



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

or

Drop it at our front office, located at:

10981 Truckee Way, Truckee, CA 96161

Please allow 2 weeks for processing.

WEDDING FACILITY 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.
Booking Fee required with all applications – additional fees given with permit.***

****Application Booking Fees****

Tier 2: Indoor/Outdoor Facility Rentals (under 99 people)	\$40
Tier 3: "Minor" Facility Rentals (Recurrent/Multi-Day/100-499 people)	\$100

Please complete the information below:

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

Important Facility Rental Reminders: Please Initial All:

Access to the facility will begin at your **Set-Up time**.

Early arrival or later departure will result in an 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*)

A USER/RENTER shall comply with all local, state, and federal laws and regulations related to the use of the facility and public gatherings. _____ (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 #: _____
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**
☐ Non-Resident or Commercial

Facility:

West End Beach

☐ **Pavilion** (Includes admission for up to 200 people)

Tables: _____ \$5.00 each (max 22) **Chairs:** _____ \$0.50 each (max 200)

Number of pre-purchased, non-refundable discounted tickets requested: _____ (available 30 days in advance)

Truckee River Regional Park:

BBQ Sites: ☐ Lower River BBQ (Picnic Tables at location)

Event Details: (Weather permitting Memorial Weekend-End of September)

Type/Title of Event: _____

Description of Event: _____

Date(s) requested: _____ Number of Attendees: _____

Facility Access/Set Up Time: _____ Actual Event Times: _____ — _____ Exit Facility Time: _____

***** Rental Access Hours: 9am- Sunset, Clean up/Exit Facility 1 hour past Sunset*****

Admission: ☐ Invite Only ☐ Open to Public ☐ Admission Charged ☐ Donations Accepted

Food: ☐ Served ☐ Sold ☐ Catered ☐ Food Truck ☐ Cook On-Site ☐ No

Alcohol: ☐ YES* ☐ Sold ☐ BYO ☐ No

***Additional staff and insurance may be required when alcohol is present. See page 5.**

Utilities Access: ** ☐ Water ☐ Power ☐ No ****Certain facilities only and subject to approval**

Sanitation items** ☐ 6 Yard Dumpster ☐ Port-A-Potty ☐ Wash Basin

****Most facilities already include these items, additional fee pending attendees' count**

Vendors: _____ Please use back of form or attach another sheet for additional vendors (ex: tent, caterers, chairs, tables, etc.)

Name of Rental Company _____ Contact: _____

Name of Rental Company _____ Contact: _____

Name of Rental Company _____ Contact: _____

Name of Rental Company _____ Contact: _____

Audio Visual: (REQUIRED)

Do you plan to have: ☐ Amplified Music (from _____ to _____) ☐ Band (from _____ to _____) ☐ None
☐ Presentation / Video ☐ Other Entertainment - Specify: _____

Are you: ☐ Bringing your own equipment ☐ Renting TDRPD equipment (ask about packages) ☐ None

TDRPD A/V packages available: additional fees apply (subject to staff availability). **Select option below:**

Portable Sound System – All facilities with access to power.

- ☐ **\$175:** 1 wireless mic, aux input, 2 stand-mounted speakers, staff set up assistance
- ☐ **\$300:** Add wired mic, sound mixer

Payment for Facility Rental:

- ☐ I will provide a valid credit card to be saved on file, even if paying with cash or check for the rental. This card may be used for any additional post event charges.
- ☐ I agree payment must be paid in full 2 weeks after permit issuance or before the 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.

*****CREDIT CARD MUST BE SAVED ON YOUR REGISTRATION PROFILE*****

Please log into your account and add a card to your profile to allow TDRPD to use for processing applications and ongoing payments. We will not process any applications without this completed.

Confirm Last 4 Digits Card Number: _____ Confirm Expiration Date: _____

Truckee Donner Recreation and Park District Facility Rental Waivers

FACILITY RENTAL | DISTRICT FACILITY RENTAL REQUIREMENTS

The Truckee Donner Recreation and Park District has the following requirements 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.

CATERING & KITCHEN USE

Any events using a profession food services (ex: caterer, private chef, food truck) must provide a copy of the current Public Health Permit. Per Nevada County Health requirements, any community event with multiple food vendors 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. 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. The staff team will not assist in set up, tear down, or clean up of the facility.

We require **TDRPD staff** at an additional **\$40/ 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.
2. Rentals that are outside normal operating hours.
3. Multi-day sport tournaments will require additional staff.
4. Any rental deemed *high risk* per TDRPD staff.

****Renters will be charged for 1 staff person during setup and additional staff will be added when event begins and through cleanup.**

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 150+ people and serving food.
3. If TDRPD determines that there was excess trash from event, a charge will be added to the permit after the event

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. Any damage may result in forfeit of deposit. Rental Equipment/Vendors must deliver and pick up on same day. No overnight storage.

DAMAGE & CLEANING REQUIREMENTS Any damage to the rented facility, main facility building interior, exterior structures, and/or equipment during the event may result in forfeit 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. Any TDRPD A/V equipment must be reset to original settings. If you fail to comply with cleanup procedures, you will forfeit your deposit.

DAMAGE DEPOSIT All damage deposits will be returned to renter within 30 days of the event via the original method of payment. Deposits paid with cash will be returned to the payer via check to the mailing address provided via application. Any rental time overages or add-ons from original rental permit will be taken from deposit. Damages will be based upon severity, replacement value and labor hours. TDRPD will bill renter for any additional charges above the deposit amount. A valid credit card must be on file for all rentals.

PORT-A-POTS are required for any event where attendance exceeds permanent bathroom capacity. For multi-day sport tournaments at TDRPD parks, pots will be added at the ratio of 1 per 100 people. Pots, flushable pots, and washbasins can be added to any permit at request for an additional fee.

Signature _____ Date _____

FACILITY RENTAL | REQUIREMENT AND PENALTIES

DISTRICT reserves the right to immediately revoke the USER/RENTER's right to use the facility under this agreement should USER/RENTER fail to comply with any provision of this section:

- A USER/RENTER shall comply with all local, state, and federal laws and regulations related to the use of the facility and public gatherings.
- The USER/RENTER agrees to abide by all applicable local, federal, and state accessibility standards and regulations.
- The USER/RENTER further agrees that it is solely responsible for reviewing and ensuring compliance with all applicable public health rules, regulations, orders, and/or guidance in effect at the time of the use of the facility including, but not limited to, physical distancing, limits on the size of gatherings, use of appropriate sanitation practices, etc.
- Falsification of ANY information stated on application including but not limited to; event type, attendance, cooking on site, alcohol, event duration 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 full payment is not made with a valid credit card within two weeks of receiving permit, the event will be cancelled.
- Payment can be made in cash, check or credit card, however, a valid credit card must be placed on file for all permits.
- All changes made to permit will incur a \$15 change fee **PER** change.
- Changes are not permitted within 2 weeks of the event and may be denied.
- If an event is "Open to the Public", the maximum deposit (fully refundable) and staffing 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 is 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 USER/RENTER event may be scheduled. USER/RENTER will be contacted if this is required for event.
- All damage deposits will be returned to renter within 30 days of the event via the original method of payment. Deposits paid with cash will be returned to the payer via check to the mailing address provided via application.

Signature _____ Date _____

FACILITY RENTAL | CANCELLATION POLICY

The Truckee Donner Recreation and Park District (DISTRICT) must be given notice of any cancellation of a rental as soon as possible. **The cancellation fee policy is strictly enforced.**

If event is cancelled by USER/RENTER **less than sixty (60) days before the rental date**, one hundred percent (100%) of the rental fees will be retained and forfeited, and zero percent (0%) of the rental fees will be refunded. When event is cancelled by the USER/RENTER, the booking administrative fee is forfeited and not refunded.

If DISTRICT is forced to cancel a reservation for any reason, the USER/RENTER will receive 100% of rental fees returned via original payment method. If paid via cash, refund will be issued as a check and mailed to address on application. DISTRICT reserves the right to cancel reservations at any time. The booking administrative fee will be retained.

Rentals are made in areas where the weather is unpredictable. **The DISTRICT is not responsible for weather conditions and effects it may have on scheduled events at a rented facility. Weather includes but is not limited to, rain, wind, thunder, lightning, smoke, fire, snow and more. No refunds will be issued because of poor weather conditions unless the DISTRICT closes the facility.**

Deposits will be issued to the USER/RENTER via original payment method within 30 days of notice of cancellation.

Signature _____ Date _____

FACILITY RENTAL | INDEMNIFICATION

The USER/RENTER shall indemnify, defend, and hold harmless DISTRICT, its officers, employees, and agents from any and all losses, costs, expenses, claims, liabilities, actions, or damages, including liability for injuries to any person or persons or damage to property arising at any time out of or in any way related to the USER/RENTER's use or occupancy of a facility or property controlled by the DISTRICT, unless solely caused by the gross negligence or willful misconduct of DISTRICT, its officers, employees, or agents.

Signature _____ Date _____

FACILITY RENTAL | FORCE MAJEURE

Notwithstanding anything to the contrary contained in this agreement, the DISTRICT shall be excused from its obligations under this agreement to the extent and whenever it shall be prevented from the performance of such obligations by any Force Majeure Event. For purposes of this agreement, a "Force Majeure Event" includes but is not limited to fires, floods, earthquakes, pandemic, epidemic, civil disturbances, acts of terrorism, regulation of any public authority, and other causes beyond their control. The USER/RENTER waives any right of recovery against DISTRICT and the USER/RENTER shall not charge results of "acts of God" to DISTRICT, its officers, employees, or agents.

Signature _____ Date _____

FACILITY RENTAL | INSURANCE REQUIREMENTS

Insurance is due to the DISTRICT within 2 weeks of the event. Failure to produce valid insurance will result in the event being cancelled.

General liability insurance: The USER/RENTER shall procure and maintain, for the duration of the use period contemplated herein, commercial general liability insurance with coverage at least as broad as Insurance Services Office Form CG 00 01, in an amount not less than \$1,000,000 per occurrence, \$2,000,000 general aggregate, for bodily injury, personal injury, and property damage. The policy must include contractual liability that has not been amended. Any endorsement restricting standard ISO "insured contract" language will not be accepted. If alcohol is sold during the permitted activity, coverage must include full liquor liability.

a) Such insurance shall be named **Truckee Donner Recreation and Park District, its officers, employees, agents, and volunteers, 10981 Truckee Way, Truckee, Ca 96161**, as additional insureds prior to the use of the facility. The USER/RENTER shall provide certificates of such insurance with the DISTRICT, which shall be endorsed to provide thirty (30) days' notice to the DISTRICT of cancellation or any change of coverage or limits. If a copy of the insurance certificate is not on file prior to the event, the DISTRICT may deny access to the facility.

b) Such insurance shall also name the following as additional insureds, pending location of rental facility:

1. Riverview Sports Park (all facilities), Regional Park (Amphitheater, Ball Diamonds, Chief Truckee Lawn, Tennis Courts, Leisure BBQ, Rodeo BBQ, Lower River BBQ)

Insured: Truckee Sanitary District, 12304 Joerger Dr, Truckee, Ca 96161

2. Truckee Bike Park, Ponderosa Golf Course

Insured: Truckee Airport District, 10356 Truckee, Airport Rd, Truckee, Ca 96161

3. Upper Meadow Park Field & Diamond, Regional Park (Farmers Market Parking Lot, Skate Park, Rodeo Grounds)

Insured: Truckee Donner Public Utility District, 11570 Donner Pass Road, Truckee, Ca 96161

4. Glenshire Park

Insured: Tahoe Truckee Unified School District, 11603 Donner Pass Road, Truckee, Ca 96161

c) All insurance policies shall be issued by an insurance company currently authorized by the Insurance Commissioner to transact business of insurance or is on the List of Approved Surplus Line Insurers in the State of California, with an assigned policyholders' Rating of A- (or higher) and Financial Size Category Class VII (or larger) in accordance with the latest edition of Best's Key Rating Guide, unless otherwise approved by the DISTRICT's self-insurance pool.

d) Requirements of specific coverage features, or limits contained in this Section are not intended as a limitation on coverage, limits or other requirements, or a waiver of any coverage normally provided by any insurance. Specific reference to a given coverage feature is for purposes of clarification only as it pertains to a given issue and is not intended by any party or insured to be all inclusive, or to the exclusion of other coverage, or a waiver of any type. If the USER/RENTER maintains higher limits than the minimums shown above, the DISTRICT requires and shall be entitled to coverage for the higher limits maintained by the USER/RENTER. Any available insurance proceeds more than the specified minimum limits of insurance and coverage shall be available to DISTRICT.

Signature _____ Date _____

FACILITY RENTAL | AIR QUALITY CLOSURE GUIDELINES

Wildfires in and around California throughout the summer months have caused disruption to many services due to poor air quality. Recognizing that air quality is both uncontrollable and dynamic, the Truckee-Donner Recreation & Park District (TDRPD) has determined an Air Quality Index of 201 as the threshold for closure of outdoor parks, facilities, and programs, as measured by the Federally regulated Air Now website.

Link to Air Now Truckee: <https://www.iqair.com/us/usa/california/truckee>

If TDRPD closes any park, facility, or program due to air quality, registration or reservations fees will be credited back to users' account. The reservation booking fee will be retained.

TDRPD will direct closures of programs and facilities in the following manner:

Regional Park and West End Beach Pavilion: Renter has the discretion to cancel their event at any time per rental permit. TDRPD will not issue any credits or refunds for a cancelled event unless the AQI is over 201 at the time of the event and (as written in facility rental agreement). It is renters' responsibility to alert TDRPD in writing by 5pm day of event if rental was cancelled due to poor AQI.

West End Beach: (excluding pavilion) AQI will be evaluated at 9am. If AQI is over 201, TDRPD will not staff the beach and will issue credits for any picnic area rentals.

TDRPD Fields: AQI will be evaluated at 7am for day activities and reevaluated again at 1pm for afternoon activities and 5pm for evening activities. If AQI is over 201, TDRPD will close the fields for the allotted time frame and issue credits.

Ponderosa Golf Course: Will not close for AQI.

Signature _____ Date _____