



RECREATION DEPARTMENT  
**FACILITY RENTAL APPLICATION**

PLEASE SELECT THE FACILITY YOU ARE REQUESTING

<input type="checkbox"/> Community Center - Large Assembly/Kitchen	<input type="checkbox"/> Community Center - Kitchen only
<input type="checkbox"/> Community Center - Small Assembly	<input type="checkbox"/> Community Center - Conference Room
<input type="checkbox"/> Community Center - Meeting Room	<input type="checkbox"/> Community Center – Parking Lot
<input type="checkbox"/> Community Center - Classroom	<input type="checkbox"/> American Legion Hall

Applicant Name: \_\_\_\_\_  
First Name \_\_\_\_\_ Last Name \_\_\_\_\_ DOB: \_\_\_\_\_  
MM/DD/YYYY

Organization Name: \_\_\_\_\_  Non-Profit  Business

Mailing Address \_\_\_\_\_  
Street \_\_\_\_\_ City, State \_\_\_\_\_ Zip Code \_\_\_\_\_

Phone Number: (\_\_\_\_\_) \_\_\_\_\_ E-mail: \_\_\_\_\_  
Required

Secondary Event Contact Name: \_\_\_\_\_ Phone Number: (\_\_\_\_\_) \_\_\_\_\_

(The secondary contact will be the sole additional individual who the City of Ceres employees will communicate to during or after event.)

Event Date: \_\_\_\_\_ Type of Event: \_\_\_\_\_  
MM/DD/YYYY i.e. Quinceañera, Wedding Reception, Retirement Party

Estimated Attendance: \_\_\_\_\_

Event Start Time: \_\_\_\_\_ am/pm Event End Time: \_\_\_\_\_ am/pm Set up Start: \_\_\_\_\_ am/pm Clean Up End: \_\_\_\_\_ am/pm

Please Security guards will be booked 30 minutes before the event start and 30 minutes after the event end.

Resident of Ceres?  Yes  No

Alcohol Served?  Yes  No

Alcohol Sold?  Yes  No

Serving Food/Drinks?  Yes  No

DJ/ Amplified Music?  Yes  No

Admission Fees?  Yes  
No

Fire Permit?  Yes  No If yes, please indicate what permit will cover? \_\_\_\_\_

i.e. Outdoor Cooking, Candles, etc.

Please note that outdoor cooking is only available for American Legion Hall and Large Assembly only.

**OPTIONAL EQUIPMENT UPGRADES**

<input type="checkbox"/> Stage - 8ft. x 16 ft.	<input type="checkbox"/> Small Assem. TV's (No audio)
<input type="checkbox"/> Stage - 8ft. x 24 ft.	<input type="checkbox"/> Large Assem. TV's (No audio)
<input type="checkbox"/> Podium	<input type="checkbox"/> Cocktail Tables (\$10 each)
<input type="checkbox"/> Podium with Microphone	

<input type="checkbox"/> Business A/V Package for Large Assembly
<input type="checkbox"/> Business A/V Package for Small Assembly

**POLICIES:**

1. Reservations can be made 13 months in advance, from event date.
2. Damage Deposit fee must be paid to reserve desired date and location.
3. If you are a Ceres resident, please bring ID or utility bill with Ceres address when booking.
4. Payments may be made with Visa, MasterCard, Checks or Money Order. Payments MUST be paid 30 days before event.
5. All events require a certificate of Insurance declaring the City of Ceres, Recreation Department as additionally insured and Host Liquor Liability (if applicable).
6. Refund Policy is as follows:
  - 6 to 13 months prior to the event 10% of the deposit is forfeited, rental fee is refunded.
  - 3-6 months - 25% of the deposit is forfeited, rental fee is refunded.
  - 1-3 months – 50% of the deposit is forfeited, rental fee is refunded.
  - Less than 30 days - 100% will be withheld with no refund, rental fee is refunded.

**Relating to Coronavirus/COVID-19:** COVID-19 Protocols and any other Public Health Guidance Under requirements issued by the State of California, you must abide by the current COVID -19 Guidance set forth by the California Department of Public Health (CDPH) as it relates to your non-city sponsored special event. Please review such guidance and implement it and also review and implement any other Public Health Guidance in effect when your event occurs.

**Indemnity/Hold Harmless Agreement:** Undersigned shall indemnify, defend, and hold harmless the City, its officers, employees, agents and volunteers ("City indemnitees"), from and against any and all causes of action, claims, liabilities, obligations, judgments, or damages, including reasonable legal counsels' fees and cost of litigation ("claims"), arising out of the Undersigned's performance of its obligations under this agreement or out of the operations conducted by Undersigned, except for such loss or damage arising from the sole negligence or willful misconduct of the City. In the event the City indemnitees are made a party to any lawsuit, or other adversarial proceeding arising from Undersigned's performance of this agreement, the Undersigned shall provide a defense to the City indemnitees, or at the City's option, reimburse the City indemnitees their costs of defense, including reasonable legal counsels' fees, incurred in defense of such claims.

***I have read the Rental Information Packet and do hereby certify that I have been duly authorized by the above-named organization which I represent to enter into this agreement, and that the activity which the organization is sponsoring fully meets the conditions set for the herein and that we agree to observe all rules and procedure as stated.***

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

Printed Name \_\_\_\_\_ Permit # \_\_\_\_\_

Office Use Only

Date: \_\_\_\_\_ Time: \_\_\_\_\_ Staff Initials: \_\_\_\_\_

Updated 07/23/24