



ANNEX APPLICATION AND AGREEMENT

City of Grass Valley Public Works Department
 125 E Main Street, Grass Valley, CA 95945
 Phone: (530) 274-4350
 Fax: (530) 274-4399

This agreement must be available to Park Staff during the course of your event.

SECTION I: APPLICANT TO COMPLETE

Organization Name: (if applicable) _____ Title: _____

Applicant's Name: _____ Home Phone: _____

Address: _____ Cell/Work: Phone: _____

City, State & Zip: _____ E-Mail: _____

Alternate Contact: _____ Phone: _____

Person Authorized to represent applicant for Pre/Post-Inspections

Reservation Dates: (Day of Week): _____ **Event Description:** _____

Month: _____ Dates: _____

Month: _____ Dates: _____

Month: _____ Dates: _____

Pre-Inspect Time: _____ Event Start: _____ Event End: _____ Post-Inspection: _____

Estimated Attendance: _____ **Approx. Age of Attendees:** Under 18 _____ % 18-20 _____ % 21 & over _____ %

SECTION II: APPLICANT TO COMPLETE

SECTION II: ANY YES RESPONSE MUST BE DESCRIBED BELOW or IN DETAIL ON AN EVENT ADDENDUM FORM

Is this a non-profit organization?	<input type="checkbox"/> NO	<input type="checkbox"/> YES	***DETAILED DESCRIPTION OF EVENT***
Is this event open to the public?	<input type="checkbox"/> NO	<input type="checkbox"/> YES	
Will food or merchandise be sold? BL# _____	<input type="checkbox"/> NO	<input type="checkbox"/> YES	

CITY STAFF TO COMPLETE

BOOKING FEE / RENTAL FEES / DEPOSIT

OTHER CONDITIONS AND REQUIREMENTS

Rental Fee(s): _____ Date Pd _____ Rec't # _____	<input type="checkbox"/> Event Addendum: _____ Date Rec'd _____
_____ Date Pd _____ Rec't # _____	<input type="checkbox"/> Special Use Permit: _____ Date Issued _____
Cleaning/Damage Deposit: _____ Date Pd _____ Rec't # _____	<input type="checkbox"/> Work Order: _____ Date Issued _____
Other (City services): _____ Date Pd _____ Rec't # _____	<input type="checkbox"/> ABC License: _____ Date Rec'd _____

INSURANCE REQUIREMENTS & FEES

EVENT APPROVAL & PERMIT

<input type="checkbox"/> General Liability <input type="checkbox"/> Private <input type="checkbox"/> Event Ins. - Cat: _____ Amt \$ _____ <input type="checkbox"/> Host Liquor Liability: <input type="checkbox"/> Private <input type="checkbox"/> Event Ins. Amt \$ _____ Amount: _____ Date Pd _____ Rec't # _____	Name _____ Signature _____ Date _____ <input type="checkbox"/> Approved <input type="checkbox"/> Denied <input type="checkbox"/> PD Notified _____
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Permit #

Annex Rental and Reservation Policies

Please initial each clause below after you have read and understand each paragraph.

- Initial** Any lodge, society, social organization or other organization having twenty-five or more persons desiring to use a city park and/or recreation facility for a meeting, ceremony, celebration, picnic or other organized event, shall notify the Director of Public Works of such intended use, and shall obtain a facility use permit from the Director of Public Works not less than thirty (30) days prior to such use. Permits for special events must be obtained not less than thirty (30) days in advance of the proposed event. Reservations may be made up to, but not more than, one year in advance. Permits for Group BBQ Areas and other miscellaneous outdoor space shall not be granted November 1st – March 31st.
- Initial** Applications for a Facility Use Permit and/or a Special Park Event will be taken on a first come, first serve basis at City Hall, 125 East Main Street, Grass Valley, CA 95945 (274-4350). Inquiries can be made in person or by telephone. Inquiries are not considered to be a formal application.
- Initial** Facilities must be **reserved** and **under the direct supervision** of a responsible adult (25 years of age or older) who will be present at all times. Groups of minors must have at least one responsible chaperone, 25 years of age or older, per 20 minors. The City must be provided with a list of names and phone numbers of the chaperones at least two days (48 hours) prior to the event.
- Initial** To obtain a facility use permit, the applicant must submit a completed City of Grass Valley Facility Use Application & Agreement form, pay the required fees and deposits, and satisfy all the conditions imposed on the event. The appropriate event deposit is required at the time of application. All required fees, deposits and insurance must be submitted by the established deadline (generally within 30 days of confirmation but no later than fourteen (14) days prior to the event).
- Initial** **Cancellations** must be made through the Public Works Administration Clerk at least two weeks (14 days) in advance of the rental date to receive a refund of any rental fee or Cleaning/Damage deposit which may have been paid, less the current cancellation charge (\$31.00 as of 07/29/19). Failure to cancel this reservation within this time frame will result in forfeiture of the entire rental fee. Allow two to four weeks to receive a refund.
- Initial** If an event involves the sale of service, food or merchandise by commercial vendor(s), the vendor(s) must possess a City of Grass Valley Business License or obtain an Itinerant Merchant-Special Event Business License from the Grass Valley Finance Department
- Initial** Annex users are required to check out a key at City Hall prior to their event. Keys will not be handed out more than 48 hours of the date of the event unless special arrangements have been made. Keys should be placed in the drop box outside the building at the conclusion of each event.
- Initial** For evening rentals, renters are required to lock the park restroom's adjacent to the Annex Building during the winter months.
- Initial** If an event involves the sale of service, food or merchandise by commercial vendor(s), the vendor(s) must possess a City of Grass Valley Business License or obtain an Itinerant Merchant-Special Event Business License from the Grass Valley Finance Department. If alcohol is to be sold, the renter must also obtain an A.B.C. Permit through the Grass Valley Police Department.
- Initial** Facilities must be used for the purposes stated on the Facility Use Application & Agreement form. Facility preparation and clean-up is the responsibility of the applicant and must occur within the specified hours noted on the front of this form. The applicant must return the facility to its original arrangement and condition. Failure to clean and vacate the facility on time, attend the post-event inspection, or return the key may result in additional charges and/or forfeiture of the Cleaning / Damage deposit. The applicant will be held responsible and financially liable for any damage incurred as a result of the applicant's event. Applicants must provide their own cleaning supplies.
- Initial** Any gathering which violates the conditions of this agreement or which is considered dangerous, a disturbance of the peace or endangering public property is subject to closure. The City reserves the right to cancel events due to weather or facility conditions.
- Initial** All trash must be placed in the appropriate dumpster. Trash at BBQ areas must be removed from cans and placed in the dumpster; trash from the LOVE Building or Scout Lodge must be removed from the facility and placed in the appropriate dumpster. Failure to place trash in the appropriate dumpster will result in a charge of ten (\$10) dollars withheld from the security/cleaning deposit.

AGREEMENT

I have read, understand and agree to comply with the rules, regulations and conditions for rental of said facilities. **I hereby state that I am 25 years of age or older and I assume responsibility** for the conduct of the group using the reserved facility and shall be held liable for any and all damages incurred during the use period. The undersigned hereby agrees to indemnify, defend and hold harmless the City of Grass Valley, its officers, agents, employees and volunteers from any and all liabilities, claims, losses and expense, including attorney's fees and court costs and interest, in any manner caused by, of whatsoever kind of nature, arising out of, or in connection with, use or occupancy of City property. The user agrees to furnish such liability or other insurance for protection of the public and the City as the City Agent / Risk Manager may require.

Signature of Applicant: _____ Printed Name: _____ Date: _____