

CHECKLIST

- Filled out facility application**
- Initialed and signed Rental Policy**
- Deposit of \$150 and date**

*** If you don't have these three items you will not be able to rent the facility**

North County Recreation and Park District

Community Center Reservation

- Rental Fee: (2009) \$2250 in district; \$2400 out of district for 300 people, \$2600 in district; \$2750 out of district for 301-400 people (this includes kitchen, meeting room, bathrooms, BBQ pits, toilet paper, garbage bags, refrigerator, 8 hours for event, 4 hours for decorating. District chairs and tables are available for you use at no extra charge. Security Guards: We will be providing the security guards for you. Fee for guards is included in your rental fee.
- \$150 deposit: This is to reserve the day (it is not refundable and is taken out of the rental fee.)
- \$500 Cleaning and Damage deposit: This deposit is to cover any damages and extra cleaning hours. If the kitchen is clean and there is no damage to the building inside and out, and/or equipment, after the event, your deposit will be returned to you on the following Monday (please call before coming in for refund.)
- Insurance: If you own a house you could get it through your insurance broker. If you don't own a house you could purchase the insurance through us, the cost is \$145 or \$165.
- Chairs and Tables: There are 26 tables, 12 ft. long, 8-10 people fit in one table comfortably. There are about 300 chairs.
- The Capacity: 450 people.

NORTH COUNTY RECREATION AND PARK DISTRICT

RENTAL POLICIES AND AGREEMENT

1. All rental fees, security officer fees, and deposits must be paid 30 days prior to the event.
2. A non-refundable holding fee is required when the rental application is filed. The facility will not be held for you unless a deposit has been made. (\$150.00)
3. In the event of a cancellation occurring THREE months prior to scheduled use, all pre-paid fees will be refunded except the holding fee.
4. In the event of a cancellation **ONE-month** prior of scheduled use, no refund will be given.
5. Security Policy. Pursuant to county ordinance, Deputy Sheriffs or Licensed Security Guards must be present for any event, activity or function serving beer, wine, and or liquor; whether a private or public event, or where attendance will exceed 50 people. Accordingly, 1 Deputy or Security Guard for every 50 guests in attendance is required to be on duty for all private or public dances and may also be required by the District for other events. Deputy Sheriffs or Licensed Security Guards shall be selected by, and under contract with the District, in accordance with the District selection and/or District contract process, as applicable. District requires a minimum of 6 deputies or Security Guards when alcohol is being served. Security officer fees are included in our rental rate. All fees must be paid 30 days prior to the event.
6. One licensed unarmed security guard is required for every 75 persons in attendance at a private event held at the Community Center when no alcohol is served. District reserves the right to set a higher minimum.
7. Beer and wine is allowed but will be limited according to the anticipated amount of guest attending, if you wish to serve hard alcohol, (whiskey, tequila, etc.), the district must issue a separate permit prior to your event. Please refer to District alcohol Policy.
8. A liquor license is required and shall be displayed in the bar area if there is a charge for alcoholic drinks.
9. No alcohol is allowed outside the Community Center building.
10. No drinks are allowed on gym floor, except those served immediately with the meal. Non-compliance may result in bar area being closed.
11. All alcoholic beverages will be served in the bar area.
12. Colored cups will be used to distinguish between alcoholic and non alcoholic beverages.
13. It is **unlawful for minors to serve or be served alcohol under any circumstance**. Minors caught with any alcohol will be escorted from the event. If a repeat offense occurs, your event will be terminated and criminal charges will be filed.
14. All alcohol must be brought into the community center prior to the event. No alcohol will be brought in to re-stock the bar after your event starts. The **North County Recreation and Park District** reserves the right to set the amount of alcohol stocked & served at any event. (Please refer to District Alcohol Policy).
15. It is agreed that the bar area will be closed **90 minutes** prior to the end of your event. No alcohol will be served 90 minutes prior to end of event.
16. A returnable cleaning and damage deposit of \$500 is required in the form of cash, money order or cashier check, 30 days prior to the event. In the event of unusual untidiness or damages, a portion or all of your deposit will be forfeited.
17. The Community Center curfew is 12 p.m. Premises must be vacated by 12 p.m. Additional charges will be incurred if you have not vacated the premises by 12p.m.
18. If entertainment is being booked, it is requested that they stop performing **45 minutes** before your event is scheduled to end, to allow time to break down equipment and vacate the premises. Entertainers, band, DJ with their equipment must vacate premises by the end of your rental time. **No Exceptions**, any time still on the premises after your rental time will be charged at the hourly rate.
19. If you are renting the facility at the 1-day rental rate the following policies apply:
 - a) Renter is allowed four (4) hours on the day of their event to set up. Any variations must be pre-approved by the District staff and may incur additional fees.

- b) Event may last a maximum of 8 hours. Renter must notify the District prior to their event if they plan to exceed the 8-hour maximum. Any time in excess of the 8-hour maximum will be charged at the hourly rate.
 - c) Balloon/decoration weights can not be made of sand/rice/seeds or similar type of material. (Please ask if you have a question.) Additional fees will be charged if this rule is violated.
19. Renter is responsible for cleaning tables, chairs and immediately cleaning up any liquid spills throughout the event.
 20. Renter will be financially responsible for maintenance costs in the event of unusual untidiness, disorder, or damage.
 21. A pre event walk thru will be provided for renter/NCRPD staff to note any existing damages. A post event walk thru with renter/NCRPD staff to determine damage & cleaning fees to be assessed. Failure on the part of the renter to participate in pre event walk thru, results in forfeiture of renter's right to claim existing damages & renter may be held responsible for all damages noted during post event walk thru.
 22. Additional charge will be billed if: a) there is physical damage to the building or equipment; b) renter fails to complete event within the rental period; c) District staff following event is required to do cleanup.

Any variation of these policies is subject to approval of the North County Recreation and Park District Board of Directors.

I agree to be solely responsible for any and all liability, claims, loss, demands, damages, costs, and expenses, including attorneys' fees, arising out of or resulting from any injury to persons or damage to property, which arise out of its use of the North County Recreation and Park District Community Center. I agree to defend, indemnify, and hold harmless the North County Recreation and Park District, its officers, agents, employees, and volunteers against any and all such claims, demands, causes of action, suits and expenses, whether or not any such claim or action is alleged to have been caused in part by the North County Recreation and Park District as a party indemnified hereunder.

I UNDERSTAND AND AGREE TO COMPLY WITH THE ABOVE POLICIES. FAILURE OR NON COMPLIANCE MAY RESULT IN TERMINATION OF EVENT OR LOSS OF CLEANING AND DAMAGE DEPOSIT.

SIGNATURE OF RENTER

DATE

DISTRICT EMPLOYEE

DATE

NORTH COUNTY RECREATION AND PARK DISTRICT
FACILITY PERMIT APPLICATION

(NOTE: ALL BLANKS MUST BE COMPLETED. PLEASE PRINT.)

Office Use Only
Date rec'd: _____
Fees Quoted: _____
Deposit rec'd: _____
Approved/Booked: (int./date) _____

REQUEST IS HEREBY MADE FOR THE USE OF:

- | | | |
|---|------------------------------------|---|
| <input type="checkbox"/> Community Center | <input type="checkbox"/> RMC Park | <input type="checkbox"/> Castro Ball Park |
| <input type="checkbox"/> Meeting Room | <input type="checkbox"/> Restrooms | <input type="checkbox"/> Snack Bar |
| <input type="checkbox"/> Kitchen | | <input type="checkbox"/> Restrooms |
| | | <input type="checkbox"/> Lights |

Date of event: _____

Name/Type of Event: _____

Time of Event: _____

(meeting, party, reception, class, tournament, etc.)

Name of applicant (Individual or organization): _____

Address: _____ City: _____

Phone (home): _____ (work): _____

Estimated Attendance: Adults	_____	Youths (17 and under)	_____	Total	_____
Event open to public?	yes <input type="checkbox"/>	no <input type="checkbox"/>	Caterer to be used?	yes <input type="checkbox"/>	no <input type="checkbox"/>
Will a fee be charged?	yes <input type="checkbox"/>	no <input type="checkbox"/>	Will alcohol be served?	yes <input type="checkbox"/>	no <input type="checkbox"/>
Light refreshment served?	yes <input type="checkbox"/>	no <input type="checkbox"/>	Will alcohol be sold?	yes <input type="checkbox"/>	no <input type="checkbox"/>
Meal served?	yes <input type="checkbox"/>	no <input type="checkbox"/>			

GENERAL LIABILITY POLICY

It is the policy of the North County Recreation and Park District that for any event, activity, or function serving beer, wine, or liquor, whether a private or public event, or where attendance will exceed 75 people, the RENTER MUST PROVIDE A CERTIFICATE OF GENERAL LIABILITY INSURANCE WITH MINIMUM COVERAGE OF \$1,000,000. The policy must list the NCRPD as Additional Insured, and must provide primary coverage.

CERTIFICATE OF INSURANCE MUST BE SUBMITTED 30 DAYS PRIOR TO EVENT. FAILURE TO DO SO WILL RESULT IN FORFEITING EVENT DATE AND ALL FACILITY DEPOSITS.

DEPOSIT AND CANCELLATION POLICY

To reserve a facility, a facility rental deposit is required. Deposit amount is based on total rental fees. This rental deposit is non-refundable. In the event of a cancellation occurring **three** months prior to event date, all prepaid fees will be refunded **except** the rental deposit. In the event of a cancellation **one** month prior to event date, **no refund will be given**. An additional and refundable cleaning and damage deposit is required for all facility rentals.

NOTE: Keys to the Castro Ball Park must be picked up at the District office and a \$50 security deposit (refundable) for the keys must be paid before 5:00 PM on the last working day prior to the date of the rental.

SECURITY POLICY

Pursuant to county ordinance, Deputy Sheriffs or Licensed Security Guards must be present for any event, activity or function serving beer, wine, and or liquor; whether a private or public event, or where attendance will exceed 50 people.

Accordingly, 1 Deputy or Security Guard for every 50 guests in attendance is required to be on duty for all private or public dances and may also be required by the District for other events. District requires a minimum of 5 Deputies or Security Guards when alcohol is being served. Renter shall pay for all security officer fees.

I HAVE READ AND UNDERSTAND THE ABOVE POLICIES GOVERNING THE USE OF NCRPD FACILITIES AND AGREE TO ABIDE BY THEM.

Applicant Signature: _____ DATE: _____

Title: _____ Organization: _____

(You will be notified if your permit has been approved within five days of receiving the application by the District.)

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