FACILITY RESERVATION REQUEST

Belmont Parks & Recreation Department

30 Twin Pines Lane, Belmont, CA 94002 | (650) 595-7441 | parksrec@belmont.gov

EVENT INFORMATION

Today's Date:	Facility (Check One):	Event Type (Check One):
Reservation Date(s):	☐ Manor House	☐ Fundraiser
	☐ Sports Complex CC	☐ Meeting/Training
☐ See attached	☐ TP Cottage	☐ Memorial
Arrival Time:	☐ TP Lodge	☐ Party/Celebration
Departure Time:	☐ TP Senior & Comm Center	☐ Quincenera
Event Start Time:	Approx. Attendance:	☐ Religious Use
Event End Time:	Approx. Youth Under 18:	☐ Wedding

RENTER/AUTHORIZED AGENT INFORMATION

Renter's Name:	Geographic Area (Check One):
Address:	☐ Central
	☐ Cipriani
Home Phone:	☐ Continentals – Western Hills
Work Phone:	☐ Hallmark – Belmont Heights
Cell Phone:	☐ Homeview – Sterling Downs
Email Address:	☐ McDougal – Carlmont
Date of Birth:	☐ Outside Belmont/Non-resident
Contact Person (if different):	☐ Plateau – Skymont
Contact Phone:	☐ Sunnyslope – Downtown

COMPANY INFORMATION

Company Name:	Mark all that apply:
Address:	☐ Belmont-Based Non-Profit
	☐ Non-Belmont Non-Profit
Phone Number:	☐ Commercial Agency
Employer ID # (EIN):	☐ 50%+ Belmont members

QUESTIONNAIRE

Do you have special needs that require accommodations? ☐ Yes ☐ No	Mark all that apply:	
	☐ Food at event	☐ Band
If yes, please specify (continue on back):	☐ Catered	☐ DJ
	☐ Cooking on-site	☐ Non-Profit Rental
	☐ Alcohol served	☐ Insurance Required
	☐ Alcohol sold	☐ Cleaning Fee

HOLD HARMLESS & RELEASE

In submitting this application, certify that 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 security deposit, certification of insurance requirements (if required) and approval by the Parks and Facilities Coordinator or designated representative.

Applicant hereby agrees to hold the City of Belmont, its City Council and Commission, the individual members thereof, and 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 the City of Belmont 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 further understand that accidents and injuries, including from communicable diseases, can arise out of the event; knowing the risks, nevertheless, I hereby agree to assume those risks and to release and to hold harmless all persons or agencies mentioned above who (through negligence or carelessness) might otherwise be liable to me (or my heirs or assigns) for damages.

I hereby permit the Parks and Recreation Department to take and use digital images (including video) of me/the participant for online and print publicity for use 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 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.

_____ **I understand that full refunds will be granted only if the cancellation is made at least <u>90 days prior to the event</u> to allow for the scheduling of other events. Reservations cancelled less than 90 days prior to the event shall lose their deposit or the contracted rental amount, whichever is less.**

_____ _____

AUTHORIZED REPRESENTATIVE (RENTER) **DATE**

FOR OFFICE USE ONLY

Applicant is 21 years or older: ☐ Yes ☐ No	Refundable Deposit: $
	Processing Fee: $
Proof of Residency: CDL #:	Hourly Total: $
	Cleaning Fee: $
See Attached:	Alcohol Permit: $
	Other: $
	TOTAL: $
	INITIAL PAYMENT: $

CLEANING AGREEMENT

All events over 100 people are required to pay the custodial fee for their rented facility (Option 2.) The fees are listed below. Building Attendant Staff will enforce cleaning requirements on the day of the event and do a final walk through at the end**. Failure to complete the walk through with staff before you leave will result in the forfeit of your facility rental security deposit.**

☐ **OPTION 1**

The renter agrees to complete the requirements identified below. **Failure to complete all requirements by the departure time identified on the rental agreement will result in the loss or partial loss, of your facility rental security deposit.**

The facility renter agrees to the following requirements:

- Sweep, dry or wet mop floors, as appropriate.
- Clear and wipe down all counters and tables.
- Clean all kitchen counters and appliances (if used).
- Remove all items brought into the facility by renter or third party (guests, caterer, DJ, etc…). Items include, but are not limited to the following: linens, cookware, flatware, decorations, food warmers/coolers, and food and beverages. This also includes all empty boxes and containers.
- All garbage must be collected, bins emptied and placed in trash receptacles- bagged/sealed appropriately.
- Recyclables must be placed in designated recycle containers.

☐ **OPTION 2**

The renter agrees to pay the $ Cleaning Fee and complete the requirements identified below.
Failure to complete all requirements by the departure time identified on the rental agreement will result in the loss or partial loss, of your facility rental security deposit. (Senior Community Center $196, Lodge $196, Cottage $122, Sports Complex $196, and Manor $196)

The facility renter agrees to the following requirements:

- Remove all items brought into the facility by the renter or third party (guests, caterer, disc jockey, etc.) Items include, but are not limited to the following: linens, cookware, flatware, decorations, food warmers/coolers, and food and beverages. This also includes all empty boxes and containers.
- All garbage must be collected, bins emptied and placed in trash receptacles- bagged/sealed appropriately.
- Recyclables must be placed in designated recycle containers.

_____

Signature of Authorized Renter

_____ _____

Facility Date of Use

FACILITY ALCOHOL USE AND SECURITY REGULATIONS

Name/Type of Event:_____ Date of Event:_____

Facility:_____ Total Number of Guests:_____ Number of Guests Under 21:_____

Alcohol Sold: Yes ☐ No ☐ Security Required: Yes ☐ No ☐ Guard(s): 1 ☐ 2 ☐

- 150-200 people (1 guard)
- 200-250 people (2 guards)

Initial of Applicant:

_____ 1. Underage drinking is strictly prohibited at any event. If this occurs, your event will be shut down and you will lose your deposit.

_____ 2. All events serving alcohol will be required to provide liability insurance. The Certificate of Insurance and Endorsement are due 30 days before the date of the event. Please review the insurance form for more information.

_____ 3. If you are selling alcohol, an ABC License will be required. A copy of the approved ABC permit will be required at least two weeks prior to your event. We will discuss the process with you. Please allow one month to complete this.

_____ 4. All events over 150 people and serving alcohol are required to contract security guards for their event. For events 150-200 people, 1 guard is required and for 200-250 people, 2 are required. A copy of your rental contract with a security company and their business license shall be provided at least two weeks prior to your event. Failure to do this will result in the loss of your deposit and cancellation of your event.

_____ 5. Security guards must be scheduled at the "Event Start Time" (when guests arrive) to the "Departure Time" on your reservation. If security is not present by the time the event starts and guests arrive, your event will not be permitted to begin. You will have to wait till security arrives. Hourly credits or time extensions will not be issued if that occurs.

_____ 5. Renter may be held responsible for prohibited conduct in facility parking areas if it is determined that it was related to the event.

_____ 6. If the police are called for a disturbance at your event, you will forfeit your deposit, all rental fees, your event could be shut down and you may not be permitted to rent any of our facilities in the future.

_____ 7. If you leave a facility/room in an unacceptable condition (based on staff review) all or a portion of your deposit will be forfeited, and you may not be permitted to rent any of our facilities in the future.

X_____ _____

Signature Date

For Office Use Only

ABC Permit Required: Yes ☐ No ☐ City Permit Issued per 16-26 BCC: Yes ☐ No ☐

Application requires security guards: Yes ☐ No ☐

Was the security company contract and business license submitted? Yes ☐ No ☐