

# BELMONT PARKS AND RECREATION DEPARTMENT

30 Twin Pines Lane, Belmont, CA 94002

(650) 595-7441

## FACILITY RESERVATION REQUEST

Today's Date _____		Date of Use _____	
Name _____		Type of Event _____	
Address _____		Arrival Time _____ Departure Time _____	
Work Phone _____		Estimated Attendance _____	
Home Phone _____		Adults _____ Youths Under 19 _____	
Company/Organization _____		Admission Price _____	
Contact Person _____		<b>INDOOR FACILITY</b>	
Contact Phone _____		Barrett CC _____ Lodge _____	
Catered YES <input type="checkbox"/> NO <input type="checkbox"/>		Sports Complex _____ TP SR/CC _____	
Music Band <input type="checkbox"/> DJ <input type="checkbox"/> None <input type="checkbox"/>		Cottage _____ Other _____	
Non-Profit Organization YES <input type="checkbox"/> NO <input type="checkbox"/>		<b>OUTDOOR FACILITY</b>	
Based in Belmont YES <input type="checkbox"/> NO <input type="checkbox"/>		TP Large Group Picnic Area _____	
50% or More Belmont Residents YES <input type="checkbox"/> NO <input type="checkbox"/>		Other _____	
Alcohol Served YES <input type="checkbox"/> NO <input type="checkbox"/>		Alcohol Sold YES <input type="checkbox"/> NO <input type="checkbox"/> Sale of Alcoholic Beverages requires a license from the Department Alcoholic Beverage Control. The City has information on obtaining the license	
Alcoholic Beverage Permit for members of the party to drink alcoholic beverages at the event. This permit is issued pursuant to Chapter 16, Section 26 of the Belmont City Code.			
Issued By _____			
<b>FOR OFFICE USE ONLY</b>			
Received By _____	Rate _____	Rental Total _____	Date Paid _____
Date _____	Rate _____	Trust Deposit _____	Date Paid _____
Time _____	Rate _____	Added Rent _____	Date Paid _____
	Rate _____	Filing Fee _____	Date Paid _____
		Total _____	Date Paid _____
Proof of Residency: CDL # _____		See Attached _____	
Date Available _____	Approved By _____	Date _____	

**"No Smoking, Candles or Confetti Allowed Inside City Facilities."**

### HOLD HARMLESS and RELEASE

In submitting this application, I certify that I have read and understood the Facility Reservation Request and will abide by any special conditions set forth. I certify that the intended use, as detailed above, is in compliance with said rules and regulations, application instructions, and any specific use regulations subject to advance payment of all permit fees, including trust deposit, certification of insurance requirements (if required) and approval by the Parks and Recreation Supervisor or designated representative.

Applicant hereby agrees to hold the City of Belmont, its City Council and Commission, the individual members thereof, and all the officers, agents and employees free and harmless of any loss, damage, liability, cost or expense that may arise during or be caused in any way by such use of occupancy of recreation facilities. I understand that I will be personally liable for all claims, action, causes of action, demands, rights, damages, costs, losses, losses of services, judgment, liabilities and expenses relating to the use of the City of Belmont's recreation facilities.

The City of Belmont, its City Council and Commission require that, if any section of the Facility Reservation Request is violated, all permits will be revoked and all use will be cancelled.

Please be advised that intoxicated and/or unruly persons that create a threat to public peace may cause your permit to be revoked by the City of Belmont.

I, the undersigned, hereby certify that I will be personally responsible on behalf of the applicant for any damages sustained by the buildings, furniture, or equipment, accruing through occupancy or use of said building by the applicant. Any lost equipment or damages sustained to the above shall be compensated within seven (7) days.

Please keep a copy of the permit with you at the event.

### REFUND POLICY

Full refunds will be granted only if the cancellation is made at least one hundred and twenty (120) days prior to the event to allow for scheduling of other events. Reservations cancelled less than one hundred twenty (120) days prior to the event shall lose their Security Deposit.

### AUTHORIZED REPRESENTATIVE \_\_\_\_\_

WHITE COPY-Department PINK COPY-Police Department YELLOW COPY-Applicant GOLDENROD-Facility Coordinator

**BELMONT PARKS AND RECREATION DEPARTMENT  
FACILITY RESERVATION REQUEST  
IMPORTANT PROCEDURAL INFORMATION**

Listed below is important procedural information pertaining to your facility reservation. Please read this information carefully.

**ADMINISTRATIVE PROCEDURES PRIOR TO THE EVENT**

-Applications for the use of the Parks and Recreation Department facilities should be made in writing at least two weeks in advance of the day of intended use. A Facility Reservation Request form must be completed in person at the Parks and Recreation Department office, 30 Twin Pines Lane, Belmont. Office hours are Monday through Friday, 8:00 am to 5:00 pm. Reservations cannot be made by phone.

-Completing and submitting the request to the Parks and Recreation office is an application only, NOT a confirmation of facility use. All requests will be reviewed, scheduled if available, fees computed and approved by the Parks and Recreation Department. Written confirmation will be mailed to you within 7-10 working days.

-Belmont residents may submit a Facility Reservation Request twelve (12) months prior to the date of intended use.

-Non-Residents may submit a Facility Reservation Request eleven (11) months prior to the date of intended use.

-Non Profit Organizations may submit a Facility Reservation Request six (6) months prior to the date of intended use.

-In the event two or more individuals arrive at the Parks and Recreation Department office at 8:00 am and request the same date and facility, a lottery will be held to determine who will receive first priority.

**PAYMENT INFORMATION**

-A facility trust deposit may be required for activities where alcoholic beverages and/or a meal is served. The facility trust deposit is due one week after you receive your confirmed Facility Reservation Request. Please make check payable to the City of Belmont.

-The facility rental fee is due one month prior to the date of the activity. Please write a separate check for the rental fee and make it payable to the City of Belmont.

-If a check is returned to the Parks and Recreation Department because of insufficient funds in your account, a \$25. service charge will be added to your rental fee. Completed payment must be made by cash, cashiers check or money order.

**TWO WEEKS PRIOR TO THE EVENT**

-Please submit a floor plan of your activity.

-All decoration plans must be submitted for approval at this time. If you have any questions or concerns about decorations, please call the Parks and Recreation Department any time before the final week.

-If you are selling alcohol, you are required to purchase an ABC license. Prior to getting a license from ABC you must get written approval from the Belmont Police Dept. A copy of the ABC license must be submitted to the Parks and Recreation Dept. prior to the scheduled reservation. Further ABC information can be obtained by calling the Parks and Recreation Dept.

-Any time changes must be submitted to the Parks and Recreation Dept. two weeks prior to the event.

**SET UP PROCEDURES**

-The set up of tables and chairs will be done by the department staff on duty.

-The arrival time stated on the Facility Reservation Request is the designated time your party may arrive to begin preparations for your event. It is best to allow approximately 2 hours to complete set up of your event.

-At no time may decorations, food, beverages or supplies be left at a facility the day prior to your event. The arrival time stated on the Facility Reservation Request is the time supplies may be delivered.

**DURING THE EVENT**

-The caterer of your event is allowed to use the refrigerator and oven. Any other items such as utensils, dishes, dish towels, punch bowls or serving trays must be supplied by the renting party or caterer.

-Smoking is not allowed inside any Belmont Parks and Recreation Department facility.

-When using the facilities, the reservation covers the inside of the facilities and the adjacent patios. The stage and meadow area adjacent to the Twin Pines Senior and Community Center are not reservable.

**FOLLOWING THE EVENT**

-The time designated on the Facility Reservation Request as your departure time is the time the building must be vacated. To avoid running over your scheduled departure time and adding additional charges, plan on including at least one hour of clean up when you schedule your event.

-At the conclusion of your event, all decorations, food, beverages and supplies must be taken from the facility. No items may be left over night following an event. The Belmont Parks and Recreation Department is not responsible for items left or lost at any facility.

-The Parks and Recreation staff is responsible for the enforcement of the rules governing the use of the facility and must be in attendance whenever the facilities are in use. The responsibility for conduct of the guests/participants rests with the permittee. The staff on duty shall have the right to enter all facilities at any time.

-Any person violating the established rules and regulations or constituting a public nuisance will be required to leave the facility.

-The misuse of the facilities, failure to conform with park regulations, or any other applicable city rule, regulation, or ordinance, will be sufficient reason for terminating the permit without notice, and a forfeiture of the deposit may occur.

-The Park and Recreation Department may refuse facility use to anyone who has previously damaged a facility or left it in poor condition.

-Please do not continue your event in the parking lot. Since Belmont's Parks and Recreation Department's facilities are near private homes, please be courteous to these homeowners and vacate the parking lot following the event.

-If the facility was left in good order, you will receive your full trust deposit within 21 working days.