



Truckee Donner Recreation & Park District  
10981 Truckee Way, Truckee, CA 96161  
Phone: 530-582-7720 Website: www.tdrpd.org  
Fax: 530-582-7724 Email: info@tdrpd.org

**Office Use Only, Please Leave Blank:**

Permit # \_\_\_\_\_

Date Input: \_\_\_\_/\_\_\_\_/\_\_\_\_

\_\_\_\_\_ PMT Due: \_\_\_\_\_

Approval: \_\_\_\_\_ Ins: \_\_\_\_\_

Deposit Return: \_\_\_\_\_ Complete \_\_\_\_\_

## PARTY RENTAL APPLICATION

***This application does not confirm your reservation.***

***Request is not confirmed until permit sent from the main office***

***Applications must be submitted 2 weeks in advance of event.***

***Application must be completed in entirety. Incomplete applications will not be accepted.***

***\$25 Booking Fee required with all applications – additional fees given with permit.***

*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, Facilities, and all Parks.*

*The applicant (signee) is responsible for informing all participants of the smoking policy. \_\_\_\_\_ (initials required)*

### Renter Details

Name of Applicant (*signee*): \_\_\_\_\_ Cell #: \_\_\_\_\_

Physical Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Mailing Address (if different): \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Email: \_\_\_\_\_ DOB of Applicant: \_\_\_\_\_

### Event Details

Date(s) requested: \_\_\_\_\_ Number of People: \_\_\_\_\_

Type/Title of Event: \_\_\_\_\_

Customer Type:  Resident (proof required)  Non Profit (Tax ID # req.) \_\_\_\_\_  Non-Resident or Commercial

**Food:**  Served  Sold  Catered  Food Truck  Cook On-Site  Concessions (Pool Only)

**Alcohol:**  YES  Sold  BYO  No

**\*\*Additional staff and insurance may be required when alcohol is present. See page 4.**

**Facility** *All facilities are weather and staffing dependent*

**Climbing Wall** (September – June)

*2-hour party rentals available on Saturdays and Sundays from 11:00 am – 1:00 pm OR 1:30 pm – 3:30 pm. Includes exclusive use of the climbing wall, harness, auto belays, and staff belayers. Must wear clean dry shoes; climbing shoes may be rented for \$4 a pair. Minimum age is 5 years old. Maximum 30 attendees, including climbers and observers. Chairs and 1-2 tables provided free of charge.*

Requested time:            11:00 am – 1:00 pm            1:30 pm – 3:30 pm

Number of participants:    6-12 Participants: \$200    13-18 Participants: \$225

Number of Tables (1 or 2): \_\_\_\_\_ # Chairs (25 Max) \_\_\_\_\_

Adjacent Conference Room (rate depends on residency status) # Hours \_\_\_\_\_

**Ice Rink** (Mid November – Mid March, weather permitting)

*Available Fridays, Saturdays and Sundays during public skate times. Includes exclusive use of the Warming Hut and hot cocoa for up to 10 kids. Admission and skate rental not included. Cost is \$40 per hour.*

Time Requested: \_\_\_\_\_ pm - \_\_\_\_\_ pm

**Bike Park at Riverview Sports Park** (April – November, weather permitting; heavy rains may cause park closure).

*Available for group events from 10:00 am – 1:00 pm OR 2:00 pm – 5:00 pm. Includes admission for up to 10 bikers and use of the park and picnic area. Cost is dependent on residency status; \$130 residents, \$258 non-resident. Non-profit rates available. Individual tracks may be rented for exclusive use hourly or daily; please call for rates.*

Requested time:            10:00 am – 1:00 pm            2:00 pm – 5:00 pm

**Community Swimming Pool**

*Pool party rentals are available on Saturdays and Sundays from 1:30 pm – 3:30 pm. The party package includes 2-hour exclusive use of the party room and pool admission for up to 20 persons (swimmers and non-swimmers). Additional admissions can be paid at front desk upon arrival. Cost is \$285.*

Additional Requests/Notes:

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**Please complete the information below:**

I \_\_\_\_\_ authorize Truckee-Donner Recreation and Park District to charge my  
(Signee's Full Name)  
credit card the \$25.00 booking fee to create a permit for my event. \_\_\_\_\_ (initial required)

**Permits will not be created without capturing the \$25.00 fee up front.**

**For all other payments, please select only ONE of the following:**

- 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.

Signee Name or Organization: \_\_\_\_\_

Billing Address: \_\_\_\_\_ Phone# \_\_\_\_\_

City, State, Zip: \_\_\_\_\_ Email: \_\_\_\_\_

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

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

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

Expiration Date: \_\_\_\_\_ CVV: \_\_\_\_\_

**SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

*I authorize Truckee Donner Recreation and Park District 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.*

## **District Facility Rental Requirements**

ALCOHOL \* INSURANCE \* STAFFING \* SANITATION

The Truckee Donner Recreation and Park District has the following requirements regarding general liability insurance, liquor liability insurance and staffing loads for renters using our parks or facilities for their events.

**GENERAL LIABILITY INSURANCE** is required in the following circumstances:

1. Any indoor/outdoor rental where alcohol is *sold*.
2. Any indoor rental with attendance over 100 people (regardless of alcohol).
3. Any outdoor rental with attendance over 250 people (regardless of alcohol).
4. Any rental with bounce houses.
5. Organized athletic use.

**LIQUOR LIABILITY INSURANCE** is required in the following circumstances:

1. Any indoor/outdoor rental where alcohol is *sold*.
2. Any indoor rental with attendance over 50 people & alcohol is *present*.
3. Any outdoor rental with attendance over 250 people & alcohol is *present*.
4. Any rental deemed *high risk* per TDRPD staff.

**ABC PERMIT** is required for any event selling alcohol.

An ABC permit can be obtained from the [California Department of Alcoholic Beverage Control](#) (linked). Return the completed form to the TDRPD office for signature, then submit the signed form to the Truckee Police Department. TDRPD will not serve/sell alcohol at co-sponsored events. If there is alcohol at these events, TDRPD will require the co-sponsor to obtain the insurance.

### **KITCHEN USE**

Per Nevada County Health requirements, any non-profit group serving food to the public must complete a [Permit Application](#) (linked)

### **STAFFING**

TDRPD event staff will serve as a host for the rental. They will monitor the facility, provide pre-determined equipment to renter (ex. tables, chairs, A/V), give direction and assistance during setup and post event clean-up and determine if renter will receive full deposit back.

We require **TDRPD staff** at an additional **\$30/ hour** in the following circumstances:

1. Indoor rentals with alcohol.
  - a. Performances & memorials have a 1:250 staff ratio.
  - b. Special Events & parties have a 1:100 staff ratio. Not to exceed 2 staff per event.
  - c. Renters will be charged for 1 staff person during setup and additional staff will be added when event begins and through cleanup.
2. Rentals that are outside normal operating hours.
3. Any indoor rental requiring A/V service (screening, performance, etc.).
4. Multi-day sport tournaments will require additional staff.
5. Any rental deemed *high risk* per TDRPD staff.

### **DUMPSTERS**

We require a **dumpster** in the following circumstances:

1. Any outdoor tournament or event that has 300 people or more.
2. Indoor event that is 250+ people and serving food.

**PORT-A-POTS** are required for any event where attendance exceeds permanent bathroom facilities.

For multi-day sport tournaments At Riverview Sports Park, pots will be added at the ratio of 1 per 100 people, for attendance over 400. Pots, flushable pots and washbasins can be added to any permit at request for an additional fee.