

City of Sacramento Rose Garden Rental Application

South Natomas Rose Garden

2921 Truxel Road, Sacramento, CA 95833

Phone: (916) 808-1571 / Fax: (916) 808-1595

Contract Number _____

Applicant(s) Information

Name/Responsible Party

Organization/Company Name

Is this a company activity? YES NO

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

Day 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

Maximum Attendance

Adults

Youth

Total

Is this activity a fundraiser?

YES

NO

If yes, explain

Will alcohol be present?

YES

NO

If yes, explain

Will food be at your activity?

YES

NO

If yes, explain

Will money be charged or exchanged?

YES

NO

If yes, explain

Will there be taped music or instruments?

YES

NO

If yes, explain

Will your activity include entertainment?

YES

NO

If yes, explain

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 30 business days in advance. Reservations made less than 30 business days in advance are subject to availability and all documents must be presented within 14 days of the event.

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 after the event. 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) 808-1571 or by fax at (916) 808-1595.

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 ____ A \$25 administrative fee will be assessed for events that are cancelled 15 or more days in advance. The complete deposit will be retained if a cancellation is made within 14 days of the event. Only after all fees and required documents are turned in, will a Rose Garden contract 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 "Rose Garden Rental Application"

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 hold 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 ____ I agree to report any discrepancies, complaints, or concerns within 48 hours after the event. 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) 808-1571 or by fax at (916) 808-1595.

Rules and Regulations

Initial N/A 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. This figure is based upon the maximum number at your activity during peak time.

Initial ____ Sacramento City Code 12.72.135 prohibits smoking in ALL City Parks and Gardens

Initial N/A 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 ____ 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 as well 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.

Agreement and Signature

I, the undersigned responsible party have read the rules and regulations with reference to this application. If not a private individual function, I 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's Initials:

____ Check or Money Order#

_____ Cash

Visa/MC#:

Expiration Date:

Verification Code:

Authorized Signature:

Office Use Only

Notes:

South Natomas Community Center

2921 Truxel Road, Sacramento, CA 95833
Phone: (916) 808-1571 / Fax: (916) 808-1595

RECEIPT OF GENERAL GUIDELINES

ALCOHOL: In order to serve alcohol at your event, we require certain paperwork to be in place. If you do not have the necessary paperwork on file, you will NOT be able to have alcohol on the premises. If we are made aware that there is alcohol being consumed, you will be asked to remove it from the premises or have it removed by one of our representatives. The City of Sacramento reserves the right to entirely close down an event for alcohol violations.

CONTACT PERSON: As the permit holder/contact person, you will be the individual our staff will look for when any question or situation occurs. We strongly suggest for you to develop and have an emergency plan in case anything should come up. If an individual gets out of hand and cannot be controlled by members of your group, our staff has been instructed to call the Center Supervisor, Park Safety, and the Sacramento Police Department for assistance.

RENTAL DEPOSIT: Rental deposits will be forfeited for the following:

- Alcohol consumption by any person under 21 years of age.
- Any loitering in the parking lot, Rose Garden or outside the Community Center
- Anyone consuming alcoholic beverages outside the designated area of the Community Center or Rose Garden. Alcoholic beverage containers found in the Community Center or Rose Garden, parking or other areas surrounding the facility.
- Not cleaning the rooms, floors, tables, removing decorations, trash and other items.
- Using tape or other items listed in the “not acceptable” section of the Rose Garden guidelines.
- Fighting or any form of violence
- Vandalism or any damage to the building and/or City equipment.
- Police or Fire responding to non-medical emergencies
- Threatening City or security personnel
- Property Theft
- Falsifying application or any rental documents
- Exceeding maximum capacity of space
- Using facilities for political or campaigning purposes
- Uncontrolled exits and entrances
- Smoking in undesignated areas
- Events exceeding the time reserved on contract

I, _____ have read and received a copy of the general guidelines and deposit instructions. I understand that I will forfeit my deposit if I or any of my guests do not abide by the above mentioned guidelines.

Applicant's Signature: _____

Date: _____

INSURANCE LIABILITY COVERAGE REQUIREMENTS FOR EVENTS HELD AT CITY OF SACRAMENTO COMMUNITY CENTERS

Insurance liability coverage is required for the purpose of renting a City of Sacramento Community Centers to hold a special event or meeting. Insurance liability is also required for the purpose of using or renting sports facilities.

A Certificate of Insurance must be presented to the facility where your event will be held. This certificate may be obtained through your homeowner's insurance company or the City of Sacramento, Risk Management Division.

Certificate of Insurance must state the following:

- * \$1 million coverage
- * The City of Sacramento, its officials, officer's, agent's, employees and volunteers must be specifically named as additional insured.
- * The certificate holder will be:
**City of Sacramento
Risk Management Division
915 I Street Fourth Floor
Sacramento, CA 95814**
- * A second page, known as the "Additional Named Endorsement" must accompany the certificate of insurance
- * Name and address of the facility you are using
- * Date(s) and times of your event
- * Permit/reservation number
- * Note if alcohol will be served (Certificate of insurance must state that alcohol is covered under the policy)
- * Please be sure to also request a copy of the above documents to be faxed to the South Natomas Community Center (916.808.1595)

CITY OF SACRAMENTO'S INSURANCE PROGRAM

For more information about obtaining insurance through this program, contact the Risk Management Division at (916) 808.5556



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 15 or more days in advance. The complete deposit will be retained if a cancellation is made within 14 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.










Natomas Rose Garden







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

-  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.