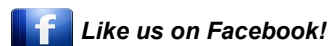




**Truckee Donner Recreation & Park District**  
 8924 Donner Pass Rd., Truckee, CA 96161  
 Phone: 530-582-7720  
 Fax: 530-582-7724



Web Site: [www.tdrpd.org](http://www.tdrpd.org)

E-mail: [info@tdrpd.org](mailto:info@tdrpd.org)

**FACILITY RENTAL APPLICATION** \*\$25 Booking Fee required with all applications

Name of Applicant (signee) \_\_\_\_\_ CELL \_\_\_\_\_ HOME# \_\_\_\_\_

Organization/Group Name \_\_\_\_\_ Business / Org. phone # \_\_\_\_\_

Mailing Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Physical Address \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_ County \_\_\_\_\_

EMAIL \_\_\_\_\_ *\*Please submit the credit card authorization form if you would like us to charge your booking fee and/or other fees. If payment is not made as it is due per the terms of your rental contract, your permit may be cancelled. All fees are due if the event requested is within 60 days.*

Type of Event \_\_\_\_\_ Private Commercial Non Profit (tax ID # \_\_\_\_\_)

# of People \_\_\_\_\_ per day Ongoing Rental

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

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

Additional Set-up / Breakdown Day requested Date \_\_\_\_\_ Times: \_\_\_\_\_ (you will be charged)

**FACILITY REQUESTED:**

**West End Picnic Site:**  NW#1  NW#2  NW#3  NW#4  SW#1  SW#2  SW#3  
*Includes 25 non-refundable tickets* Additional NR tickets requested \_\_\_\_\_ @ \$3.50 OR Refundable Adult (\$4) \_\_\_\_\_ Child (\$3) \_\_\_\_\_

**Pavilion** (Includes admissions up to 100, staff person at gate for arrivals, and private parking) # of people over 100 \_\_\_\_\_ (\$4/each)

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

**Community Arts Center:**  Auditorium/Theatre  Kitchen  Wet Bar  Lawn  Meeting Room  Donner Room  
 Club Room  Truckee Room  Lounge

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

**River View Sports Park:**  JKelley Field  Field #1  Field #2  Field #3 (a\_\_b\_\_c\_\_)  Baseball Field  Bocce Courts

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

**Veterans' Hall:**  Upstairs (gym)  Downstairs  Overnight (non-profit youth groups)

**Pool Rental**  Birthday Party Room  Rec Pool  Lap Pool (# of lanes\_\_\_\_)  Warm Water Lanes  Entire Facility (2 hr min)

**Ice Rink:**  Warming Hut Rental  Hockey Rental  Private Rink Rental  School Group  Commercial Rental

**Meadow Park:**  Upper Diamond/Field  Lower Meadow Diamond  Lower Meadow Field

**PLEASE CHECK ALL THAT APPLY:**

**Food** : No cost  Sold  **Alcohol** NO:  \*YES:  No cost  Sold  BYOB   
\*Security Guards will be ordered for an additional fee for all indoor private party events if alcohol is present

- Catering**       **Tent** (tent must be set up/removed same day unless special arrangements are made)  
 **Concessions** type \_\_\_\_\_  
 **Fee charged**       **Tickets Sold**       **Donations Accepted**       **Open to the Public**  
 **Bounce House**       **Carnival Rides / Games**       **Use of Animals (i.e. Rodeo)**  
 **Padded Chairs (Arts Center only) #** \_\_\_\_\_ **@ \$.50 each** (Plastic folding chairs/tables included with rental at both sites)  
 **Band/Music genre?** \_\_\_\_\_ **Amplified** (times from \_\_\_\_\_ to \_\_\_\_\_)       **Acoustic**       **iPod / Boombox Only?**

- Rec Center (Gymnasium or Meeting Rooms) Audio** (wireless mic and audio input only– no projector or screen available)  
 **Arts Center Auditorium Audio/Video** *please select options below, fees may apply*  
 **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 Staff hours will be charged at a rate of \$50/hour

**List all other event details or AV requests not stated above:** \_\_\_\_\_

**INSURANCE REQUIREMENTS:** Insurance and an additional insured endorsement, naming the

Truckee-Donner Recreation and Park District as additionally insured. Required at least 1 month in advance of event.

- **IMPORTANT: NAME/ORGANIZATION ON PERMIT MUST MATCH THE INSURANCE & ENDORSEMENT PROVIDED**
- **Any event open to the public.**
- **Any event where alcohol is sold or served however BYOB does not require insurance if 50 or under people** (ABC permit is required if alcohol is sold or if a fee is charged at the door or through tickets and alcohol is served). All rentals serving alcohol must also add "Host liquor liability" on their certificate.
- **Any event over 50 people (indoors or out)**  
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 insurance and endorsement.** You can use your own insurance company. Another good source is [www.eventhelper.com](http://www.eventhelper.com)
- **Bounce Houses or other Play structures MUST also provide insurance and endorsement.**
- **The District reserves the right to require insurance and an additional insured endorsement for any event the District determines insurance requirements based on risk evaluation.**

**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, It's Officers, Directors, Agents and Employees,  
8924 Donner Pass Road, Truckee, CA 96161

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.

***If the above conditions are not met, all events are subject to cancellation with no refund of rental fees and deposit may be forfeited depending on the situation.***

**Notice to Applicant: This application does not confirm your reservation. However, once (if) your reservation is approved, this application will become part of your Permit. *Application must be completed in full, otherwise it will not be accepted.***

**A \$25 Booking Fee is due at the time of Application. Once we generate your permit, it must be returned with rental fees within 2 weeks, or immediately if your event is within one month. Deposits are refundable as long as it is determined that the facility was cleaned and no damage, and times on permit were adhered to or if event is cancelled.**

\_\_\_\_\_  
*Signature of Applicant or Representative (required)*

\_\_\_\_\_  
*Date*

**Truckee-Donner Recreation & Park District (TDRPD)  
8924 Donner Pass Road  
Truckee, CA 96161**

**By signing this form you give TDRPD permission to debit your account for the amount indicated on or after the indicated date.**

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**Please complete the information below:**

I \_\_\_\_\_ authorize Truckee-Donner Recreation and Park District to charge  
(full name)  
my credit card account for the \$25 booking fee on or after the date of \_\_\_\_\_

*IF my event is within 60 days, I authorized the balance to be charged on remittance of the signed permit which will be returned IMMEDIATELY.*

Rental Name or Organization \_\_\_\_\_

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

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

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

Email \_\_\_\_\_

<b>Account Type:</b> <b>Visa</b> <b>MasterCard</b> <b>American Express</b> <b>Discover</b>
<b>Cardholder Name</b> _____
<b>Account Number</b> _____
<b>Expiration Date</b> _____

**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.*