



# Nevada City Parks & Recreation Facility Rental Contract-2019

Nevada City Parks & Recreation  
Phone: 530-265-2496 x129  
Website: [www.nevadacityca.gov](http://www.nevadacityca.gov)  
Fax #: 530-265-0187

## Renter Contact Information

Renter (Organization or Name): \_\_\_\_\_

We are a non-profit organization. Non-profit number: \_\_\_\_\_

Mailing Address \_\_\_\_\_ City \_\_\_\_\_ ST \_\_\_\_\_ Zip \_\_\_\_\_

Contact Person (Pre-event): \_\_\_\_\_

Daytime Phone \_\_\_\_\_ Alternate Phone \_\_\_\_\_

Email address: \_\_\_\_\_

Contact Person (Day of): \_\_\_\_\_

Phone #: \_\_\_\_\_ Email Address: \_\_\_\_\_

Make cleaning deposit refund check out to:

Name: \_\_\_\_\_

Mailing Address \_\_\_\_\_ City \_\_\_\_\_ ST \_\_\_\_\_ Zip \_\_\_\_\_

## Event Information

The facilities and times listed below will indicate when you are in a facility. No use beyond the dates & times listed below will be allowed.

Facility Requested:  Seaman's Lodge  Bandshell  Field  Other: \_\_\_\_\_

Veteran's Building (upstairs)  Veteran's Building (downstairs)  Veteran's Building (kitchen)

Picnic Area - Left  Picnic Area - Right  Picnic Area - Upper

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

Complete the information below for each day's activities. If you are using more than one facility, be sure to clarify what is happening at each facility. For ongoing or repeated events, any changes or additions to the information below must be made in writing.

See attached page for all dates, times and facilities

<u>Date</u>	<u>Set up Start Time</u>	<u>Event Start Time</u>	<u>Event End Time</u>	<u>Clean-up End Time</u>
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

## Insurance Requirement

I understand that I am required to provide Proof of insurance. A current and valid certificate of General Liability Insurance, in the amount of \$1,000,000\* and an endorsement (CG2026 or equivalent) naming the City of Nevada City (not the facility) as additional insured will be provided by me at least 30 days prior to my rental date.

\*If your event is at the Bandshell and you will have more than 400 attendees/participants, a \$2,000,000 limit is required.

**Event details**

Event Description: \_\_\_\_\_

1. #of people attending event: \_\_\_\_\_
2. Will Alcohol Be Served/BYOB? Yes \_\_\_ No \_\_\_ Will Alcohol Be Sold? Yes \_\_\_ No \_\_\_  
 I understand that if alcohol is served at my event, I will receive a City Alcohol Permit. I understand and acknowledge that if alcohol is being sold at my event, it is my responsibility to read and understand the information, requirements and processes included on the Use Guidelines.
3. Is your event open to the public? Yes \_\_\_ No \_\_\_
4. Will you have a bounce house at your event? \_\_\_\_\_ If yes, what company are you hiring? \_\_\_\_\_  
 The City must have proof of insurance on file from the bounce house company.
5. Will you have amplified music? \_\_\_\_\_ If yes, what hours do you plan to have music? \_\_\_\_\_  
 What type of music? \_\_\_\_\_  
 If music is playing at your event longer than 4 hours or past 9:00pm, you will be required to communicate with the neighbors about your event to confirm approval of your event.
6. Will you be charging admission to your event? \_\_\_\_\_ Cost: \_\_\_\_\_ What are the profits used for? \_\_\_\_\_
7. Will there be vendors (food, sales, information, etc.) at your event? \_\_\_\_\_ If yes, what type? \_\_\_\_\_
8. Will you have security guards at your event? \_\_\_\_\_ If yes, please provide contact information for security. \_\_\_\_\_
9. Do you need to deliver equipment early or leave equipment overnight at the end of your event? (Fees may apply)  
 YES NO  
 If yes, explain: \_\_\_\_\_

**Waiver for Use**

I, the undersigned, have received and read the Use Guidelines and Cleaning Checklist for use of the facility. I agree that the Renter will abide by and enforce all of the rules and regulations contained therein and understand that any failure to comply with those rules and regulations or any other provisions of the Rental Contract may result in termination and cancellation of this Rental Contract and any further use of the facility by Renter. I understand that failure to comply with terms of the Contract and/or the rules and regulations as stated in the Use Guidelines may result in termination and cancellation of the Rental Contract. I also understand that in the case of a local disaster the Veteran’s Building may become unavailable with little or no notice, as it serves as a location for Emergency Operations. “Renter” further agrees to indemnify and hold harmless the City of Nevada City, it’s Officers, Agents and Employees against any and all claims, demands, damages, costs, expenses of whatever nature including litigation costs and attorney fees arising out of, or resulting from the “Renter’s” use of the facilities of the City of Nevada City.

Print Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_