

FIELD RENTAL APPLICATION *\$25 Booking Fee required with all applications
This application does not confirm a reservation

Application must be completed in full, otherwise it will not be accepted

Name of Applicant (signee): _____ Cell #: _____ Home #: _____

Additional Contact: _____ Phone #: _____

Organization/Team Name: _____ Org. Phone #: _____

Mailing Address: _____ City: _____ State: _____ Zip: _____

Email: _____ Additional Email: _____

Type of Event: Practice Game Tournament Other _____ Number of attendees _____

Team Breakdown: _____ U6 _____ U8 _____ U10 _____ U12 _____ U14 _____ U18

Team Registration Date: _____ Anticipated Enrollment: _____ Practice Begins : _____

Season Begins: _____ What Day Are Game Days: _____ # of Practices a week: _____

Date (s) Requested _____ M T W TH F Sa Su

Set-up time _____ Actual Event Times _____ - _____ Field Clean-up Time: _____ - _____

FIELD REQUESTED:

Truckee River Regional Park: Small Ballfield Large Ballfield Chief Truckee Lawn

River View Sports Park: JKelley Field Field #1 Field #2 Field #3 (a b c) Baseball Field

Pavilion/Picnic Shelter 1/2 Parking Lot Entire Parking Lot Bocce Court

Meadow Park: Upper Diamond Lower Meadow Diamond Upper Meadow Field Lower Meadow Field

Glenshire Elementary: Field #1 Field #2 Baseball Field

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

Additional Items: Amplified Music 6 Yard Dumpster Extra Dump Port-A-Potty Wash Basin

Lights Additional Field Prep Will be having vendors? How many? _____

Selling Alcohol Food Truck

*Events over 300 people require rental of additional Port-O-Potty, (1per 100 people). First one must be an ADA model priced at \$200 , standard model priced at \$150

PLEASE CHECK ALL THAT APPLY:

Food : No cost Sold Alcohol NO: *YES: No cost Sold BYOB

**Security staffing will be ordered for an additional fee for all indoor private party events if alcohol is present*

Catering Tent (Tent must be set up/removed same day unless special arrangements are made)

Concessions type _____

Fee Charged Tickets Sold Donations Accepted Open to the Public

Amplified Music (times from _____ to _____)

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
- **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.

Signature of Applicant or Representative (required)

Date

Truckee-Donner Recreation & Park District (TDRPD)

By signing this form you give TDRPD permission to debit your account for the amount indicated on or after the indicated date.

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) _____

Account Number _____

Expiration Date _____

Card Security Code /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.