

City of Anderson Community Services

PARKS & RECREATION DEPARTMENT

1887 Howard St., Anderson, CA 96007 - (530) 378-6656 - Fax (530) 378-6629

RENTAL AGREEMENT

OFFICE HOURS

Mon.-Fri. 8:00-5:00pm
Closed for Lunch Noon-1:00pm
Closed Sat. and Sun.

Date(s) Needed _____

Name _____

Address _____

City _____ Zip _____

Contact Phone # 1 _____ #2 _____

Email Address _____

What Type of Event? _____ Expected Attendance? _____

Open to the Public? YES NO Band/Music? YES NO

Concession/Catered? YES NO Serving/Selling Alcohol? YES NO

Office Use Only

Approved By: _____

#1-0000-4761 \$ _____
(Park/Scout Hall/Fields)

#1-0000-4760 \$ _____
(Community Center/AC/TC)

#1-0000-2205 \$ _____
(Deposits)

_____ \$ _____

_____ \$ _____

Amount Paid \$ _____

Date Paid _____

Receipt # _____

PARK/ BBQ FACILITIES

- ___ **BBQ #1** Large BBQ/9 tables\$75/Day
- ___ **BBQ #2** BBQ/2 tables\$50/Day
- ___ **KC Grove #1** BBQ/5 tables\$50/Day
- ___ **KC Grove #2** BBQ/4 tables\$50/Day
- ___ **Bandshell/Amphitheatre** Must also rent KC 1 ..\$150/Day
- ___ **Moose Grove** BBQ/3 tables\$50/Day
- ___ **Gazebo** Covered Area/BBQ/Sink/3 tables\$75/Day
- ___ **Cottonwood Grove** BBQ/6 covered tables.....\$75/Day
- ___ **Riverview** BBQ/4 tables.....\$50/Day
- ___ **EVENT FEE** (If applicable for larger public events).....\$200/Day
- ___ **Insurance Required** Date Received _____

INDOOR FACILITIES

- ___ **Scout Hall**\$250/Day & \$350 Deposit
- ___ Half Day (Max. 6 Hours).....\$125 & \$350 Deposit
Approx. 66 chairs, 9 tables, 93 capacity, kitchen
- ___ **Community Center**\$300/Day & \$500 Deposit
- ___ Half Day (Max. 6 Hours).....\$150 & \$500 Deposit
3600 sq ft. 256 occupancy. Approx. 25 tables, 150 chairs, kitchen
- ___ **Arts & Crafts Room**.....\$30/3 Hrs. & \$75 Deposit
Approx. 25 chairs, 14 tables
- ___ **Anderson Teen Center**
- ___ Plaza/Restrooms.....\$150/Day & \$300 Deposit
- ___ Plaza/Restrooms/Studio/Kitchen
.....\$300/Day & \$500 Deposit
- You must supply your own tables and chairs

FIELD USAGE

REQUESTED FIELD

Anderson River Park

- ___ Men's Softball Field
- ___ Women's Softball Field
- ___ Soccer Field

Volonte Park

- ___ Men's Hardball Field
- ___ Little League Fields

FIELD FEES

- One Field Day Use \$75/day
- Two Field Day Use \$150 /day
- Event Fee\$200/event
- Beer Concession Area (**Permit required**) \$35/day
- Soccer Field Day Use \$75/day
- Security Deposit (Refundable) \$100
- Do You Require Lights?** **Yes No**

Applicant(s) agrees to indemnify and hold harmless the City of Anderson, its agents, officers and employees from any and all claims for damage, liability, injury, loss of property, expenses and cost allegedly incurred or connected with requested rental. I understand that my organization/party and its officers accept full responsibility for the use of desired facilities, and that I am liable for any damages or injuries that may occur. Applicant(s) takes full responsibility for cleaning up facilities on completion of use.

I have read all rules and information on back. I, understand that I must be present during the entire reservation period, and agree to do so. My signature listed indicates that the information I provided is true and accurate and I have read all rules and information and accept responsibility for rented facility.

X _____
Signature of Applicant

Date

GENERAL INFORMATION

- Please pick up your facility keys the day prior to your event, Friday for weekend events.
- **Gazebo and Bandshell keys require a \$10 key deposit.**
- No Bounce Houses, Inflatables or Dunk Tanks allowed at City Facilities or Parks.
- **Noise Ordinance will be strictly enforced.** Please be respectful of neighbors and or other park users.
- **Cancellation Policy.** If reservation is cancelled within 2 weeks of event you will receive full refund less \$5.00 cancellation fee. Less than two weeks notice you will forfeit one half of rental fee.

If you experience problems on a weekend please call Anderson Police Department 245-6526.

PARK/ BBQ FACILITIES

- Glass beverage containers are prohibited in the park.
- Reserved picnic areas only include the structures, tables, BBQ's and area of lawn within 50 foot radius. Areas may not be roped off preventing access.
- Vehicles are not allowed to park on lawn areas, without prior approval.
- Dogs must remain on leash at all times.
- The park opens at 7am and closes at 11pm daily.
- **Please remove all trash and decorations. Subject to additional fees if area not cleaned thoroughly.**
- No permanent alterations may be made or added to the Park. Any temporary alterations must be completely removed, and the Park site fully restored to its pre-Event condition, within 24 hours of the Event.
- No portion of the Natural Area of Anderson River Park, as designated in the Anderson River Park Management Plan, may be used for a Park Event.

INDOOR FACILITIES

THIS RENTAL IS GOOD FOR ONLY THE DAY LISTED ON THE AGREEMENT Facilities are not to be used the night before or the day after your reservation date without additional rental charge. Rental hours are from 7:00am to 11:00pm.

HALF DAY RENTALS. This is available Monday-Thursday, 8:00-5:00pm and Friday evenings after 5:00pm. You will be charged an additional \$20/Hour for the Scout Hall and, \$25/Hour for the Community Center after six (6) hours, with full rental fee applied after eight (8) hours.

THERE IS NO SMOKING IN THE CITY FACILITIES OR WITHIN 20FT OF ALL ENTRANCES. Activity will be restricted to area reserved. All other doors in building must remain closed, including outside and double doors. Noise Ordinance will be enforced through Anderson Police Department, if they are called out you will forfeit one half of your cleaning deposit.

The applicant is responsible for cleaning the facility upon completion of the activity in order for cleaning deposit to be refunded in full. If receiving a cleaning deposit, it will be mailed to you within one to two weeks. If the facility is not clean and in good order after reserved time, the refund will not be returned in full.

FIELD USAGE

RULES

The City of Anderson Community Services partners with many youth/adult leagues and schools in regards to playing fields. These organizations have priority in usage for practices and games. You may be asked to contact them in regards to your usage of any of the facilities.

- Bases and keys are to be checked out by 5pm on the Friday before the event from the Parks & Recreation office and returned the first weekday after the event.
- The City does not operate the snack bars, scoreboards, PA systems, perform field prep or clean-up at the fields.
- You are responsible for cleaning the area after your event. If this is not done, or the Anderson Police Dept. is called out to your event, you will forfeit your Security Deposit.
- Only the concession vehicle will be allowed to park in field area, all others must park in the parking lot.
- You will be asked to provide insurance if you will be hosting any kind of tournament, public event or your league will be using the fields for an extended period of time.

EVENTS

- Alcohol concessions must obtain a permit to sell beverages from Alcohol Beverage Control. An authorizing letter must be obtained from Community Services and Anderson Police Department 30 days prior to event .
- Large events over 1,000 people, open to the public, shall have Licensed and Bonded Security approved by the City of Anderson Police Department.
- Any event open to the public must obtain insurance with the following language required on the Insurance Certificate; **Additional Insured should show and read: The City of Anderson, it's officers, agents and employees. Certificate Holder: City of Anderson.**
- The applicant agrees that if the event listed on this application is open to the general public that they will not exclude any person from participating in, deny anyone the benefit of, or otherwise subject to, discrimination on the basis or face, color, national origin, age or disability.

Please read and sign acknowledgement of rules and regulations on front of Rental Agreement. Initial_____