

**TRUCKEE DONNER RECREATION & PARK DISTRICT**  
**8924 Donner Pass Rd, Truckee, CA 96161**  
**(530) 582-7720 Fax: (530) 582-7724**

**APPLICATION FOR USE OF A FACILITY**

Name of Applicant: \_\_\_\_\_ Tax ID# (if non-profit): \_\_\_\_\_  
 Organization/Group Name: \_\_\_\_\_ Site(s) Requested: \_\_\_\_\_  
 Work # (\_\_\_\_) \_\_\_\_\_ Home (\_\_\_\_) \_\_\_\_\_ Fax:(\_\_\_\_) \_\_\_\_\_ Cell (\_\_\_\_) \_\_\_\_\_  
 Address: \_\_\_\_\_ City/State/Zip: \_\_\_\_\_  
 Email address: \_\_\_\_\_ Type and Description of Event: \_\_\_\_\_

Day of Event(s): M T W T F Sat Sun Date: \_\_\_\_\_ Take down date: \_\_\_\_\_  
 Set-up hour/time: \_\_\_\_\_ Event hour/time: \_\_\_\_\_ Tear-down hour/time: \_\_\_\_\_  
 If Different Contact Person During Event: \_\_\_\_\_ Phone #'s :(\_\_\_\_) \_\_\_\_\_  
 Kitchen needed: Y N Set-up hr/time: \_\_\_\_\_ Event hr/time: \_\_\_\_\_ Tear-down hr/time: \_\_\_\_\_  
 Outdoor Event: **Electricity Needed:** Yes \_\_\_\_\_ No \_\_\_\_\_ **Water:** Yes \_\_\_\_\_ No \_\_\_\_\_  
 # of people in attendance, including spectators: \_\_\_\_\_ Per Day  
 Set up date: \_\_\_\_\_ Take down date: \_\_\_\_\_ # of people Per Day: \_\_\_\_\_  
 Ongoing rentals – estimated rental season or dates of use: \_\_\_\_\_

**Credit card to reserve your date:** Visa or MC: \_\_\_\_\_ Exp Date: \_\_\_\_\_  
 Name on card: \_\_\_\_\_

**Please check if the event will involve any of the following:**

- |  |   |   |
|--|---|---|
| <input type="checkbox"/> Fees to be charged      | <input type="checkbox"/> On-site event publicity      | <input type="checkbox"/> Large displays, machinery, or objects which  |
| <input type="checkbox"/> 250 or more people      | <input type="checkbox"/> Carnival, rides, or rodeo    | could come in contact with people or property                         |
| <input type="checkbox"/> Open to the Public      | <input type="checkbox"/> Bounce House                 | <input type="checkbox"/> Vehicle or animal racing                     |
| <input type="checkbox"/> Concessionaires (food)  | <input type="checkbox"/> Tent                         | <input type="checkbox"/> Fireworks                                    |
| <input type="checkbox"/> Concessionaires         | <input type="checkbox"/> Use of Animals               | <input type="checkbox"/> Amplified Music (other than personal stereo) |
| <input type="checkbox"/> On-site event publicity | <input type="checkbox"/> Bands - Type of music: _____ |   |

**Check all that apply:**

Food or beverages will be:  Served  Sold  Not Served  Not Sold  BYOB  
 Alcohol will be:  Served  Sold  Not Served  Not Sold

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

**Additional Insured, are required for:**

- Any event open to the public.
- Any event where alcohol is sold. (ABC permit is required if alcohol is sold).
- Any event with 250 or more participants (including spectators).
- All private party rentals of 51 or more at the Community Art Center. (liquor liability will also be required if any alcohol is served or BYOB)
- Bounce House rentals on District property.
- The District reserves the right to require insurance and an additional insured endorsement for any event the District determines necessary based on risk evaluation.

Liquor liability is also required when alcohol is served to the public, or sold. (**NOTE:** If applicant does not have insurance, it **MAY** be available through the Alliant District Special Event Program).

**NOTE:** If applicant does not have insurance, the District **MAY** be able to procure said insurance through Alliant Special Event Program.

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 fees or return of deposit.

**Notice to Applicant:** This application does not confirm your reservation. However, once (if) your reservation is approved, this application will become part of your contract. **An administrative fee is due at the time of application.** Once we generate your contract, it must be returned with rental fees within 2 weeks: a minimum of two weeks before your event. Deposit is due one month prior to your event.

\_\_\_\_\_  
**Signature** of Applicant or Representative

\_\_\_\_\_  
Date