



8924 Donner Pass Road  
Phone: 530-582-7720 Web Site: www.tdrpd.org  
Fax: 530-582-7724 E-mail: reservations@tdrpd.org

**FACILITY RENTAL APPLICATION** *\$25 Booking Fee required with all applications*  
*This application does not confirm a reservation*

Name of Applicant (*signee*) \_\_\_\_\_ Cell # \_\_\_\_\_  
Organization Name \_\_\_\_\_ Business/Org. Phone # \_\_\_\_\_  
Physical Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Mailing Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Email \_\_\_\_\_ DOB of Applicant \_\_\_\_\_

**Important Information, Requirements and Penalties**

***Initials are required:***

\_\_\_\_\_ This application does not confirm your reservation. If your application is approved and reservation is made, this application will become a part of the permit. Application must be completed in full. Incomplete applications will not be accepted.

\_\_\_\_\_ Falsification of any information stated on application including but not limited to event type and attendance will result in a minimum of 50% of deposit forfeited and any additional charges needed to accommodate the event will be charged to credit card on file.

\_\_\_\_\_ If paying by credit card, a Credit Card Authorization form (page 4 of packet) is required to process \$25 booking fee.

\_\_\_\_\_ If full payment is not made or a payment plan agreement is not in place within two weeks of receiving permit, the event will be cancelled.

\_\_\_\_\_ If event is within 60 days, all fees are due immediately at time of application.

\_\_\_\_\_ All changes made to permit will incur a \$15 change fee PER change.

\_\_\_\_\_ If an event is "Open to the Public", the maximum deposit (fully refundable) and staffing (refunded if not needed) will be charged as there is no guarantee of event size.

\_\_\_\_\_ The District reserves the right to require a certificate of insurance and insurance endorsement for any event the District determines, based on risk evaluation.

*Additional information on insurance requirements are on the final page of application. Please keep for your records.*

\_\_\_\_\_ Depending on requirements, requests or type of event, a walk through two weeks prior to your event may be scheduled. You will be contacted by the reservations department if this is required for your event.



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Type/Title of Event \_\_\_\_\_ Number of Attendees \_\_\_\_\_

Resident (proof required)  Non-Resident  Commercial  Non Profit (Tax ID #) \_\_\_\_\_ (proof required)

Date(s) Requested \_\_\_\_\_  M  T  W  TH  F  Sa  Su

Set-up time: \_\_\_\_\_ Actual Event Times: \_\_\_\_\_ — \_\_\_\_\_ Exit Building Time: \_\_\_\_\_

**Access to the facility will begin at your Set-Up time.**  
*Early arrival or later departure will result in additional charge.* \_\_\_\_\_ (initials required)

**Any rented equipment must be picked up and dropped off within stated event times.**  
*Any overlap may result in a storage fee* \_\_\_\_\_ (initials required)

**Smoking is not permitted at any of the Truckee-Donner Recreation & Park District Buildings and all Parks.**  
**The applicant (licensee) is responsible for informing all participants of this policy.** \_\_\_\_\_ (initials required)

**FACILITY REQUESTED:**

**West End Picnic Site:**  NW #1  NW #2  NW #3  NW #4  SW #1  SW #2  SW #3  Lawn

Non-refundable tickets requested: \_\_\_\_\_ @ \$4 OR **Refundable tickets:** Adult: \_\_\_\_\_ @ \$5 Child/Sr: \_\_\_\_\_ @ \$4

I will pick-up tickets at Main Office  I want the tickets mailed to me

**Pavilion** (Includes admissions up to 100) # of people over 100 \_\_\_\_\_ (\$4/each)

I will pick-up tickets at Main Office  I want the tickets mailed to me  I will be using outside vendors  
*List vendors on page 3 of this application*

**Community Rec Center:**  Gymnasium  Kitchen  Conference Room  Dance Room  Lawn Area  
 Meeting Room(s) #1\_#2\_#3\_#4\_  Bouldering/Climbing Wall

**Community Arts Center:**  Auditorium/Theatre  Kitchen  Wet Bar  Castle Peak Room  Donner Room  
 Prosser Room  Sagehen Studio  Truckee Room  Lawn

**Truckee River Regional Park:**  Lower River BBQ  Leisure BBQ  Rodeo BBQ  Chief Truckee Lawn  
 Amphitheater  Small Ballfield  Large Ballfield  Farmer's Market Lot  
 Rodeo Parking Lot  Rodeo Arena

**River View Sports Park:**  Bocce Courts  Pavilion/Picnic Shelter (also available for Bike Park)

**Truckee Bike Park:**  Pump Track  Flow Lines  Dirt Jumps  Cross Country Loop  Drop Zone  Dual Slalom

**Veterans' Hall:**  Upstairs (gym)  Downstairs  Overnight

**Aquatic Center:**  Party Room  Lap Pool (# of lanes\_\_\_)  Rec Pool  Rec Pool Lanes  Patio  Entire Facility  
*(2 Hour min, for Entire Facility, includes Admission)*

**Ice Rink:**  Warming Hut  Entire Rink



**For ALL facilities requested, check ALL that apply:**

- Open to Public    Admission Charged    Donations Accepted
- Food :  Served    Sold   Alcohol:  No    \*Yes    Sold    BYO  
 Catering    Food Truck    Cook On-Site   *\*Additional staff and insurance will be required when alcohol is present*
- Vendor Booths # \_\_\_\_\_    Bounce House \*   Utilities Access\*:  Power    Water  
*\*Additional Insurance Required*   *\*Certain Facilities Only*
- Vendor Equipment Rental  
 Name of Rental Company: \_\_\_\_\_ Contact: \_\_\_\_\_  
 Additional Requests/Notes: \_\_\_\_\_

**For all INDOOR reservations, check all that apply:**

- Tables # \_\_\_\_\_    Chairs # \_\_\_\_\_    Padded Chairs (Arts Center only) # \_\_\_\_\_ @ \$.50 each  
*Plastic folding chairs and tables included with rental for indoor sites*

**Audio Visual Needs, Additional fees may apply:**

- Community Recreation Center Audio (plug-in mic & audio input only – no projector available)  
 Planned use: \_\_\_\_\_
- Community Art Center Auditorium:**
- Basic: (no charge) Wireless mic(1), audio input(1/8"), basic lighting, projector (HDMI)
- Expanded (\$75): Wired handheld mics (1-3), outside equipment interface, initial mixing / sound check.  
*Includes 1 hour of AV staff time.*
- Advanced (\$250) : Wired choir/boundary mics (1-3), sound board (requires staff or verified expert), light board and custom setup, rewiring if needed. Includes 3 hours of AV staff time.
- Additional AV Help (\$50/hour) # of Hours \_\_\_\_\_, Requested help time: \_\_\_\_\_  
 Additional A/V information or requests: \_\_\_\_\_

**For all OUTDOOR reservations, check all that apply:**

- Tent (tent must be set up/removed same day)    Amplified Music (times from \_\_\_\_\_ to \_\_\_\_\_)
- Sanitation Items, Additional fees will apply:  
 Dumpster    Port-A-Pottie # \_\_\_\_\_    ADA Port-A-Pottie # \_\_\_\_\_

*I understand that all of the information above is accurate and this application does not guarantee my rental. If all above conditions are not met, I understand that my event is subject to cancellation without refund of rental fees and my deposit may be forfeited.*

Signature of Applicant or Representative (Required)

Date (Required)



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*Please complete the information below:*

I \_\_\_\_\_ authorize Truckee-Donner Recreation and Park District to charge  
(full name)  
my credit card \$25 booking fee to create a permit for my event. \_\_\_\_\_ (initial required)

- I agree to charge the full balance to my credit card after 2 weeks of my receipt of the permit.
- I agree to set up a payment plan with my credit card where the balance will be paid in full 60 days prior to my event. (TDRPD staff will set-up the payment plan according to timeline of event.)
- If my event is within 60 days, I authorized the full balance to be charged on remittance of the signed permit.

Renter's Name or Organization \_\_\_\_\_

Billing Address \_\_\_\_\_

Phone# \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Email \_\_\_\_\_

Cardholder Name \_\_\_\_\_

Organization Name (if business account) \_\_\_\_\_

Credit Card Account Number \_\_\_\_\_

Expiration Date \_\_\_\_\_

Card Security code (CSC) \_\_\_\_\_

SIGNATURE \_\_\_\_\_

DATE \_\_\_\_\_

*I authorize the above named business to charge the credit card indicated in this authorization form according to the terms outlined above. This payment authorization is for the goods/services described above, for the amount indicated above and is valid for auto-renewal based on the details agreed upon above. I certify that I am an authorized user of this credit card and that I will not dispute the payment with my credit card company, so long as the transaction corresponds to the terms indicated in this form.*

# **INSURANCE REQUIREMENTS**

**IMPORTANT: NAME/ORGANIZATION ON PERMIT MUST MATCH THE CERTIFICATE OF INSURANCE & INSURANCE ENDORSEMENT PROVIDED.**

## **Insurance will be required:**

- **Any event open to the public.**
- **Bounce Houses or other Play structures are at the facility, they MUST** provide a certificate of insurance and insurance endorsement.
- **Any event over 50 people (indoors or outdoors)**  
Caterers/ Vendors (with the exception of Bounce houses) who are contracted through you **DO NOT need** to provide insurance certificate. **ONLY the Renter of our facilities needs to provide a certificate of insurance and insurance endorsement.** (see requirement in box below). naming the Truckee-Donner Recreation and Park District as additionally insured. This is required at least 30 days in advance of event. You are welcome to use your own insurance company. Another good source is [www.eventhelper.com](http://www.eventhelper.com).

### **To be stated on Certificate of Insurance and Endorsement pages:**

**General Liability \$1,000,000, General Aggregate \$2,000,000, Host Liquor Liability (if serving alcohol)**

**Stated in "Descriptions of Operations" box:** "Certificate holder is named as additionally insured per attached endorsement",  
Plus the location and date of the event.

**Stated in "Certificate Holder" box:** Truckee-Donner Recreation and Park District, Its Officers, Directors, Agents and Employees,

- **Alcoholic Beverage Control (ABC) permit is required when alcohol is sold, if a fee is charged at the door or tickets are sold in any indoor facility or outdoor park.**  
*All rentals serving alcohol must also add "Host liquor liability" on their certificate.  
Information about ABC permit can be found: <https://www.abc.ca.gov/permits/permits.html>*
- **Any event under 50 attendees or where alcohol is BYOB does not require insurance.**  
Liquor Liability Insurance is strongly recommended.

***The District reserves the right to require insurance and an additional insured endorsement for any event the District determines needs insurance based on risk evaluation.***

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