



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

When completed please email it to:  
[info@tdrpd.org](mailto:info@tdrpd.org)  
 or  
 Drop it at our front office, located at:  
**10981 Truckee Way, Truckee, CA 96161**  
**Please allow 2 weeks for processing.**

## PARTY RENTAL APPLICATION

*This application does not confirm your reservation.  
 Request is not confirmed until the approved permit is 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.*

### Renter Details

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

Organization Name: \_\_\_\_\_ Business/Org. Phone#: \_\_\_\_\_

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

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

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

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

Non-Resident or Commercial

### Event Details (*Please check all that apply*)

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

Description of Event: \_\_\_\_\_

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

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

**Alcohol:**     YES     Sold     BYO     No

\*\*Alcohol is not allowed at the Pool, Climbing Wall or Ice Rink\*\*

**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. Minimum age is 5 years old. Maximum 30 attendees, including climbers and observers. Chairs and 1-2 tables provided free of charge. **Alcohol is not allowed.**

Requested time:            11:00 am – 1:00 pm            1:30 pm – 3:30 pm  
Number of participants:    6-12 Participants: \$250    13-18 Participants: \$275  
Number of Tables (1 or 2): \_\_\_\_\_ # Chairs (25 Max) \_\_\_\_\_  
Adjacent Conference Room (rate depends on residency status) # Hours \_\_\_\_\_

**Warming Hut** (Mid November – Mid March, weather permitting)

Available Fridays, Saturdays, and Sundays during public skate times. Includes exclusive use of the Warming Hut for to 20 persons( skaters and non-skaters). Admission and skate rental included. **Alcohol is not allowed.** Cost is \$330 for 2 hours of use.

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; \$151 residents, \$300 non-resident. Non-profit rates available. Individual tracks may be rented for exclusive use hourly or daily; please call for rates. Alcohol allowed in picnic area only. No glass allowed.

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. **Alcohol is not allowed.** Cost is \$330.  
\*\*Set up and clean up only allowed 15 minutes before and after the rental.

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.**

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)

**Payment for Facility Rental:**

I agree payment must be paid in full 2 weeks after permit issuance or before event date (whatever comes first). I agree to charge the remaining balance to my credit card.

**\*\*\* If payment is not made prior to the above guidelines, the facility rental/permit will be cancelled. \*\*\***

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

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

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

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

**\*\*\*OFFICE USE ONLY: Processed CC: \_\_\_\_\_ Last 4 Digits of CC: \_\_\_\_\_ Notes: \_\_\_\_\_\*\*\***

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.

Cardholder Name: \_\_\_\_\_  
Organization Name (if business account): \_\_\_\_\_  
Credit Card Account Number: \_\_\_\_\_  
Expiration Date: \_\_\_\_\_ CVV: \_\_\_\_\_

# 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 group and/or event using a caterer 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, answer questions, 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** are required in the following circumstances:

1. Any outdoor tournament or event that has 250 people or more.
2. Indoor event that is 150+ people and serving food.

**DÉCOR/ENTERTAINMENT** must be cleaned up after event, we do not allow for confetti/glitter to be used in our facilities. Any hanging decorations may be scotch taped. We do not allow duct-tape, pins, staples, nails, etc. to be used that could cause damage to walls, screens, ceilings, structures, etc. No fog/smoke machines are allowed.

### DEPOSIT RETURN/ CLEANING FEE

For deposit return, any damage to the rented facility and main facility building interior and exterior structures and/or equipment during the event may result in lost of deposit. The renter must clean the facility after the event, including sweeping, mopping, and trash removal to dumpster by renter. Staff will determine if any additional cleaning is needed. A cleaning fee will be determined after administration calculates cost and damage, if any.

**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.