

NORTH COUNTY RECREATION AND PARK DISTRICT
FACILITY PERMIT

(NOTE: ALL BLANKS MUST BE COMPLETED. PLEASE PRINT.)

<u>Office Use Only</u>
Date rec'd: _____
Fees Quoted: _____
Deposit rec'd: _____
Approved/Booked: (int./date) _____

THIS PERMIT IS HEREBY APPROVED FOR THE USE OF:

- Community Center** **RMC Park** **Japanese School Park** **JS House**
- Meeting Room Restrooms Snack Bar
- Kitchen Ball Field Restrooms
- Ball Field

Date(s) of Event: _____

Name/Type of Event: _____ Time of Event: _____

Name of Applicant (Individual or organization): _____

Address: _____ City: _____

Phone (home): _____ (work): _____ - _____

Estimated Attendance: Adults _____ Youths (17 and under) _____ Total _____

- Event open to public? yes no Caterer to be used? yes no
- Will a fee be charged? yes no Will alcohol be served? yes no
- Light refreshment served? yes no Will alcohol be sold? yes no
- Meal served? yes no

GENERAL LIABILITY POLICY

It is the policy of the North County Recreation and Park District that for any event, activity, or function serving beer, wine, or liquor, whether a private or public event, or where attendance will exceed 75 people, the RENTER MUST PROVIDE A CERTIFICATE OF GENERAL LIABILITY INSURANCE WITH MINIMUM COVERAGE OF \$1,000,000. The policy must list the NCRPD as Additional Insured, and must provide primary coverage.

CERTIFICATE OF INSURANCE MUST BE SUBMITTED 30 DAYS PRIOR TO EVENT. FAILURE TO DO SO WILL RESULT IN FORFEITING EVENT DATE AND ALL FACILITY DEPOSITS.

DEPOSIT AND CANCELLATION POLICY

To reserve a facility, a facility rental deposit is required. Deposit amount is based on total rental fees. This rental deposit is non-refundable. In the event of a cancellation occurring **three** months prior to event date, all prepaid fees will be refunded **except** the rental deposit. In the event of a cancellation **one** month prior to event date, **no refund will be given**. An additional and refundable cleaning and damage deposit is required for all facility rentals.

NOTE: Keys to the Castro Ball Park must be picked up at the District office and a \$50 security deposit (refundable) for the keys must be paid before 5:00 PM on the last working day prior to the date of the rental.

SECURITY POLICY

Pursuant to county ordinance, Deputy Sheriffs or Licensed Security Guards must be present for any event, activity or function serving beer, wine, and or liquor; whether a private or public event, or where attendance will exceed 50 people.

Accordingly, 1 Deputy or Security Guard for every 50 guests in attendance is required to be on duty for all private or public dances and may also be required by the District for other events. District requires a minimum of 5 Deputies or Security Guards when alcohol is being served. Renter shall pay for all security officer fees.

I HAVE READ AND UNDERSTAND THE ABOVE POLICIES GOVERNING THE USE OF NCRPD FACILITIES AND AGREE TO ABIDE BY THEM.

Applicant Signature: _____ DATE: _____

Title: _____ Organization: _____

(You will be notified, if your permit has been approved, within five days of receiving the application by the District.)