



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)

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.

- x Any event open to the public.
- x 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 served).
- x 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
- x Bounce Houses or other Play structures MUST ALSO provide insurance and endorsement.
- x 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:

Truckee-Donner Recreation and Park District, Its Officers, Directors, Agents and Employees,

Plus the location and date of the event.

Smoking is not permitted in 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 fee 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 vouchers must be signed and returned, along with all rental fees and deposit within 14 days of permit date if payment is not made as it is due per the terms of your rental permit, your reservation is non-refundable as long as it is determined that the facility was cleaned, with no damage, times on permit, to, and as per cancellation policy.