

Truckee Donner Recreation & Park District  
10981 Truckee Way, Truckee, CA 96161  
Phone: 530-582-7720 Web Site: www.tdrpd.org  
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## FACILITY RENTAL APPLICATION – Summer 2021

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

**Application must be completed in entirety. Incomplete applications will not be accepted.**

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

### **COVID-19 Liability Release Waiver:**

Due to the ever-changing climate and guidelines surrounding COVID-19, all reservations are tentative and can be canceled by either party, Truckee Donner Recreation Park District (TDRPD) or Renter, at any time. All events must adhere to the guidelines and Tier requirements set by the State of California and Nevada County at the time of the event.

In consideration of my participation in the following facility rental, the undersigned acknowledges and agrees to the following:

*I am aware of the existence of the risks that are associated with COVID-19. I hereby declare that I am fully and personally responsible for mine and my guests own safety and actions while present at the facility reserved and I recognize that I may be at risk of contracting COVID-19.*

*With full knowledge of the risks involved, I hereby release, waive and discharge TDRPD, its officers, directors, agents and employees from any and all liabilities and claims, demands, actions and causes of action whatsoever, directly or indirectly arising out of or related to any loss, damage, injury, illness or death that may be sustained by me or my guests related to COVID-19 while using the facilities that may lead to unintentional exposure or harm due to COVID-19*

*I agree to indemnify, defend and hold harmless TDRPD from and against any and all costs, expenses, damages, lawsuits and or liabilities or claims arising whether directly or indirectly from or related to any and all claims made by or against any of the released party due to loss, damage, injury, illness or death from or related to COVID-19.*

Renter's Printed Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### **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**

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

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

Date (s) Requested: \_\_\_\_\_

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

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

**Early arrival or later departure will result in additional charge. \_\_\_\_\_ (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 this policy. \_\_\_\_\_ (initials required)

## Facility Request:

### 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 50 persons):

### 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 Arena  Salty Gebhardt Amphitheater

River View Sports Park  Bocce Courts  Pavilion/Picnic Shelter

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

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

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

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

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

### Vendor Equipment Rental Information

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

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

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

Any rented equipment must be picked up and dropped off within stated event times. Any overlap may result in a storage fee.  
\_\_\_\_\_ (initials required)

### Additional Requests/Notes:

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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.*



**TRUCKEE-DONNER**  
Recreation & Park District

## District Facility Rental Requirements

ALCOHOL \* INSURANCE \* STAFFING \* DUMPSTERS \* PORT-A-POTS

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.

We require **liability insurance** in the following circumstances:

1. Any indoor/outdoor rental where alcohol is *sold*
2. Any indoor rental with attendance over 50 people (regardless of alcohol)  
*In the event a service/school group rental or memorial/funeral has BYOB, the ratio for liability insurance changes to over 100 people.*
3. Any outdoor rental with attendance over 250 people (regardless of alcohol)
4. Any rental with bounce houses
5. Organized athletic use

We require **liquor liability insurance** in the following circumstances:

1. Any indoor/outdoor rental where alcohol is *sold*
2. Any indoor rental with attendance over 50 people & alcohol is *served or sold*
3. Any outdoor rental with attendance over 250 people & alcohol is *served or sold*
4. Any rental deemed *high risk* per TDRPD staff

Liability and Liquor liability Insurance can be obtained through private insurance or companies such as: *Event Helper* or *Alliant*.

We require an **ABC Permit** for any event selling alcohol.

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.

We require **TDRPD staff** at an additional **\$25/ hour** in the following circumstances:

1. Rentals with alcohol.
  - a. Performances & memorials have a 1:100 staff ratio.
  - b. Special Events & parties have a 1:50 staff ratio. Not to exceed 3 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 at the rate of
  - a. 8 hours a day for first and consecutive days.
  - b. 4 hours a day for final day.

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 a **dumpster** at an additional rate of \$225 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 a multi-day sport tournament at Riverview Sport Park, at the ratio of 1 per 100 people, for attendance over 300.