



# Facility Rental Information

## 1. Reservation Procedures

Reservations will be taken at the Parks & Recreation office, 30 Twin Pines Lane, Monday through Friday 8am-5pm, and Saturdays by appointment only.

Reservations are accepted on a first-come-first served basis, a maximum of one year in advance and a minimum of 30 days prior to the event (subject to approval/availability.) Below is a reservation timeline for renter classifications.

<b>Renter Classifications</b>	<b>Monday-Thursday</b>	<b>Friday-Sunday</b>
Belmont Residents	6 months in advance	12 months in advance
Non-Residents	5 months in advance	10 months in advance
Commercial Business/Professionals	6 months in advance	11 months in advance
Non-Profit Organizations * requires proof of 501 (c)(3) status	6 months in advance	6 months in advance

Facility reservation permits will be issued only to adults 21 years of age or older. Groups composed of participants under 21 years of age must be supervised by one (1) adult for every twenty (20) participants at all times while they are using facilities. The permit must be filed by one of the adults who will be supervising the function.

Completing and submitting the facility reservation request to the Parks and Recreation Office is an application only, NOT a confirmation of facility use. All applications will be reviewed and approved by the Parks and Recreation Department.

Facility reservation permits cannot be transferred, assigned, or sublet. The Parks and Recreation Department reserves the right to cancel or change any use of facilities and/or equipment. Where possible, other accommodations will be provided.

The Parks & Recreation Department may refuse facility to anyone who has previously damaged a facility or left it in poor condition.

## 2. Payment/Deposits

A refundable rental deposit, plus a \$33 processing fee, is due with the reservation request form to secure the date. The balance is due 30 days prior to the event.

There will be a two-week processing time before the facility reservation request has been approved, and the deposit and/or processing fee has been paid. Once approved, a copy of the reservation form will be mailed, acting as the permit and binding contract.

### **3. Cancellation/Refunds**

The cancellation policy for facility rentals is 120 days prior to the event, for a full deposit refund. Cancellations must be submitted in writing via letter or email. Cancellations made less than the 120-day policy will forfeit their deposit.

Renters have the option of rescheduling an event, at a later date, by paying an extra "change of date" fee. For facilities the charge is \$50. Change of date requests require written notice in person or via email.

Any changes to your reservation (related to time changes or alcohol) must be made no less than 2 weeks prior to your event date.

### **4. Arrivals/Departures**

The arrival and departure time listed on the application is strictly enforced. There will be no entry into the facility before or after the time listed. This includes caterers, decorators, DJs, equipment rentals, family members, etc.

Please make sure to leave by the ending time on the reservation. In the event you stay past the ending time, you may lose all or a portion of your deposit.

### **5. Set Up & Clean Up**

Please calculate setup and clean up time on your reservation. Usually a minimum of 1-2 hours is needed. A setup sheet will be provided to the renter-indicating placement of tables and chairs by Parks & Recreation staff. The setup sheet must be turned in at least 2 weeks before your event.

For cleanup, we offer a cleaning option, where for an extra fee, we clean up after your event. The renter is still responsible for throwing away all garbage and disposing/removing all belongings, equipment, and decorations. However, we will mop and sweep the floor and clean counters and tables.

Please note dropping off and leaving equipment at any location (indoors or outdoors) before or after the time listed on your permit is not permitted. The Parks & Recreation Department is not responsible for any equipment (rental tables, chairs, etc.) left outside for pickup.

### **6. Contact Person**

The contact person on the permit is the person responsible for the event on "the day of" and should be the first person to arrive at the facility. They are required to check in with building attendant staff upon arrival. He/she should also attend any pre-event meetings with the renter and the facilities coordinator.

### **7. Alcohol Use**

Alcohol use is permitted for reservations, with an additional fee. It must be indicated on the facility reservation request. If you are selling alcohol-you must apply for the ABC License. Please check with our office on what the process is for that.

Belmont Police Department will review your application and might require that you hire security for your event. (1 security guard is required for every 50 people.) If security IS required, you must provide a copy of the company's business license and a copy of your contract at least 2 weeks prior to your event.

## **8. Tables & Chairs**

All facility rentals include tables and chairs with your reservation. Our building attendant staff will setup and breakdown the tables and chairs before and after your event. However, if you are renting your own tables and/or chairs, staff cannot setup for you. You will have to setup/breakdown that equipment.

## **9. Catering/DJs/Event Vendors**

We do not have a preferred vendor list, however, for any catering requiring cooking on site or special accommodations, please check with the facilities coordinator on what is permitted.

**Please let DJs, event setup crews, bands, and all other vendors know that nails, hooks, or duct tape are NOT allowed on the walls or floor. There are no exceptions. Any damage caused by a vendor is the responsibility of the renter and he/she will be liable for any costs/repairs. Below is a list of items not permitted for facility rentals. Please review this carefully and communicate these items with all event vendors, DJs, and setup crews.**

### **10. Facility Rentals-Items NOT permitted:**

Animals (with the exception of service animals)

Smoke machines (DJ)

Dance Floor

Candles/open flames (cake candles ok)

Bounce houses (Lodge patio ok)

Bird seed

Rice

Glitter/confetti (piñatas included)

Spray chalk or any painted ground decoration or signage

Tape (only painters tape is allowed for decorating), push pins, nails, or wall hooks

\*PLEASE ASK FOR APPROVAL FOR ANY SPECIAL DECORATION REQUESTS

## **11. Special Equipment-Lodge**

The Lodge is the only facility where special equipment is permitted. For bounce houses, inflatables, or petting zoos, a special equipment permit is required. An extra fee of \$100 is added to your reservation, along with a \$250 fully refundable deposit. Any damage caused by the equipment, would be deducted from the deposit. A Certificate of Insurance must be provided to the Parks & Recreation office at least 2 weeks prior to an event. The certificate must name the City of Belmont as one of the insured parties.