

FACILITY RENTAL APPLICATION

PURPOSE/TYPE OF EVENT: _____

EVENT DATE: _____

Applicant Name: _____

Phone Number: _____

Applicant Address: _____

Estimated Attendance: _____

City: _____ State: _____

Zip code: _____

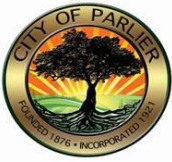
Facility requested: ☐ Community Center (500 Max) ☐ Senior Center (200 Max) **M-F AVAILABLE AFTER 2PM**

Alcohol at Event: ☐ Sold ☐ Free ☐ No

	DATE	TIME BEGINS	TIME ENDS	TOTAL HRS
DECORATION/SETUP	___/___/___	___:___	___:___	SC 2 HR INCLUDED CC 3 HR INCLUDED
EVENT	___/___/___	CC: 3:00PM SC: 3:00PM	CC: 12:00AM SC: 12:00AM	9 TOTAL HRS. 9 TOTAL HRS.
CLEANUP	___/___/___	CC: 12:00PM SC: 12:00PM	CC: 1:00AM SC: 1:00AM	1 HR INCLUDED

- ☐ I agree to follow all rules, regulations and policies of the City of Parlier during the use of the City of Parlier facilities requested above. I understand that I am responsible for any, and all, repair costs for damages to the facility and surrounding areas. Denial of future use of any City of Parlier facility for a period of two (2) years and/or forfeiture of deposit shall occur if I do not comply with any rule, regulation, policy or requirement.
- ☐ I understand that electrical power outlets are available at certain locations however; the city does not guarantee a supply of power at all times.
- ☐ I understand that the City of Parlier will not be held responsible for items brought to this event, as requested in this application that becomes lost, stolen or damaged before, during or after the event. This is to include damage or loss due to any mechanical failure that may occur.
- ☐ I understand that as the responsible party, I assume all liability for myself and event participants, invitees, and other guests for any form of negligence that may arise from the consumption of alcohol by the event participants, invitees, and other guests.
- ☐ The City of Parlier reserves the right to require that the facility user provide adequate liability insurance coverage for the City and the user against claims for money or damages. The City requires a Certificate of Liability Insurance showing that adequate coverage is in effect before the event can be held.
- ☐ The lessee shall save, keep and hold harmless the City of Parlier, its officers, agents, employees, and volunteers from all damages, costs or expenses in law or equity that may at any time arise or be set up because of damages to property or personal injury received by reason or in the course of use which may be occasioned by any willful or negligent act or omissions of the lessee, any of the lessee's employees, or guests. **The City of Parlier will not be held liable for any accident, injury, loss, or damage.**

	RATE PER HOUR	=TOTAL \$	PAID/OTHER
DEPOSIT  100.23101	☐ \$400.00 (CC) ☐ \$200.00 (SC) ☐ \$200.00 (Non-Profit)	\$____	
HALL USE  100.45200	3 HRS INCLUDED FOR SETUP CC ☐ \$1500.00 (CC) 1 HOUR INCLUDED FOR SETUP SC	\$____	
CLEANUP  100.45200	1 HOUR INCLUDED FOR CLEANUP ☐ \$50.00 per hour after 1:00am For CC & SC	\$____	
ADDITIONAL HOURS	☐ \$75.00 Per Hour (SC) DÉCOR / KITCHEN USE ☐ \$50.00 PER HOUR	\$____	



FACILITY RENTAL PROCEDURES AND REQUIREMENT

Application / General Regulations

1. Facility Rental Applications for special events must be completed at the City of Parlier, 1100 E. Parlier Ave. Applications are accepted on a first come, first served basis. Dates will not be held without receiving a completed application with the applicable deposit.
2. Facility tours are available upon appointment during the regular hours of operation. If you wish to make an appointment, you may do so with the Finance Department at 559-646-3545 X 240 or X 221.
3. Each individual, group or vendor is responsible for obtaining, at his/her own expense, all identification, insurance, permits, and licenses required.
4. Event staff will be available for janitorial, electrical and other emergencies. The Facilities Department will assign city personnel to open and close the facility and provide information and direction. Keys will not be checked out to the party renting the facility.
5. Doors will not be open to caterers, musicians, decorators or deliveries unless hours are indicated on the application.
6. Event will not last beyond 12:00 a.m.
7. No equipment will be removed from city facilities.
8. Smoking is not permitted in city facilities.
9. Barbecuing requires advance approval and is restricted to certain areas.
10. Any event charging an admission fee or at which alcohol will be served requires advance approval and documentation.
11. Rice, birdseed, confetti, hay, straw and glitter are not permitted in or outside city facilities.
12. Under no circumstances shall the applicant sublease or allow any other organization or individual to use the facility during the time and on the date for which they have contracted.
13. The event supervisor and/or the Parlier Police Department reserves the right to close any function due to property damage, aggravated assaults, complaints from surrounding area regarding excessive noise, alcohol violations or if the event appears to be uncontrollable without a refund.
14. The City of Parlier reserves the right to cancel any event without motive due to power outages, bad or dangerous weather conditions, damages to the facility or other circumstances beyond the City's control.
15. The Event Custodian will deal only with the individual named on the application if questions or concerns arise.

Requirements

1. A \$ 35.00 non-refundable processing fee will be required to cover administrative costs and must accompany any and all applications.
2. An applicable deposit fee is required. The deposit fee is due and payable when the Facility Rental Application is completed and submitted. All deposit fees are refundable if there is no damage to the facility or equipment such as tables, chairs, stage, etc. Should damage occur, the city has the right to retain from the deposit such sums necessary to restore the facility or equipment to its prior condition.
3. **All applicable fees are due 1 WEEK prior to the event date.** Rental fees are based on preparation, actual program, and clean up time. Events exceeding the time limits of the permits shall be charged the hourly rate at a minimum of one (1) hour increment. The city has the right to retain from the deposit such sums necessary.
4. Payments may be made in the form of cash, check or money order payable to the City of Parlier.
5. General liability insurance in the amount of one million (1,000,000.00) dollars, listing both the applicant and the facility as insured, is required by each individual or group renting a City of Parlier facility for any and all events. The policy must list all dates requested on the application.
 - Parlier Community Center, 1100 E. Parlier Ave., Parlier, CA 93648
 - Parlier Senior Center, 690 S. Newmark Ave., Parlier, CA 93648
6. Security is required for any event at which alcohol will be served; a minimum of four (4) guards for the rental of the **Community Center**. One (1) guard is required to be stationed at the bar at all times to review identification. A minimum of two (2) guards for the rental of the **Senior Center** if serving alcohol and one (1) if there is no alcohol. A copy of the security contract is required with the application.

COMMUNITY CENTER				
EST. ATTENDANCE	ALCOHOL		SECURITY GUARDS	
	CANS	KEGS	ALCOHOL	NO ALCOHOL
0-200 GUESTS	600	4	4	2
201-500 GUESTS	1500	4	4	2

SENIOR CENTER				
EST. ATTENDANCE	ALCOHOL		SECURITY GUARDS	
	CANS	KEGS	ALCOHOL	NO ALCOHOL
0-200 GUESTS	600	2	2	1

7. Alcohol may be consumed without a permit when there is no monetary exchange for the beverage or when there is no admission charge to the event. The bartender to be on duty is required to bring in a license from the State of California Department of Alcoholic Beverage Control (ABC) if serving hard liquor, for verification at least **1 WEEK** prior to the event date. The bartender on duty will adhere to all bar rules. Bar rules include; bartender shall not consume any alcohol, two (2) drink maximum per person at a time, hard liquor shall be served by a State of California Department of Alcoholic Beverage Control (ABC) certified bartender and check ID's prior to serving alcohol.
8. Events involving exchange of monetary consideration (ex. purchase of a meal or meal ticket with any form of alcohol served as a part of the meal) require a license from the State of California Department of Alcoholic Beverage Control (ABC). The Parlier Police Department must grant approval for the permit prior to going to ABC. ABC will issue one (1) day permits to non-profit groups who wish to sell beer at fundraisers/events. ABC will not issue permits to private citizens or groups.
 - Parlier Police Department: 8770 S. Mendocino Ave., Parlier, CA 93648
 - Alcoholic Beverage Control: 3640 E. Ashlan Ave., Fresno, CA 93726
9. The total amount of alcohol to be served must be brought in all at once, prior to the start of the event. NO EXCEPTIONS! Kegs and cases cannot be combined for the total amount allowed. No glass containers, except for champagne bottles, are allowed. The amount of alcohol permitted per event is as follows for each facility:
 - Community Center:** Four (4) kegs, equivalent to seven (7) twenty-four (24) pack cases per one (1) keg or sixty-two (62) twenty-four (24) pack cases total. The total amount of cans permitted is one thousand five hundred (1500).
 - Senior Center:** Two (2) kegs, equivalent to seven (7) twenty-four (24) pack cases per one (1) keg or twenty-five (25) twenty-four (24) pack cases total. The total amount of cans permitted is six hundred (600).
10. Each individual or group finding it necessary to cancel a reservation must do so IN WRITING, to the Facilities Department Office, at least sixty (60) working days prior to the event date. All deposits will be returned if condition is met. Failure to give sixty (60) working days written notice of cancelation will result in the forfeiture of all deposits, **unless another individual or group rents the facility for that same date**. Cancelations that meet the conditions will be subject to a \$35.00 cancelation fee. The City has the right to retain from the deposit such sums necessary.
11. Each individual or group renting a City facility shall observe, obey, and comply with all applicable laws, rules, and regulations and any specific use regulations. NO activity will be permitted which is in violation of City, County, State, or Federal statutes. Applicants must adhere to all City, Police, and Fire Department Codes.

I HAVE READ AND UNDERSTOOD THE FACILITY RENTAL PROCEDURES & REQUIREMENTS

SIGNATURE: _____ **DATE:** _____

Decorating / Setup / Kitchen Use / Cleanup

1. The use of cellophane tape, adhesive tape, nails, thumb tacks, pins, staples, screws, etc., on tables, chairs, walls, lights etc., is not permitted. Only masking tape may be used to attach decorations. A current City of Parlier business license, which can be obtained at the City of Parlier, is required for any and all persons or vendors hired to perform a service for your event. In the event that persons or vendors hired to perform a service for your event do not have a current City of Parlier business license, the renter's security deposit will be forfeited
2. All decorations and materials must be removed immediately following the conclusion of the event. The City of Parlier is not responsible for damage to any decorations used in conjunction with a facility rental.
3. Applicants who have requested decorating time must report to the facility at the time specified on the application. City personnel assigned to open the facility will leave the premises if applicant does not show within ten (10) minutes of the time requested. Personnel callback will constitute additional hours. The city has the right to retain from the deposit such sums necessary.
4. City personnel will have available tables and chairs for Community Center rental as requested on the application. Applicant is responsible for the setup, cleaning and putting away of all tables and chairs used. **City does NOT provide tables and chairs when renting Senior Center.**
5. All cooking and eating dishes and utensils must be supplied by the applicant and/or caterer. The applicant is responsible for the cleaning of the kitchen, if applicable to event.
6. The applicant is responsible for cleanup of the facility rented. The City reserves the right to retain from the deposit such sums necessary to restore the facility or equipment to its prior condition.
7. Throw away all paper products including tablecloths, cups, disposable plates, plastic ware, napkins etc.
8. Wipe down all tables and chairs.
9. Be sure all trash and garbage are placed in trashcans. Empty all trash bags into dumpster
10. No grease to be discarded in sink
11. Refrigerator if used must be cleaned.
12. Pick up all paper towels from the floor of the restroom and put them in trash containers.
13. The bar area must be thoroughly cleaned and returned to their original level of cleanliness.

Please contact the Facilities Department at 559-646-3545 X 240 or X 221 for questions.

Applicant's Signature: _____ **Date:** _____



BARTENDER CONFIRMATION FORM

BARTENDER LIST

Date of Event: _____ Applicant: _____

I, the undersigned Bartender(s), while on duty will not consume any alcoholic beverages, and will adhere to the bar rules stated below. With this understanding, I accept the responsibility of Bartender for the event.

1. Bartender's Signature: _____ Time: _____

Print Name: _____ License # _____

2. Bartender's Signature: _____ Time: _____

Print Name: _____ License # _____

3. Bartender's Signature: _____ Time: _____

Print Name: _____ License # _____

ALCOHOLIC BEVERAGES

HARD LIQUOR ALLOWED ONLY IF BARTENDER IS CERTIFIED. NO GLASS BOTTLES ALLOWED, LIQUOR MUST BE TRANSFERRED INTO PLASTIC CONTAINERS.

The amount of alcohol permitted per event is 4 kegs or 1500 cans. For can preference, 7 cases are equivalent of 1 keg. Kegs and cases may not be combined for the total amount allowed. The total amount of alcohol to be served must be brought in all at once, prior to the start of the event.

BAR RULES

- **1 SECURITY GUARD WILL BE STATIONED AT BAR AT ALL TIMES.**
- Be ready to show I.D.
- Hard liquor shall only be served by an ABC licensed & certified bartender.
- 2 drink maximum per person at a time.
- Bartender shall not consume any liquor while he/she is bartending.

SIGNATURE

Date



Licensed Security Companies/Companias de Seguridad con Licencia

PENMOR SECURITY	FRESNO, CA	(559) 397-3192 or (559) 679-9590
CRISTIAN SECURITY INC.	FRESNO, CA	(559) 909-1161



All-State		13669 E. Manning # 102	Parlier, Ca	(559) 725-4700
Academy West		690 Fresno St.	Parlier, Ca	(559) 646-3376
Campesino Services		610 Fresno St.	Parlier, Ca	(559) 646-3371

Insurance Companies/Companias de Seguro

- **If you are a home owner you can also get the LIABILITY INSURANCE through your home owners' insurance.**