



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 \_\_\_\_\_

## OUTDOOR FACILITY RENTAL APPLICATION

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

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

***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 #: \_\_\_\_\_

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

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

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

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

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

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

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

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

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

# Facility:

## West End Beach

Picnic Sites – 50 persons MAX per site (admission not included – to be paid at front gate)

NW1     NW2     NW3     NW4     SW1     SW2     SW3

Pavilion (Includes admission for up to 100 persons)

Number of pre-purchased, non-refundable tickets requested: \_\_\_\_\_

## Truckee River Regional Park:

BBQ Sites:                     Lower River BBQ     Leisure BBQ             Rodeo BBQ

Fields:                       Chief Truckee Lawn    Small Ballfield         Large Ballfield

Parking Lots:               Rodeo Parking Lot     Farmer's Market Lot

Arenas/Amphitheaters:    McIver Rodeo Lot     Sally Gebhardt Amphitheater

River View Sports Park:    Pavilion/Picnic Shelter     Bocce Courts             Parking Lot

Bike Park:                   Entire Track         Picnic Area             Individual Element(s): \_\_\_\_\_

## Event Details: *Please check all that apply*

Admission:     Open to Public                     Admission Charged             Donations Accepted

Food:             Served     Sold             Catered     Food Truck     Cook On-Site

Alcohol:         YES\*         Sold             BYO             No

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

Utilities Access:\*\*     Water     Power        \*\*Certain facilities only and subject to approval

Lighting:               No         Yes *Time requested:* \_\_\_\_\_

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

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

\*\*These items may be added to your permit as deemed necessary. See page 4.

Vendors: # \_\_\_\_\_ Please use back of form or attach another sheet for additional vendors

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

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

**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.