



FACILITY RENTAL APPLICATION

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

Please choose one: Private Event Business Event

Choose a facility: Ravenswood Veterans Hall Robert Livermore Community Center Room:

Rental Date(s): _____ Days of the Week: _____

Rental Time: ____ am/pm TO ____ am/pm Event Time: ____ am/pm TO ____ am/pm Total Hours Rented: _____
*Rental hours must include all time needed for decorating, setup, main event, and cleanup.

Type of Event: _____ Is honored guest 21 years +: 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 who is under 21 years of age.

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 apply): DJ / Band / Acoustic / Auxiliary (phone)	
4. Will food be sold?	Yes ___ No ___	9. Ravenswood games?	Yes ___ No ___
5. Will food be served?	Yes ___ No ___	10. How did you hear about us? _____	
6. Type of cooking method? _____			

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.

It is further agreed that the applicant shall indemnify, defend, and hold harmless Livermore Area Recreation and Park District, its officers, employees, and agents from any and all losses, costs, expenses, claims, liabilities, actions, or damages, including liability for injuries to any person or persons or damage to property arising at any time out of or in any way related to the Applicant's use or occupancy of a facility or property controlled by the Livermore Area Recreation and Park District.

District, unless solely caused by the gross negligence or willful misconduct of Livermore Area Recreation and Park District, its officers, employees, or agents.

Force Majeure: Notwithstanding anything to the contrary contained in this agreement, Livermore Area Recreation and Park District (LARPD) shall be excused from its obligations under this agreement to the extent and whenever it shall be prevented from the performance of such obligations by any Force Majeure Event. For purposes of this agreement, a "Force Majeure Event" includes but is not limited to fires, floods, earthquakes, pandemic, epidemic, civil disturbances, acts of terrorism, regulation of public authority, and other causes beyond their control. The undersigned waives any right of recovery against LARPD and the undersigned shall not charge results of "acts of God" to LARPD, its officers, employees, or agents.

Applicant Name: _____ Signature: _____ Date: _____

Co-Applicant 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 Name: _____ Signature: _____ Date: _____

Co-Applicant Name: _____ Signature: _____ Date: _____