



Nevada City Parks & Recreation Facility Rental Contract-2021

Nevada City Parks & Recreation
Phone: 530-265-2496 x129
Website: www.nevadacityca.gov
Fax #: 530-265-0187

Renter Contact Information

Renter (Legal Name or Organization 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. Which facility are you renting? Check all that apply:

Seaman's Lodge Bandshell Picnic Areas: - Left - Right - Upper - Tennis/ADA

Veteran's Building: - Main Hall (upstairs) - Dining Room (downstairs) - Kitchen Firehouse #2

Other: _____

Date Requested: _____

Set up Start Time

Event Start Time

Event End Time

Clean-up End Time

If renting more than one day or more than one facility, please provide the above information on a separate sheet of paper for each day and facility. For ongoing/repeated events, any changes/additions to this information must be made in writing.

See attached page for all dates, times and facilities.

Do you need to deliver equipment early or leave equipment overnight at the end of your event? YES NO

If yes, dates and times must be included on the Rental Contract and Insurance. Fees may apply.

Insurance Requirement

_____(Initial) 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 317 Broad St, Nevada City, CA 95959 (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. Number of people attending event: _____
- 2. Will Alcohol Be Served/BYOB? Yes ___ No ___ Will Alcohol Be Sold? Yes ___ No ___
 _____(Initial) 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 renting the Bandshell and music is playing at your event longer than 4 hours or past 9:00pm, you may 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 day-of contact information for security. This will only be shared with the Nevada City Police Department. _____

Waiver for Use

_____(Initial) I, the undersigned, have received and read the Rental Policies and Cleaning Checklist for the facility that I am renting. 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 policies 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 polies as stated in the Rental Policies may result in termination and cancellation of the Rental Contract.

_____(Initial) I, the undersigned, understand that my reservation of the Dining Room or Kitchen at the Nevada City Veteran’s Building during the months of January, February, March, November and December may be cancelled with less than 24 hours’ notice to provide an Extreme Weather Shelter.

_____(Initial) I, the undersigned, 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.

_____(Initial) I, the undersigned, further acknowledge that I will follow CDC and Nevada County Department of Public Health recommendations for enhanced health and safety measures related to COVID-19 and follow all posted instructions while using City facilities; including requirements for social distancing, wearing of face coverings, participant grouping, types of activities allowed, and potential limits on event size.

Signature: _____ Print Name: _____ Date: _____