



Natomas Rose Garden

The garden area is designed for events and activities on a small and intimate scale. To preserve and protect the garden, activities are limited to groups of 100 or less. This page is intended to provide basic rental information. More detailed guidelines and other important information is outlined on additional pages in the rental packet.

RENTAL INFORMATION

TIME: Reservations are booked for three-hour (3) time blocks between the hours of 9:00 am and dusk, except during daylight savings time when garden rentals are available until 8:00 pm. Customers must include all set-up and take-down activities within the reserved time. Reservations can be made up to one year in advance and no less than 30 days prior to the event date.

FEES & DEPOSIT: Effective May 1st, 2009, the rental rate for the Rose Garden is \$140 for any three-hour time block; additional hours are available at \$40 per hour (up to a maximum of five (5) hours). A refundable \$100.00 rental deposit will be charged at the time of submitting an application to reserve the garden.

CANCELLATIONS: A \$25 administrative fee will be assessed for events that are cancelled 60 or more calendar days in advance. The complete deposit will be retained if a cancellation is made within 14 calendar days of the event.

INSURANCE: A liability insurance policy will be required for your activity. It must be submitted on a standard ACORD form or on the insurance company's letterhead. The City of Sacramento must be listed as the certificate holder and as an additional insured with respect to General Liability. An endorsement naming the "The City of Sacramento, its officials, agents, employees and volunteers" must accompany the certificate of insurance. The endorsement page is often referred to as page CG 2011. Insurance can be obtained through your insurance agent or The City of Sacramento's Risk Management Department. Please call 808-5556 for more details about insurance.

PLEASE NOTE:

1. In accordance with City Code 12.72.080 possession or consumption of alcoholic beverages is prohibited in all City parks except if approved as a part of the permit for a Rose Garden event.
2. Table and chair arrangements must be made by the customer at their own expense with a private company.

Additional rental space for receptions and wedding preparations may be available at the Community Center at an additional cost.

Signature



ACCEPTABLE USE

- ☞ Restroom facilities are located inside the community center.
- ☞ Tape recorded wedding music, acoustical instruments and vocals are acceptable
- ☞ Only ribbons and balloons may be tied for decoration purposes. All decorations, trash and equipment must be removed by the end of your reserved time.
- ☞ Bird seed and bubbles are acceptable. Please do not use rice.
- ☞ Any rented equipment must be dropped off and picked up during the reserved time frame. The City of Sacramento will not be responsible for equipment left on the premises. Penalty fees will be assessed for equipment left anywhere in the Rose Garden after the event ending time.
- ☞ If you plan on including tables, chairs or other equipment, this must be disclosed and discussed with Center reservation staff no later than two weeks prior to the event date. There are additional guidelines and instructions related to this.
- ☞ The Garden must be restored to its original condition at the end of use. Clean up and/or repairs made beyond normal wear and tear will be billed to the permit holder based on cost of repair.

UNACCEPTABLE USE

- ☞ Do not leave tables and chairs unattended after your event.
- ☞ Amplified sound is not allowed in the Rose Garden.
- ☞ Signs, banners and party decorations are allowed; however, the use of glue, nails, tacks, screws, staples or other fasteners that may scratch and damage surfaces are prohibited. No adhesive or tape can be used on the trellises.
- ☞ Barbeque grills are not allowed in the vicinity of the Rose Garden.
- ☞ Due to City ordinance, there is no smoking in the Rose Garden, nor on park grounds.
- ☞ Electrical outlets are not available.
- ☞ Be respectful of the garden; please refrain from picking or removing any roses from the grounds.

VEHICLE ACCESS REGULATIONS

- ☞ Event parking is available on the Library and Community Center lots. Parking is shared between Fort Natomas, Rose Garden, Library and Community Center constituents.
- ☞ Access roads are for loading and unloading purposes only. Cars must park in the designated parking areas around the Community Center and Library.
- ☞ No vehicles are allowed in the park or the Rose Garden.
- ☞ A limousine, passenger drop-off and loading area is provided by an access road next to the Rose Garden.
- ☞ Please observe the "No Parking" and parking limitation signs in the surrounding neighborhood.
- ☞ Do not park on sidewalks, intersection corners or in front of residential driveways.
- ☞ Be courteous to the Rose Garden neighbors related to noise, garbage and parking.

Signature



City of Sacramento Application for Park Use

Contract Number _____

Natomas Rose Garden
 2921 Truxel Road, Sacramento, CA 95833
 Phone: (916) 808-1571

Applicant(s) Information

Name/Responsible Party			
Organization/Company Name		Is this a company activity? YES <input type="checkbox"/> NO <input type="checkbox"/>	
Address:			
City, State, ZIP Code			
Driver's License or CA I.D. Number (Copy of I.D. Required)			
Home Phone:		Cell Phone:	
Fax Phone		E-Mail Address:	
Tax Exempt No		Web Address:	
Alternate Contact Person		Cell Phone:	
Home Phone		E-Mail Address:	

Activity Details

Type of Activity:			
Date:		Day of the Week:	
Set-up Time:		Break Down Time:	
Activity Start Time:		Activity End Time:	
Park: S. Natomas Community Park		Area(s): Rose Garden	
Maximum Attendance:		Adults:	Youth: Total:
Will you need the use of a BBQ grill?	YES <input type="checkbox"/> NO <input type="checkbox"/>		
Will you need an Athletic Field?	YES <input type="checkbox"/> NO <input type="checkbox"/>	If yes, what type?	
If using a field, will play be organized?	YES <input type="checkbox"/> NO <input type="checkbox"/>	Type of field:	Hours of use:
Is this activity a fundraiser?	YES <input type="checkbox"/> NO <input type="checkbox"/>	If yes, explain:	
Will alcohol be present?	YES <input type="checkbox"/> NO <input type="checkbox"/>	If yes, explain:	
Will food be at your activity?	YES <input type="checkbox"/> NO <input type="checkbox"/>	If yes, explain:	
Will money be charged or exchanged?	YES <input type="checkbox"/> NO <input type="checkbox"/>	If yes, explain:	
Will there be amplified sound?	YES <input type="checkbox"/> NO <input type="checkbox"/>	If yes, explain and identify hours of use:	
Will your activity include entertainment?	YES <input type="checkbox"/> NO <input type="checkbox"/>	If yes, explain:	

*Non-Profit Groups ONLY - Not Individuals or Businesses I

Rules and Regulations

- Initial ____ In case of emergency or for reasons beyond the City's control, the City reserves the right to cancel the scheduled activity prior to scheduled use without liability. Refunds will be made if cancellation by the City is necessary.
- Initial ____ Reservations may be made a maximum of one (1) year in advance and must be made a minimum of 10 business days in advance. Reservations made less than 10 business days in advance are subject to late fees of \$2 per day.
- Initial ____ A minimum of one (1) adult must be present at the reserved site no later than 11am. Reservations cannot be guaranteed after 11am. Bring your Certificate for Park Use, or Park Event Permit and contract to the park with you on the day of your reservation.
- Initial ____ I hereby attest that the information contained in this application is true and correct. **I understand that this is only an application and not a guarantee an activity will be allowed to commence.** If a contract is issued, I agree that: (1) if any of the information contained in the application is found to be false; or (2) should my conduct, or the conduct of any participants or guests, not be as described in the application; or (3) should any applicable City, County, State or Federal rules, regulations, codes or laws be violated, any contract issued shall automatically become null and void and any activity associated with this reservation will immediately cease.
- Initial ____ For each fee based reservation that is cancelled, a \$25 administrative fee will be assessed. If the cancellation is made later than five (5) days before the event date the entire fee is non-refundable. Damage deposits will be refunded less the \$25 administrative fee. Only after all fees and required documents are turned in, will a Certificate for Park Use, or Park Event Permit be issued. Final date for full payment of reservation will be 60 days prior to reservation date. No refunds for undesirable weather. During questionable weather, applicant may reschedule the reservation three (3) days prior to the reserved date no later than noon. Once an application is assigned/issued a contract number then the refund/cancellation policy becomes applicable. All cancellations, adjustments or rescheduling must be submitted in writing by the responsible party listed on the "Application for Park Use." Additionally, the Park Permit must be surrendered to the Park Reservations Office.
- Initial ____ I also agree that I will: (1) be financially responsible for any costs incurred by the City for damages to City property; (2) be financially responsible to reimburse City reasonable attorney fees to enforce the provisions of any contract that is issued for the activity described in this application; (3) forfeit all fees and deposits as partial compensation to the City for any costs associated with the enforcement of the provisions of the application or reservation; (4) forfeit all fees and deposits if it is determined that I have provided false information on the application; (5) be financially responsible for any City costs that exceed fees and deposits already collected by the City for enforcement of provisions related to this application or reservation.
- Initial ____ "The Responsible Party agrees to fully indemnify, defend, and save harmless, the City of Sacramento, its officers, agents, employees, and volunteers from and against all actions, damages, costs, liability, claims, losses, judgments, penalties and expenses of every type and description, including, but not limited to, any fees and/or costs reasonable incurred by the City of Sacramento's staff attorneys or outside attorneys and any fees and expenses incurred in enforcing this provision (hereafter collectively referred to as "Liabilities"), to which any or all of them may be subjected, to the extent such Liabilities are caused by or result from any negligent act or omission or willful misconduct of the Responsible Party in connection with its use of City of Sacramento facilities. This shall be a continuing release and shall remain in effect until revoked in writing.
- Initial ____ All debris and trash must be removed from the permitted site immediately after the said activity. Failure to do so may require the City to call upon the City Solid Waste Department. All expenses will be the responsibility of the applicant. When the applicant uses City recyclable receptacles all rights of ownership are forfeited.
- Initial ____ I agree to report any discrepancies, complaints, or concerns within 48 hours of park and/or field use. Refund requests other than your deposit will not be returned if the request is made more than 48 hours after your activity. These instances can be reported by telephone at (916) 808-6060, by fax at (916) 454-3956 or through E-mail at sacrecreation@cityofsacramento.org. If you have safety concerns, or on-site problems please contact Park Safety Services through the City Operator at 311.
- Initial ____ In case of general maintenance or vandalism the picnic tables and BBQ's may be removed at anytime prior to your reservation without liability.

Rules and Regulations (con't)

Initial ____ Per City Code 12.72.180 in City parks which do not have toilet facilities the City of Sacramento requires one (1) chemical toilet for any activity where the estimated attendance exceeds fifty (50) persons. The figure is based upon the maximum number at your activity during peak time.

Initial ____ Sacramento City Code section 12.72.135 prohibits smoking in all City parks.

Initial ____ I agree to call the Field Status line at (916) 277-2336 three (3) hours prior to my scheduled field use. If the fields have been closed, I will not use the fields.

Initial ____ Amplified sound is by permit only. "Amplified sound" means speech, music or other sound projected or transmitted by electronic equipment including amplifiers, loud speakers, microphones, or similar devices or combinations of devices which are powered by electricity, battery or combustible fuel and which are intended to increase the volume, range, distance or intensity of speech, music or other sound.

Initial ____ A Certificate for Park Use is issued for any private gathering with fewer than 200 in attendance that does not involve City services or require special permits. A Certificate for Park Use is required for any activity with 50 or more people, and/or in which assembly is intended to last more than thirty (30) minutes. Applications for Park Use must be submitted 10 days prior to the proposed activity. A Park Event Permit is issued for any activity with 200 or more in attendance. A Park Event Permit is required for any activity that calls for special permits. Applications for Park Use that will require a Park Event Permit must be submitted 45 days prior to the proposed activity. Special permits are required for the following: Alcohol Consumption/Sales, Commercial Activity, Filming, Amplified Sound, and Fundraising.

Initial ____ If insurance is required for your activity it must be submitted on a standard ACORD form, or on the insurance company's letterhead. The City of Sacramento must be listed as the certificate holder as well as an additional insured with respects to General Liability. An endorsement naming the "The City of Sacramento, its officials, agents, employees and volunteers" must accompany the certificate of insurance. The endorsement page is often referred to as page CG 2011.

Agreement and Signature

I the undersigned representative have read the rules and regulations with reference to this application and am duly authorized by the organization to submit this application on its behalf. The information contained herein is complete and accurate.

Name (printed):

Signature:

Date:

Payment Information

Amount Due:

Cashier Initials:

___ Check or Money Order #

___ Cash:

___ Visa/MasterCard #:

Expiration Date:

Verification Code (Last 3 digits on signature strip):

Authorized Signature:

Refund Information

Name:

Organization/Company Name:

Care of:

Address:

City, State, ZIP Code:

Day/Cell Phone:

Office Use Only

Notes: