



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"/> American Legion Hall
<input type="checkbox"/> Community Center - Classroom	

Applicant Name: _____ DOB: _____
First Name _____ Last Name _____ 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: (_____) _____

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

Estimated Attendance: _____ Estimated Youth Attendees: _____

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

Resident of Ceres? Yes No

Alcohol?

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.

OPTIONAL EQUIPMENT UPGRADES

<input type="checkbox"/> Portable PA w/ Wireless Mic
<input type="checkbox"/> Stage - 8ft. x 16 ft.
<input type="checkbox"/> Stage - 8 ft x 24 ft.
<input type="checkbox"/> Podium
<input type="checkbox"/> Podium with Microphone

<input type="checkbox"/> Easel
<input type="checkbox"/> Other Small Room TV's (No audio)
<input type="checkbox"/> Small Assem. TV's (No audio)
<input type="checkbox"/> Large Assem. TV's (No audio)

<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:
Small and Large Assembly:
 - 6 to 12 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.

Small Rooms and American Legion Hall:

- 3 to 12 months prior to the event one-third of the deposit is forfeited, rental fee is refunded.
- 1-3 months - 70% of the deposit is forfeited, rental fee is refunded.
- Less than 30 days - 100% will be withheld with no refund, rental fee is refunded.

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 # _____

Staff Signature _____ Date: _____

Office Use Only

Date: _____ Time: _____ Staff Initials: _____

