



Town of Yountville Parks and Recreation Services Department
 Application for Use of Community Center
 6516 Washington Street
 Yountville, CA 94599
 (707) 944-2959 / Fax: (707) 944-1586



Please read reverse side carefully before completing application

1. Name of Group: _____ Non-profit organization: _____
2. Name of Applicant: _____
 Home Phone: _____ Work Phone: _____ Cell Phone: _____
3. Address: _____ City, State, Zip Code: _____
4. Designated Person in Charge: _____
5. Home Phone: _____ Work Phone: _____
 Cell Phone: _____ Email: _____
6. Facilities Requested: (Room Capacities are listed in parenthesis)
 - Heritage Room (250) (Formally Community Hall) Generations Room (400) (Multipurpose Room)
 - Kitchen Founders Room (18) Patio (130) Art Room (16/20) Town Square (100)
 - Additional Equipment Rental Microphones (how many) _____ Portable Stage Piano
 - Other: _____
7. Use Date (MM/DD/YY): _____ Day of Week : _____
8. Set up Time: _____ to _____ am / pm Event Time: _____ to _____ am / pm Clean up Time: _____ to _____ am / pm
 Total Hours: _____
9. Type or Name of Activity: _____ Estimated Attendance: _____
10. Alcoholic beverages served? _____ Alcoholic beverages sold? _____ ABC license required? _____
11. Admission charge or other form of fees collected? _____ Amplified Music? _____
12. Name of Caterer _____ Caterer's Phone: _____
13. Equipment Rental Agency: _____ Phone: _____

HOLD HARMLESS AND INDEMNIFICATION AGREEMENT FOR PARKS AND RECREATION SERVICES FACILITIES

In consideration for the Town of Yountville allowing Applicant's use of the above facilities, Applicant hereby agrees to defend, indemnify and hold harmless the Town of Yountville, its Agents, Officers, Officials, Employees, and Volunteers from and against any and all claims, suits, actions, damages and causes of action, including for any personal injury, bodily injury, loss of life, damage to any property, violation of any federal, state or local law or ordinance and for costs, attorney fees, or any other liability whatsoever directly or indirectly arising out of or resulting in any way from the occupancy or use of the facility by Applicant and / or Applicant's invitees, except as may arise from the sole and active negligence of the Town of Yountville. Applicant certifies that Applicant is authorized to act on behalf of and bind Applicant's organization to the terms of this indemnification and hold harmless agreement. This indemnity and hold harmless is intended to be as broad as is permissible by law.

Date: _____ Signature: _____
 Authorized Agent or Applicant

Applicant further certifies that applicant shall accept responsibility on behalf of applicant and/or applicant's organization for any damage or theft sustained by the Town (premises, furniture, or equipment) because of the occupancy and use of said premises by applicant or applicant's organization.

Date: _____ Signature: _____
 Authorized Agent or Applicant

Applicant has read and understands the rules and regulations as stated on the reverse side of this application and agrees to abide by these policies and procedures. Applicant agrees to pay the Facility Use Fees, if any, as set forth in the Community Center Fee Schedule.

Date: _____ Signature: _____
 Authorized Agent or Applicant

For Parks and Recreation Services Department Only

| | |
|---|---|
| Date Received: _____ By: _____ Approved By: _____ Security Required: _____ # of Officers: _____ Notified: _____ ABC License Required : _____ Due on file by: _____ Received: _____ Insurance Required: _____ Due on file by: _____ Received: _____ Comments: _____ | <input type="checkbox"/> Yountville Town Government <input type="checkbox"/> Yountville Non-Profit <input type="checkbox"/> Yountville Resident <input type="checkbox"/> Non-Yountville Non-profit / Government <input type="checkbox"/> Non-Resident (Market Rate) Weekday <input type="checkbox"/> Non-Resident (Market Rate) Weekend <input type="checkbox"/> Co-sponsored |
| Rental Fees: \$ _____ Estimated Fees: \$ _____ Cleaning / Damage Deposit: \$ _____ Receipt Number: _____ Total Deposit: \$ _____ Receipt Number: _____ Adjustments: \$ _____ Receipt Number: _____ Adjustments: \$ _____ Receipt Number: _____ Final Payment: \$ _____ Receipt Number: _____ | |

General Rules for Use of the Town of Yountville Community Center

This is a summary of the Community Center Rules and Regulations and **should not** be construed as complete. Copies of the Rules and Regulations are available at the Community Center.

1. **RESERVATIONS:** Can be made by appointment, or in person during business office hours 7:30 am to 5:30 pm, Monday through Friday by residents or non-residents who are adults (18 years of age or older). For events where alcohol is served or sold, applicant must be 21 years of age. NO RESERVATIONS CAN BE MADE OVER THE PHONE. Telephone inquiries as to available dates **should not** be considered as confirmed reservations. An application for use of the Community Center must be submitted and approved by the Community Center Manager or his/her designee at least **fifteen (15) days** prior to the date of usage. Reservations cannot be accepted if there are outstanding bills from previous use. Rental of facilities may be made up to one year in advance. Yountville non-profit organizations are allowed to make reservations 18 months in advance. A separate reservation form must be filled out for each event. If an event includes two consecutive dates, one form will suffice. If, however, various events are being applied for, each event requires a separate form.
2. **FEES / DEPOSIT:** Will be required prior to approval of Application.
3. **FEES:** Fees and/or deposits can be paid by Visa, MasterCard, Check or Cash and must be paid prior to approval of facility use. Fifty percent (50%) of total fees plus a security deposit are due at time of booking. Rental fee balances will be due and payable 90 days prior to the event. All groups renting within 90 days of the event will pay full fees and deposits at time of booking. Checks should be made payable to The Town of Yountville (TOY). (Out of state checks are not accepted).
ADDITIONAL STAFFING: \$23/hour per extra Building Attendant for special setups, clean up or where event requires extra staff due to excessive attendance of 100 or more persons.
SECURITY DEPOSIT: A refundable security deposit is required at the time of reservation in addition to the fifty percent of total fees. The security deposit may be waived for nonprofit and public agencies for uses such as meetings, which require little or no clean up. This is up to the discretion of the Community Center Manager.
SECURITY DEPOSIT REFUNDS: The refundable security deposit will not be processed until all cleaning and damage costs have been determined by Community Center Manager. Excessive cleaning or damage costs or extended facility use may result in additional charges. Refunds normally take thirty (30) days for processing.
4. **SETUP:** If additional rental time is needed for setup or clean up it shall be purchased at the regular hourly room rate, as availability allows. The Community Center Manager must be notified twenty-one (21) days prior to the event. Twenty-one (21) days prior to the event a suggested setup diagram outlining the proposed setup and equipment should be submitted to the Community Center Manager.
5. **DECORATIONS:** All decorations must be fireproof or of fire-retardant materials and must not cover or obstruct exits. Cellophane adhesives, nails, screws, staples, etc., in walls, woodwork or on windows are prohibited. Only **masking/blue painters tape** is permitted for installing decorations. A minimum of \$50.00 will be deducted from renter's deposit for not adhering to this regulation.
6. **TECHNICAL REQUIREMENTS:** The use of any devices such as firearms, live explosives and lasers are prohibited. No open flames (including hand held candles) of any sort are allowed. Votives, floating candles and hurricane candles are permitted with the wick cut below the glass level.
7. **EQUIPMENT USE:** Special equipment use (i.e., microphones, projectors, extension cords, etc.) requires additional payment and equipment must **be returned** upon completion of the event. If equipment is not returned, or lost, user will be charged full value for said equipment.
8. **CLEAN UP:** The group is responsible for clearing and cleaning the tables and putting trash into trash receptacles, taking down and disposing of decorations, clearing and cleaning the kitchen area, etc. All items brought into this building are expected to be removed immediately upon completion of the event. **The Community Center will not be responsible for equipment or supplies left in the building.**
9. **CANCELLATIONS or RESCHEDULING:** If an event is cancelled more than ninety (90) days prior to event, all deposits and fees, EXCEPT 50% of the security deposit, shall be refunded. In order to process refunds, a cancellation form must be submitted to the Community Center Manager. If an event is cancelled less than ninety (90) days prior to event, no portion of any room rental fees will be refunded except in extenuating circumstances beyond the control of the renter, as determined by the Town Manager (appeal right to Council). Security deposit, cleaning and security guard fees will be refunded, allowing 30 days for processing the refund.
Patio events cancelled due to weather will have all patio fees and deposits refunded due to cancellations related to inclement weather. The Community Center Manager will have the final decision regarding inclement weather.
10. **ALCOHOLIC BEVERAGES:** Anytime alcoholic beverages are being served, the applicant is required to carry "Host Liquor Liability" insurance in the amount of \$1,000,000. If alcohol is sold or included as part on an admission price, a certificate of insurance for "Liquor Liability" insurance in the amount of \$1,000,000 will be required in addition to an ABC license. **ABC special licenses are only available to non-profit organizations registered with the State of California. A copy of the ABC License must be submitted twenty-one (21) days prior to the event.** Some events may be required carry additional coverage where a high risk factor is anticipated (NOT RESTRICTED SOLELY TO ALCOHOLIC USE). The Town can help the renter arrange for additional coverage. The user is encouraged to obtain additional coverage through an insurance company of their choice. The Town of Yountville must always be named as Additional Insured. A copy of Insurance Coverage must be submitted fifteen (15) working days prior to the event.
11. **SECURITY:** Groups who are renting the Community Center are responsible for paying all security costs required for the event. The Community Center Manager will schedule security.
12. **INSURANCE:** All renters must provide the Community Center Manager with a certificate of insurance with "Comprehensive General Liability" coverage in the minimum amount of \$1,000,000 and an endorsement which specifies the "Town of Yountville, its Agents, Officers, Officials, Employees, and Volunteers" as additional insured. A copy of the coverage must be submitted 15 working days prior to the event.

Community Center Hours

A. **Business Office Hours:**

Monday through Friday 7:30 am – 5:30 pm
Tours and rental assistance will be by appointment
on weeknights and weekends.
Call (707) 944-2959

B. **Rooms are available for use:**

Monday through Sunday 7:00 am – 12:00 midnight
based on availability

Distribution: White- Community Center Canary- Applicant Pink- Accounting