
3. Make sure to post all of your documentation conspicuously.
4. You must not allow outside alcohol to be consumed on the premises.
5. Remember your organization is totally responsible for conduct at your event.

This is not a complete list. We encourage you to read all of the instructions and warnings supplied by the Department of Alcohol Beverage Control.



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### Tuolumne Veteran's Memorial Hall Rental Fees

Set up the day before (After 5pm) \$50.00

Next day clean-up (Until 10:00am) \$50.00

Kitchen/Meeting Room Rental (Two Hours) \$25.00 + \$150.00 refundable deposit\*

Kitchen Rental (4 Hours) \$50.00 + \$150.00 refundable deposit\*  
(All day) \$100.00 + \$300.00 refundable deposit\*

Gym Rental (4 Hours) \$50.00 + \$150.00 refundable deposit\* (Tables and Chairs \$5.00/\$0.50ea)  
(All day) \$100.00 + \$300.00 refundable deposit\* (Tables and Chairs \$5.00/\$0.50ea)

Kitchen and Gym Rental (Two Days) \$390.00 + \$500.00 refundable deposit\* (Table and Chair rental included)

Sound System (4 Hours) \$50.00 + \$300.00 refundable deposit  
(All day) \$100.00 + \$300.00 refundable deposit

\*All deposits are refundable if all rental conditions are met.

Maximum facility deposit (One day event) \$300.00.  
(Two day event) \$500.00.

**All payments within a 7 day window of event must be in CASH or MONEY ORDER.**

*ALL FACILITIES MUST BE CLEAN PRIOR TO DEPARTURE. ALL TRASH MUST BE REMOVED. PLEASE PUT ALL UNUSED ICE IN SINK TO MELT.*

All events **MUST** be accompanied by Special Event Certificate naming Tuolumne Park and Recreation District and The County of Tuolumne as an additional insured.

**ALCOHOL USEAGE/SALE**: All events that serve/sell or request donations for alcoholic beverages require additional insurance. A permit is required for selling or requesting donations for alcoholic beverages. The Daily License Application/Authorization form (ABC-221) is available for the TPRD office or [www.abc.ca.gov](http://www.abc.ca.gov). The permit takes 10-14 days to complete so please begin the process 3 weeks prior to the event date.