



Livermore Area Recreation and Park District
4444 East Avenue, Livermore CA 94550
(925)373-5700 / LARPD.ORG

FACILITY RENTAL APPLICATION

(APPLICANT MUST BE 18+ YEARS. Please complete application in its entirety or the Permit process may be delayed.)

Please check one: \_\_\_ Private Event / \_\_\_ Business Event
Facility Location (Please Circle One): Ravenswood Historic Site Barn Veteran's Hall
Robert Livermore Community Center: Room \_\_\_\_\_
Rental Date(s): \_\_\_\_\_ Day(s) of the Week: \_\_\_\_\_
Rental Time: \_\_\_ am/pm \_\_\_ am/pm Event Time: \_\_\_ am/pm \_\_\_ am/pm Total Hours Rented: \_\_\_\_\_
\*Rental hours must include all time needed for decorating/setup/main event/cleanup.
Type of Event: \_\_\_\_\_ Is Honored Guest 21+: \_\_\_ Yes / \_\_\_ No
Total Expected Attendance: \_\_\_\_\_ Nonprofit Tax ID No.: \_\_\_\_\_

Applicant Name(main contact for rental): \_\_\_\_\_
Name of Organization: \_\_\_\_\_
Address: \_\_\_\_\_ City/State: \_\_\_\_\_ Zip: \_\_\_\_\_
Email: \_\_\_\_\_ Phone Number: \_\_\_\_\_
Co-Applicant: \_\_\_\_\_ Phone Number: \_\_\_\_\_
Address: \_\_\_\_\_ City/State: \_\_\_\_\_ Zip: \_\_\_\_\_

\*Alcohol is not allowed at any event held in honor of someone age 20 or under.
1. Will alcohol be served? Yes \_\_\_ No \_\_\_ 7. Will music be played? Yes \_\_\_ No \_\_\_
2. Will alcohol be sold? Yes \_\_\_ No \_\_\_ 8. If you answered yes to #7, what kind of music will be played
3. Will there be an admission fee? Yes \_\_\_ No \_\_\_ (circle all that applies): DJ / Band / Acoustic / Auxiliary (phone)
4. Will food be sold? Yes \_\_\_ No \_\_\_ 9. Event insurance: \_\_\_ LARPD / \_\_\_ Personal / \_\_\_ Company
5. Will food be served? Yes \_\_\_ No \_\_\_ 10. How did you hear about us? : \_\_\_\_\_
6. Type of cooking method?: \_\_\_\_\_ 11. Ravenswood games? Yes \_\_\_ No \_\_\_

AGREEMENT AND RELEASE OF LIABILITY

The undersigned or, if signing for an organization, that organization, certifies that the above information is accurate and correct, and that the undersigned has read and understood the Facility Rental Rules and Regulations as set forth by Livermore Area Recreation and Park District pertaining to the use of LARPD facilities. To the maximum extent permitted by law, the undersigned or, if signing for an organization, that organization, on behalf of itself and all parties claiming by or through it, hereby releases and agrees to indemnify and hold LARPD free and harmless from and against any and all liability, harms, injuries, claims, damages, or causes of action arising out of or in any way connected with or related to the use or occupancy of the facility(ies) including, without limitation, any personal injury or property damage suffered by any user of the facility(ies) or any guest, vendor, agent, employee, or member thereof, whether caused by the act or neglect of the user, a third party, LARPD, agents or employees thereof, force majeure, or by any allegedly dangerous condition of the facility(ies) or surrounding area.

Applicant Printed Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Co-Applicant Printed Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## FACILITY RULES AND REGULATIONS

I certify that I, the applicant reserving with Livermore Area Recreation and Park District, am at least 18 years of age. I understand that I or an appointed representative must be present at the beginning of the rental time and must be present at the end of the rental time for inspection. I agree to do a full facility evaluation walk-through with staff of all areas listed on the evaluation form prior to and after event to review any current or new damage to facility which may have occurred during my rental. I understand I am responsible for adhering to all of the Facility Rental Rules and Regulations. The Facility Rental Rules and Regulations are attached to this agreement for my review and understanding.

**The following requirements include, but are not limited to, the following:**

1. Removing all decorations, debris, food, beverages off of all tables, chairs, bar areas, outdoor signage, and/or any other LARPD equipment that was used during your event.
2. Applicant will be held responsible for the cleanup and condition in which the facility is left in accordance to the Facility Rules and Regulations. Failure to adhere to the cleaning guidelines or any damages to LARPD property, including the facility parking lot, will result in the applicant being charged for all damage and additional cleanup. If the charges exceed the rental deposit on file, than the charges will be billed to the applicant and a hold will be placed on the applicant's household account for all future rental or registration activity with LARPD until the charges are paid in full.
3. There is no alcohol allowed for events held in honor of someone age 20 or under such as, but not limited to, birthday parties, quinceaneras, graduation parties, etc.
4. In events where alcohol will be sold, LARPD requires the applicant to purchase an additional permit from the Department of Alcoholic Beverage Control (ABC). A copy of the ABC issued permit must be turned into LARPD five (5) days prior to the scheduled event and must be posted on the day of the event rental.
5. LARPD is not responsible for any such violations by the lessee of the ABC permit or the law with respect to alcohol. Lessee shall name LARPD as an insured under the lessee's liability policy.
6. Furniture, dishes, food, beverages or decorations may not be left in the facility overnight. LARPD cannot be held responsible for any items left behind.
7. Adhesives, nails, screws, pins, or staples on facility walls are prohibited.
8. Smoke, mist machines, e-cigarette devices, tobacco or tobacco like products, or vapor type devices are prohibited in all LARPD facilities, including but not limited to any buildings, parks, open space, sports fields, swimming pools, parking lots, sidewalks, trails, restrooms, and historical sites or structures.
9. No smoking, unless in a place designated by LARPD and posted or temporarily permitted for such use.
10. Confetti, glitter, sequins, sparklers, rice or birdseed is not allowed in any LARPD facility.
11. Parking availability is not guaranteed and on occasion may be limited.
12. Parking is not allowed in designated red zones. Violations are the responsibility of the driver/owner of vehicle parked illegally.
13. All changes to this application must be made in writing by the applicant and mutually agreed upon with LARPD prior to the rental date.
14. A facility rental deposit is due at the time of booking the rental. This deposit becomes nonrefundable if the applicant chooses to cancel the rental (seven) 7 business days after booking the rental, and/or fails to follow the Facility Rental Rules and Regulations, and/or there is damage to LARPD's facility or property, and/or the applicant fails to meet the cleaning expectations. Cancellations made less than (sixty) 60 days of scheduled rental, will result in the loss of the facility rental deposit and/or any fees paid towards the rental.
15. Final rental fees and additional facility rental forms are due (sixty) 60 days prior to the scheduled rental. Failure to make the final payment will result in the rental being cancelled and all fees paid will be nonrefundable.

I understand that failure to comply with this application may lead to losing portions and/or all of my rental deposit and fees, which in some cases may exceed the deposit amount. I have read and understand the cleaning requirements of Livermore Area Recreation and Park District. I further understand that even if I delegate these responsibilities to other members or service agencies for which I have contracted, such as caterers, decorators, etc., I still have the ultimate responsibility to return the facility to its original rental conditions.

**Applicant Printed Name:** \_\_\_\_\_ **Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Co-Applicant Printed Name:** \_\_\_\_\_ **Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_