



FACILITY RENTAL REQUEST

WELCOME to the City of Rancho Cucamonga! We're delighted you've chosen us to host your event and are ready to help make it memorable. **This is a reservation request only and is not an approved contract for facility rental.** If this request is approved an Event Services Contract outlining the rules, regulations and fees will be forwarded to the applicant. **Do not advertise your event until a signed contract has been approved.** The rules on the back of this form must also be reviewed and acknowledged prior to approval. Please initial that you have read and understand the information above. **(Please Initial)**

Organization _____ Non-Profit # _____
 Applicant Name _____ Email: _____
 Primary Phone _____ Secondary Phone _____
 Street Address _____ City _____ Zip _____
 Alternate Contact Name _____ Alternate Email _____
 Alternate Primary Phone _____ Alternate Secondary Phone _____

Facility: _____ Room(s): _____

Kitchen: Time: _____ AM/PM To: _____ AM/PM
 (Central Park and Lions West Only. Additional Fees Apply to Central Park Rentals)

| SINGLE USE | RECURRING USE |
|---|---|
| Day of the Week _____ MM/DD/YYYY | Day of the Week _____ Time: _____ AM/PM To: _____ AM/PM |
| Entrance Time: _____ AM/PM Exit Time: _____ AM/PM | Beg Date: MM/DD/YYYY End Date: MM/DD/YYYY |
| Event Time: _____ AM/PM Event End Time: _____ AM/PM | Check One: <input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Other _____ |

Event Title/Type: _____ How many guests (Over 21 yrs. old) _____
 (16 – 20) yrs. old) _____
 Brief description of event? _____
 1. Is this event for a minor? Yes No 5. Is this a catered event? Yes No (under 15 yrs. old) _____
 2. Is event open to the public? Yes No 6. Admission charge? Yes No Total _____
 3. Will anything be delivered? Yes No 7. Will there be entertainment? (DJ/Band) Yes No
 4. How will you be advertising? Flyers Invitations Word of Mouth Internet Other _____

If you answered yes to any of the above questions, please explain: _____
 Alcohol Permit Request? (Additional fees and forms required) Yes No Bar Opens: _____ AM/PM Last Call: _____ AM/PM
 (Alcohol service **MUST** end one hour prior to guests departing)

Acknowledgment: I hereby state the information above is correct to the best of my knowledge **Applicant Signature**

OFFICE USE ONLY

Rental Deposit Fee Received: \$ _____ Cash Check Credit Card (Last four #) _____ Other _____
 Residency Verified? Yes No Over Age 25? Yes No Group 1 2 3 4 5
 Staff Signature: _____ Date: ____/____/____ Time: _____ AM PM
 (Staff signature only acknowledges that request and deposit were received – it does not guarantee approval)

| | | |
|--|---|--|
| Coordinator: _____ Security: <input type="checkbox"/> Yes <input type="checkbox"/> No Insurance: <input type="checkbox"/> Yes <input type="checkbox"/> No Date: _____ | Supervisor: _____ Security: <input type="checkbox"/> Yes <input type="checkbox"/> No Insurance: <input type="checkbox"/> Yes <input type="checkbox"/> No Date: _____ | P.D.: _____ Security: <input type="checkbox"/> Yes <input type="checkbox"/> No Type: Deputies: <input type="checkbox"/> Private: <input type="checkbox"/> # Required: _____ Date _____ |
|--|---|--|

Final Approval Signature: _____ Date: _____ Permit #: _____



EVENT SERVICES TERMS AND CONDITIONS

1. No advertisement shall be permitted until the facility reservation request form has been approved and the applicant has been given written notice. The Event Services Division must also approve all advertisement prior to distribution. Any unapproved or false representation of the event, the applicant will forfeit full security deposit and rental fees. The Event Services Division reserves the right to cancel an event for the above. Any sign placed outside the facility must be freestanding, not attached to any permanent object or structure, blocking any right-of-way (sidewalk, street, parking space, etc.), nor blocking any City sign. All signage provided by client must be approved by the Event Services Coordinator.
2. The applicant must be no less than 25 years of age and must be present for the duration of the contracted time. If the event is misrepresented in any way the Event Services Department reserves the right to cancel or shut down the event and the client will forfeit all fees.
3. Maximum number of participants allowed in the facility must be strictly adhered to. Staff will limit attendance.
4. Storage of personal property or rented items will not be permitted at the facility.
5. There is no smoking on any City owned and operated facility. This applies not only to the Applicant but their guests and vendors as well. It is the Applicant's responsibility to see that their guests and vendors are informed of this policy.
6. The Event Services Division reserves the right to cancel any function and reject future applications if there is misrepresentation of the event. Also, if at any time the Applicant or Applicant's guests do not follow the policies or the above stated regulations or act in an unlawful manner and/or damage City property or equipment your function will be promptly canceled without refund.

Requirements and Payment Information

1. A security/damage deposit is required to hold the reservation and is refunded if all policies and conditions are adhered to, and if there is no damage to the facility or equipment. If additional staff or service costs are incurred due to extra Applicant needs, the costs will be billed to the Applicant. If there is misrepresentation of the event, the applicant's deposit and all rental fees will be forfeited.
2. Department Staff will be assigned to work all reservations. The number of staff needed to safely supervise the event will be determined by the Event Services Division. Applicant will be responsible for all staff costs.
3. The security/ damage deposit refund will be issued to the name and address on the original request by mail within thirty (30) days.
4. Additional security may be needed as determined by Event Services, at the full expense of the Applicant.
5. All fees must be paid thirty (30) days in advance of a reservation, sixty (60) days in advance for event halls.
6. Personal checks will not be accepted within sixty (60) days of the reservation.
7. Reservations with unpaid fees are subject to cancellation by Event Services.
8. In the event of a cancellation at any time, a cancellation fee will be withheld for each venue reserved.

Photography and Video Waiver

I acknowledge and agree that any photographs and video footage that have been taken with my or my guests image(s) or likeness(es) by an representative of the City of Rancho Cucamonga may be used for print, video and internet marketing uses by Event Services Division and the City of Rancho Cucamonga. I understand that the Event Services Division and the City of Rancho Cucamonga is not required to provide advanced notice of use of these photographs or video footage, to receive approval, and will not provide any type of payment for use of my image in the photographs. Please initial that you have read and understood the Photography and Video Waiver. [redacted] (please initial) Applicant shall be bound by all rules and regulations and all applicable ordinances of the City of Rancho Cucamonga. The violations of any of the above Terms and Conditions or falsifying any other provisions of the application shall constitute grounds for immediate revocation of permission to use City facilities and shall constitute grounds for refusal of future permits to use City facilities. The Applicant shall be liable for loss, damage or injury sustained by the City or any person whatsoever by reason of negligence of the persons to whom such permit is issued. Applicant agrees to hold harmless and indemnify the City of Rancho Cucamonga or agents, and employees from any and all liability to person or property occurring as a result of the activity sponsored by the Applicant. Said persons shall be liable to the City for any and all damage to facilities and buildings owned by the city which results from activity of Applicant or is caused by any participant or guest in said activity.

Applicant Signature: _____

Date: _____

Printed Name: _____



CENTRAL PARK EVENT SERVICE GUIDELINES

A signed copy of this document must be submitted with the completed Facility Rental Request.

The following is a list of critical information and facility rules & policies, while it is not a complete list, this document is to assist the client in planning your event at Central Park. The client is expected to follow all facility rules and policies while planning and conducting their event at Central Park. Requests submitted without the signed Central Park Event Service Guidelines will not be processed. **PLEASE CHECK ALL BOXES AND SIGN LAST PAGE.**

General Facility Information, Rules & Policies.

Rental Request – Confirmed Rental

The Facility Rental Request Form is not a permit and does not guarantee the space is available; it is only a request for space. Final Permit is not valid until signed by the Applicant and Community Services Coordinator.

Fees

The facility rental fees are documented in the approved Community Services Department Fees & Charges Schedule. Fees are not negotiable.

- ***All fees must be paid thirty (30) days in advance. (60) days in advance for Halls.
- There will be a 4% non-refundable service fee for each financial transaction processed through the Active Net software system. The fee will be charged to all facility rentals.
- All fees quoted verbally, in writing or otherwise are subject to change to comply with the approved Community Services Department Fees & Charges Schedule.

Alcohol

- Requests for Alcohol Services must be approved by the Event Services Division. Additional fees, Insurance and Security are required if the use of Alcohol is approved.
- Alcohol service will only be permitted for events when the Guest of Honor is over the age of 21.
- Beer, wine, and champagne ONLY. A licensed and TIPS certified Caterer or Bar Service can serve for a maximum of a consecutive four (4) hours and must end at least one (1) hour prior to event end time and at least 2 hours prior to exit (vacate) time.

Insurance

A certificate of insurance is required for all reservations. Applicant cost is dependent on the size and nature of the event as identified by Aliant's Tenant/User Program Hazard Schedule. Applicant may provide their own certificate of insurance (see insurance requirements for more information).

Supervision

Applicant is responsible for supervision of all event attendees at all times and is responsible for any damage or occurrence they may cause, which includes, but is not limited to, alcohol use in the facility as well as in the outside parking lot and/or damages done to the facility both inside and out. Children must be supervised at all times and in all areas. One (1) adult to every six (6) children (ages 1-5); one (1) adult to every fourteen (14) children (ages 6-12); and one 1 adult to every twenty (20) children (12-17) is required.

Health and Safety

The City of Rancho Cucamonga is following the California Department of Public Health and CDC Guidelines in our facilities and programs. For everyone's health and safety, we continue to ask our residents and patrons to stay home if they are exhibiting signs of COVID-19. City of Rancho Cucamonga's Community Services Health and Safety Standards continue. We ask that all patrons respect the choices of others when it comes to mask wearing. We also encourage everyone to wash their hands with soap and water to help decrease the spread of germs.

Security

Security may be required for events scheduled at Central Park depending on the size of the event, the nature of the event and the impact on the facility and surrounding park. The necessity for security may be determined at any point during the event planning process, even after the permit has been approved and issued to the client. The client shall bear all costs for security. Security is required for all alcohol use and youth events when the guest of honor is under the age of 21.

Permitted Time

The client, contractors, vendors, guests, etc. may not enter or occupy the rented space prior to the permitted time detailed on the approved permit. The client must account for their set-up time, decorating, deliveries, clean-up time when submitting the original request. The client and all associates will be permitted entry into the rented space at the time indicated on the approved permit. If client stays after permitted time, over time charges will incur at the rate of time and half (1.5) for the room and staff.

Deliveries

Any deliveries for your event must occur during your contracted time. All rental equipment must be removed immediately following your event. Staff will not accept any deliveries. No items may be left/stored overnight.

Catering

For your convenience, you are more than welcome to choose your own caterer. Please see Event Services FAQ for health department permits and insurance requirements.

Grills and BBQs

The use of barbeques, deep fryers, gas, propane, butane grills or any other portable cooking device is prohibited. Chaffing dishes are permitted for keeping food warm. Candles or any type of fire devices or smoke/fog machines are not allowed at any City facility.

Decorations

Decorations and visual aids must be freestanding and may not be nailed, taped, stapled, or tacked to the walls, windows, floor, or structures. Any vendors providing a décor service must comply with Vendor Requirements. Candles, open flame of any kind, fog and/or smoke machines are prohibited.

Tables and Chairs

The facility provides standard tables and chairs for all events inside the building. The client may bring their own tables and chairs. Tables and chairs provided by the client will not be set-up or handled by facility staff. Client provided tables, chairs and other equipment must be dropped off and picked up within the rented time. No more than 8 chairs per banquet table provided by the facility.

Music

You can bring in a DJ or Live Band. Sound should be at an appropriate level, as to not disturb the facility or surrounding events. Smoke/fog machines are prohibited.

Pre and Post Event Walk Through

The applicant is responsible to check-in and check-out with the Facility staff and inspect all areas and equipment used for the event. These inspections are to occur immediately before and after the event. The applicant is required to leave the facility in the same condition as it was found, including removal of all decorations and equipment from the room/hall.

Clean up – Applicant is responsible for all clean-up of the reserved space after the event.

- All trash must be placed in trash receptacles.
- All decorations and personal property must be removed.
- The kitchen must be left in the condition it was provided.
- All large pieces of debris must be swept up (including Confetti and rose petals).
- NOTE: Failure to comply with the clean-up procedures may result in additional charges.

Changes to the Contract/Permit

We kindly ask that all changes to the contract be made no later than fourteen (14) days prior to the scheduled event.

Cancellation & Rescheduling Fees

In the event the renter requests a cancellation or rescheduling of their rental event after 7 calendar days from the time of the approval of the Permit, a cancellation or rescheduling fee is withheld from any fees paid and/or the rental deposit. Refunds of facility rental fees (excluding the Application **and** Cancellation/Rescheduling Fee) will be processed as listed below.

- \$25 for all Small Room Rentals
- \$50 for all Medium and Large Room Rentals
- \$75 for all Event Hall Rentals
- \$50 for all Courtyard Rentals
- Non-refundable Application Fee \$35

There will be a 4% non-refundable service fee for each financial transaction processed through the Active Net software system. The fee will be charged to all facility rentals.

| Room Size | Days Prior to Scheduled Rental | | |
|---------------------------------------|--|--|--|
| | 30 or more calendar days | 15 to 29 calendar days | Less than 15 calendar days |
| Small Medium Large Courtyard | Full refund of rental fees and equipment fees. Full refund of rental deposit* | 50% refund of all rental and equipment fees. Full refund of rental deposit* | Full forfeiture of all fees, including rental fees and equipment fees. Full refund of rental deposit* |

**All or a portion of the rental deposit may be retained to cover any unpaid fees.*

| Room Size | Days Prior to Scheduled Rental | | |
|---|--|--|--|
| | 60 or more calendar days | 30 to 59 calendar days | Less than 30 calendar days |
| Event Hall (Medium) Event Hall (Large) | Full refund of rental fees and equipment fees. Full refund of rental deposit* | 50% refund of all rental and equipment fees. Full refund of rental deposit* | Full forfeiture of all fees, including rental fees and equipment fees. Full refund of rental deposit* |

**All or a portion of the rental deposit may be retained to cover any unpaid fees.*

Client Name (please print)

Client Signature

Date