



# **Nevada City Parks & Recreation**

## **Pioneer Park – Picnic Area**

### **Use Guidelines**

#### **Contact Information:**

For questions or information:

Phone #: 530-265-2496 x129, [www.nevadacityca.gov](http://www.nevadacityca.gov), Fax #: 530-265-0187

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

Pioneer Park – 425 Nimrod St., Nevada City, CA 95959 (Additional access from Park Ave.)

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 and 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](http://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.
- Large events may require a pre-event meeting to confirm fees, receive set-up information and determine any special needs.

#### 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 specified, the cleaning deposit will be refunded to the Renter within 30 days of the event or 30 days after returning the key(s).
- Refunds for cancellations will only be granted up to 30 days before the event date, minus a \$25 processing fee.
- If foul weather causes a cancellation of the event, Renters may request a 50% refund or request to transfer fees to another date.
- All Rental Contracts that involve ongoing or repeated meetings 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 of copy of the required insurance is available on the City's website.

### **During Use of the Picnic Area:**

- All music, loud voices & other noise shall not exceed 60 decibels per City Ordinance 8.20.020 and must be terminated by 9:00pm.
- The Renter is responsible for alcohol consumption of the event guests.
- Renters will be given a key to the gate at the Picnic Area. This is for loading & unloading purposes only. Renters & participants should park in designated parking lots. (No keys are required for use of the Upper Picnic Area.)
- No rice, birdseed or confetti can be used in the park and picnic areas.
- If guidelines are not being followed police or facility management has the authority to shut down the event. There are NO refunds on rental fees or cleaning deposit if an event is shut down.
- Smoking is not allowed in Pioneer Park per City Municipal Code.
- Do not leave the gate lock unlatched. A lost lock will cost you your cleaning deposit.
- 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 (ie: serving utensils, 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.
- Power and water are available at Picnic-Left & Picnic-Right.
- 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>, (click "Check Availability") NC Little League website: <http://nevadacitybaseball.com/sites/naevadacitybaseball/calendar> or calling the swimming pool during the summer season (530-265-8223).

### **Before leaving the Picnic Area:**

- The premises shall be cleaned and vacated by 10:00pm. (See Cleaning Checklist )
- Renters that leave the facility and surrounding area unclean or cause 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 park to be good stewards and clean up after their use. Keep in mind that the way you leave the park is how the public or next renter is going to find it. If you have any questions about where to find cleaning supplies, please ask in advance of your use.*

#### **CLEANING CHECKLIST FOR RENTERS**

- Pick up all garbage in and around the Picnic Area and place it in garbage cans.
- All garbage bags must be left up, off the ground.
- Recycling & garbage dumpsters are located next to Seaman's Lodge. Renters are encouraged to use these bins.

Be sure to clean all areas that were used by your group to ensure that you will be refunded your cleaning deposit. Thank you for your cooperation.