



Nevada City Parks & Recreation

Pioneer Park – Bandshell Use Guidelines

Contact Information:

For questions or information:

Phone #: 530-265-2496 x129, www.nevadacityca.gov, Fax #: 530-265-0187

Facility Address (Do NOT mail anything to this address.):

Pioneer Park – Bandshell; 421 Nimrod St, Nevada City, CA 95959

Contacts during use of the building:

During business hours – 530-265-2496 x100 (City Hall)

Non-business hours – 530-265-7880 (Sheriff's Dispatch)

Before Using the Facility:

- All renters must have a completed contract, proof of insurance on file with Nevada City Parks and Recreation and all fees must be paid.
- The Contact Person (Day of), named on the contract, must be at least 21 years of age and monitor the facility throughout the entire rental.
- If alcohol will be **sold** at the event, the Renter is responsible for acquiring an Alcohol License from ABC (www.abc.ca.gov or call 916-419-1319). You must get a signature from the Recreation Dept. and the Police Dept. Plan ahead to give time to acquire the appropriate signatures. The Police Dept. charges a \$10 fee for processing alcohol permit requests. A copy of this permit must be provided to the Recreation Dept.
- All events at the Bandshell will require a pre-event meeting. This meeting with City staff must take place at least 40 days prior to the event date. The purpose of the meeting is to confirm fees, receive set-up information and discuss details.
- Any renters requesting to have music that will run for longer than 4 consecutive hours or past 9:00pm must survey the neighborhood and have neighbors' sign the "Pioneer Park – Event Request to Extend Hours" form. If more than 30% of the neighbors do not want to allow an exception for your event, your rental may be cancelled.

Payments

- Cash and Check payments should be made payable to: City of Nevada City and delivered to City Hall, Attn. Parks & Recreation; 317 Broad St., Nevada City, CA 95959
- Credit card payments cannot be made at City Hall. However, City staff can email a link to you for online payments. A 3% convenience fee will be added to your total.
- Rental fees are due at least 30 days prior to the rental date.
- A Cleaning Deposit is due at least 30 days prior to the rental date. If the facility is cleaned as directed, the cleaning deposit will be refunded to the Renter within 30 days of the event or 30 days after returning the facility key(s).
- Refunds for cancellations will only be granted up to 30 days prior to the event date, minus a \$25 processing fee.
- If foul weather causes a cancellation of the event, Renters may request a 50% refund or transfer fees to another date.
- All Rental Contracts that involve ongoing or repeated events for more than a single occasion will be charged a \$10 late fee for each month that fees are late.
- If rental fees are waived by City Council, renters are still required to complete a Rental Contract, provide proof of insurance and pay the cleaning deposit.
- Refer to "Fee Schedule for Pioneer Park" for all fees.

Insurance

Proof of insurance is required from all Renters. A current and valid certificate of General Liability Insurance must be provided, 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. Proof of Insurance must be provided at least 30 days prior to the rental date. A sample copy of the required insurance is available on the City's website.

If your event will have more than 400 attendees/participants, a \$2,000,000 limit is required.

During Use of the Facility:

- Any amplified music, loud voices & other noise must be terminated by 9:00pm.
- Amplified music and noise levels shall not exceed 60 decibels per City Ordinance 8.20.020
- Music events may not go longer than 4 consecutive hours or past 9:00pm.
- The Renter is responsible for alcohol consumption of the event guests.
- There should be no vehicles on the lawn. Renters will be charged \$50 per broken sprinkler head and will lose their cleaning deposit if the lawn is damaged.
- Event activities may not block tennis court parking lot unless approved in advance.
- No rice, birdseed or confetti can be used inside or around the facility.
- If guidelines are not being followed police or facility management have the authority to shut down the event.
- There are NO refunds on rental fees or cleaning deposit if an event is shut down.
- Renters will be given a key to the gate located next to the tennis courts. This access road is to be used for loading and unloading only. Renters and their participants should not park inside the gate. The service road (entrance from the tennis courts) must remain clear during set-up and the event for emergency vehicle access.
- Renters will also receive a key to the Bandshell.
- Do not leave the lock unlatched. A missing lock will cost you your cleaning deposit.
- Smoking is not allowed inside the Bandshell or in Pioneer Park per ordinance 2010-01. Renters are responsible for enforcement of this rule. Posting of signs is encouraged for large events.
- Any event charging admission or asking for donations must be a licensed non-profit.

Other:

- All pets must be on leashes.
- Items lost or left behind are not the responsibility of the City of Nevada City.
- Renters must provide their own supplies & equipment (i.e.: presentation, audiovisual, decorations, etc.)
- Keys to the facility must be picked up at City Hall, one business day prior to the event. Keys must be returned to City Hall the first business day following the event. Keys can also be returned to the drop box that is located outside the front doors of City hall. There is a \$100 fee for each lost key. Renters may only access the facility during the dates and times listed on their Contract.
- In the event that the Rental Contract provides for ongoing or repeated events using the facility for more than a single occasion, either party may terminate the Rental contract at any time by giving two weeks advance written notice. Processing fees may apply.
- There may be other events taking place at the park on the same day or time as your event. You can find out about some of these events by checking the City's online reservation calendar: <http://www.nevadacityca.gov/facilityview.aspx?fid=43&catid=564>, NC Little League website:

<http://nevadacitybaseball.com/Org/Home.aspx?d=uSrmLaewjHFDP7ndqSIS%2bw%3d%3d>, or calling the swimming pool during the summer season (530-265-8223).

- 6 garbage cans & 6 recycle containers with bags are included with rental.
- 4 handicap parking barricades are included with rental.

Additional guidelines for large events or events open to the public:

- Renters must provide a map showing the layout/set-up of your event.
- Renters must monitor noise levels to confirm that you are staying within the guidelines of the ordinance.
- Renters will have a pre-event meeting with City Staff at least 40 days prior to your event date.
- Porta-potties are required for events with 400 people or more. Refer to the "Fee Schedule for Pioneer Park"
- Events with 400 people or more are required to provide a 2-yard dumpster or haul off their own garbage.

Before leaving the Facility:

- The premises shall be cleaned and vacated by 10:00pm. (See Cleaning Checklist)
- Renters that leave the facility and surrounding area unclean or create damage to the facility will lose their cleaning deposit and be charged an additional \$30 per hour for City staff cleaning time.
- *This is a community park. Fees are kept low by expecting each person and group who uses the facility to be good stewards and clean up after their use. Keep in mind that the way you leave the facility is how the next renter or the public is going to find it. If you have any questions about where to find cleaning supplies, please ask in advance of your use.*