



Truckee Donner Recreation & Park District  
10981 Truckee Way, Truckee, CA 96161  
Phone: 530-582-7720 Web Site: www.tdrpd.org  
Fax: 530-582-7724 E-mail: reservations@tdrpd.org

**\$25 Booking Fee required with all applications**

## **FACILITY RENTAL APPLICATION**

*This application does not confirm a reservation*

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

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

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

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

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

### **Important Information, Requirements and Penalties**

***Initials are required.***

\_\_\_\_\_ This application does not confirm your reservation. If your application is approved and reservation is made, this application will become part of the permit. Application must be completed in full, incomplete applications will not be accepted.

\_\_\_\_\_ If paying by credit card, a Credit Card Authorization form (final page of packet) is required to process \$25 booking fee.

\_\_\_\_\_ If full payment is not made or a payment plan agreement is not in place within two weeks of submitting this application, the event will be cancelled.

\_\_\_\_\_ All fees are due immediately at time of application if event date requested is within 60 days.

\_\_\_\_\_ All changes made to permit will incur a \$15 change fee PER change.

\_\_\_\_\_ Falsification of event type and/or event size will not be tolerated. If there are more attendees than stated on application, a minimum of 50% of deposit will be forfeited and any additional charges needed to accommodate the event will be charged.

\_\_\_\_\_ If an event is "Open to the Public", the maximum deposit (fully refundable) and staffing (refunded if not needed) 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 are 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 your event may be scheduled. You will be contacted by the reservations department if this is required for your event.



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Type/Title of Event \_\_\_\_\_ Number of People \_\_\_\_\_

[ ] Resident (proof required) [ ] Non-Resident/Commercial [ ] Non Profit (Tax ID #) \_\_\_\_\_

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

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

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 and all Parks. The applicant (licensee) is responsible for informing all participants of this policy. \_\_\_\_\_ (initials required)

FACILITY REQUESTED:

West End Picnic Site: [ ] NW #1 [ ] NW #2 [ ] NW #3 [ ] NW #4 [ ] SW #1 [ ] SW #2 [ ] SW #3

Non-refundable tickets requested: \_\_\_\_\_ @ \$5 OR Refundable tickets: Adult: \_\_\_\_\_ @ \$6 Sr./Youth \_\_\_\_\_ @ \$5

[ ] I will pick-up tickets at Main Office [ ] I want the tickets mailed to me (\$7 charge)

Pavilion (Includes admissions up to 100) # of people over 100 \_\_\_\_\_ (\$4/each)

[ ] I will pick-up tickets at Main Office [ ] I want the tickets mailed to me (\$7 charge) [ ] I will have outside vendors

Community Rec Center: [ ] Gymnasium [ ] Kitchen [ ] Conference Room [ ] Dance Room [ ] Lawn Area
[ ] Meeting Room(s) #1\_#2\_#3\_#4\_ [ ] Bouldering/Climbing Wall

Community Arts Center: [ ] Auditorium/Theatre [ ] Kitchen [ ] Wet Bar [ ] Castle Peak Room [ ] Donner Room
[ ] Prosser Room [ ] Sagehen Studio [ ] Truckee Room [ ] Lawn

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

Ice Rink: [ ] Warming Hut [ ] Entire Rink

River View Sports Park: [ ] Bocce Courts [ ] Pavilion/Picnic Shelter (also available for Bike Park)

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

Veterans' Hall: [ ] Upstairs (gym) [ ] Downstairs [ ] Overnight

Aquatic Center: [ ] Party Room [ ] Entire Facility (2 hr min, Includes Admission)

Team rentals: [ ] Lap Pool (# of lanes \_\_) [ ] Rec Pool [ ] Rec Pool Lanes



**For ALL facilities requested, check all that apply:**

Open to Public     Admission Charged     Donations Accepted

Food :  Served     Sold

Alcohol:  NO     \*YES     Sold     BYO

Catering     Food Truck     Cook On-Site

\*Additional staff and insurance will be required when alcohol is present

Vendors # \_\_\_\_\_

Bounce House \*

Utilities Access\*:  Power     Water

\*Additional Insurance Required

\*Certain Facilities Only

**Vendor Equipment Rental**

Name of Rental Company: \_\_\_\_\_ Contact: \_\_\_\_\_

Additional Requests/Notes: \_\_\_\_\_

**For all INDOOR reservations, check all that apply:**

Tables # \_\_\_\_\_     Chairs # \_\_\_\_\_     Padded Chairs (Arts Center only) # \_\_\_\_\_ @ \$.50 each

*Plastic folding chairs and tables included with rental for indoor sites*

**Audio Visual Needs, Additional fees may apply:**

Community Recreation Center Audio (plug-in mic & audio input only – no projector available)

Planned use: \_\_\_\_\_

**Community Art Center Auditorium:**

Basic A/V: (\$25)  wireless mic(1),  pre-set lighting,  projector (HDMI)

Expanded A/V (\$75): All of the above, plus option for  stage mics (circle 1, 2 or 3),  alternate mixed location. Includes 1 hour of AV staff time prior/during event.

Advanced A/V (\$250) : All of the above, plus option to  set up sound board     rewire/reconfiguring light  
 rewire/reconfiguring audio. Includes 3 hours of AV staff time.

Additional AV Help (\$50/hour) # of Hours \_\_\_\_\_, Requested help time: \_\_\_\_\_

Additional A/V information or requests: \_\_\_\_\_

**For all OUTDOOR reservations, check all that apply:**

Tent (tent must be set up/removed same day)     Amplified Music (times from \_\_\_\_\_ to \_\_\_\_\_)

Sanitation Items, Additional fees will apply:

Dumpster     Port-A-Pottie # \_\_\_\_\_     Handicapped Port-A-Pottie # \_\_\_\_\_

**I understand that all of the information above is accurate and this application does not guarantee my rental. If all above conditions are not met, I understand that my event is subject to cancellation without refund of rental fees and my deposit may be forfeited.**

\_\_\_\_\_

Signature of Applicant or Representative (Required)

\_\_\_\_\_

Date (Required)



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Please complete the information below:

I \_\_\_\_\_ authorize Truckee-Donner Recreation and Park District to charge  
(full name)

my credit card \$25 booking fee to create a permit for my event. \_\_\_\_\_ (initial required)

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.

Rental 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 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.

**INSURANCE REQUIREMENTS:** *Insurance and an additional insured endorsement, naming the Truckee-Donner Recreation and Park District as additionally insured. Required at least 30 days 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 BYOB does not require insurance if 50 or under people. Liquor Liability Insurance is recommended.**  
(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 needs insurance 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, Its Officers, Directors, Agents and Employees,

Smoking is **not permitted** at any of the Truckee Donner Recreation & Park District Buildings, Facilities and Parks.

The applicant (Signee) 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 a reservation. A \$25 Booking Fee is due at the time of application. After application is accepted a permit will be generated and sent to you. The permit and all waivers must be signed and returned, along with all rental fees and deposit within 14 days of permit date to secure your rental. If payment is not made as it is due per the terms of your rental permit, your reservation will be cancelled. Deposits are refundable as long as it is determined that the facility was cleaned, with no damage, times on permit were adhered to, and as per cancellation policy.**