



Before You Rent

Things you should know:

1. First come, first serve! Make your reservation as early as possible!

A. One-time Private Parties (dinners, weddings, birthdays, etc):

- **Residents:** 12 months in advance for Friday-Sunday, 6 months in advance for Monday-Thursday
- **Non-Residents:** 10 months in advance for Friday-Sunday, 5 months in advance for Monday-Thursday

B. Commercial Business or **Professionals** engaging in activities for a profit (i.e. Instructors, teachers, seminars)

- 11 months in advance for events Friday-Sunday
- 6 months in advance for events Monday-Thursday
- Requires a Belmont business license.

C. Non-Profits/Community Organizations

- 6 months in advance
- Needs proof of 501(c)(3) status

2. Deadline: We can't take reservations less than **30** days before the event. All fees are **due** no later than 30 days before the event.

3. Maximum Rental Limit: You can reserve a Facility for up to 6 months at a time, dependent on availability.

4. Filling out the Form: Make sure you check and fill out every section and box on the Rental Request form (ask questions!) Otherwise you will be asked to come back and finish it, then wait 2 weeks for processing.

A. Arrivals and Departures: The Arrival Time and Departure Time is strictly enforced. It is the only time you, your guests, or your staff will be allowed in the building. There will be **NO** entry into the Facility before or after the approved Arrival/Departure time. This includes caterers, decorators, equipment rentals, family members, or other helpers— whether it is 30 minutes or 10 minutes before/after.

B. Set Up & Clean Up: When you are calculating the Arrival/Departure Time, make sure you reserve at least 1 to 2 hours for decorations or equipment set up, and 1 to 2 hours to clean up.

- **Set Up Sheet:** You must fill out and hand in the Set Up sheet no later than 2 weeks before your event. Our staff will only set up the tables and chairs (or special equipment) provided by the Parks & Recreation Department.
- **Remember:** a stage, sound system, or special equipment need extra time to be set up, so make sure you reserve those hours on your Permit.
- There is an extra option for Clean Up provided by the Parks & Recreation Department, for a fee. You may inquire about it at the office.

Note: Dropping off and leaving equipment at any location (indoors or outdoors) before or after the written Times on your permit is prohibited. The Parks & Recreation Department is not responsible for any items left at the facility after the event has finished and will be disposed of.

C. Contact Person: The Contact Person on the Permit is the person responsible for the event, and should be the first person to arrive at the facility. The Contact Person has to check-in with the Building Attendant on arrival.

D. Alcohol Use: Incurs and additional fee, and must be indicated on the permit.

- **Selling:** You must apply for an ABC License with the appropriate agency.
- **Security*:** Belmont PD will review your application and might require that you hire security for your event. (i.e. One security guard per 50

people). This will be an extra expense on your part you need to keep in mind.

E. Kitchen: Washing dishes, using the microwave, or storing food in the refrigerators/freezer are all part of Kitchen Use (if the Facility has one) and will incur a fee.

- Note: We do not have an ice machine. You are welcome to bring your own ice.

5. Prohibited Items:

Indoors

NO animals
Smoke machines
Open flames (candles, etc)
Bounce houses
Bird seed
Rice
Confetti/glitter

Outdoors

Dogs must be on leash
Amplified sound
*Balloons & directional signs not taken down from park will have a deduction from their deposit

6. Fees: There will be different rates according to the type of rental (Non-profit, Commercial, Private Party, Resident or Non-resident).

- All final rates and fees will be determined by the Parks & Recreation Facility staff.
- You will be asked to provide proof of documentation for lower rates.
- Payments can be made by check, debit or credit card; however cash payments will need to be made through City Hall in conjunction with Parks & Recreation.

7. Booking: You must come in person to fill out a Rental Request form (Permit) at the Parks & Recreation Office in 30 Twin Pines Lane, Belmont.

- There will be a 2-week processing time before final approval.
- The facility and date is secured only after your request has been approved, and the deposit and filing fee has been paid.
- An approved and signed Rental Request form acts as your Permit and binding contract, with obligations that shall be respected by the renter (Permit Holder).