

Sausalito Park & Facility Rental Request

Sausalito Parks and Recreation Department 420 Litho Street, Sausalito, CA 94965

TEL: 415.289.4152 FAX: 415.289.4189 **Customer Information** Name: Today's Date: _____ Address: Street, City, State, Zip Home Phone: ___ Work Phone: Cell Phone: e-mail: **Organization Information (if applicable)** Name: Event Contact Person: _ If different from customer information Name of Organization Address: Event Contact Phone #: Street, City, State, Zip **Rental Information** Type of Activity: Estimated Attendance: _____ (Please indicate any special activities such as bounce houses, etc.) _____ To: _____ Requesting Event Date of: (Should cover set up and clean up time) **Facilities** Hourly Rate (groups under 25) Hourly Rate (groups over 25) <u>Hours</u> Total \$21 Non- Profit \$37 Non- Profit \$32 Residents \$47 Residents \$42 Non- Residents \$58 Non- Residents \$84 Commercial Edgewater Room \$58 Commercial \$21 Non- Profit \$37 Non- Profit \$32 Residents \$47 Residents \$42 Non-Residents \$58 Non- Residents **Exercise Room** \$58 Commercial \$84 Commercial \$21 Non- Profit \$32 Non- Profit \$42 Residents \$26 Residents \$37 Non-Residents \$53 Non- Residents **Game Room** \$47 Commercial \$68 Commercial \$42 Non- Profit \$58 Residents \$77 Non-Residents MLK Gym \$89 Commercial **Parks Hourly Rate** Area 1: Main Area including Gazebo \$26 Non-Profit \$58 Commercial \$37 Residents \$47 Non- Residents Area 2: Sand Volleyball Area \$16 Non- Profit \$26 Residents \$37 Non- Residents \$47 Commercial \$47 Commercial **Dunphy Park** @ Area 3: Bocce Court (per court) \$16 Non- Profit \$26 Residents \$37 Non- Residents (indicate # of Bocce Courts requesting)_ **Cloudview Park** \$16 Non- Profit \$28 Residents \$42 Non- Residents \$58 Commercial MLK Field # 1 or MLK Field # 2 or Marinship Field or (CIRCLE) \$21 Non- Profit \$26 Residents \$32 Non- Residents \$42 Commercial Tennis Court #1, #2, #3, #4 at MLK or Marinship (rates per court per hour) @ (indicate # of Court requesting)___ Other Parks: \$16 Non- Profit \$28 Residents \$42 Non Residents \$58 Commercial *Name of Park: **CONTINUE ON NEXT PAGE**

All collected fees will be deposited. Security deposits will be refunded within 30 days after rental. Security deposit: per Room/Park \$100, Field/Gym \$200 (Security Deposit Forfeiture: Renter agrees that in addition to any other remedies available to Department, if any of the foregoing use conditions are violated,						
Renter's security deposit shall be forfeited.)						
			Add Security Deposit			
	YES	NO				
Is the organization non-profit?			If Yes: (MUST submit documentation of 501c3) TOTAL			
Is the event a fund-raiser?						
Is the event open to public?						
Will admission be charged?						
Will you need access to electricity	/?					
Alcoholic beverages:			Served Sold			
(If SERVED or SOLD, a separate Events Application is required, please call 289-4152 for application)						
Will there be amplified music or						
PA system used?	(If Yes, a	separate I	Events Application is required, please call 289-4152 for application)			

CANCELLATION POLICY: Facility applicant will receive 100% refund of deposit if the Parks and Recreation Department is notified 7 days prior to rental date. 50% of deposit will be withheld if cancellation is received at less than 7 days to rental date. 100% of deposit will be withheld if reservation is canceled with less than 72 hours notice before rental date. **Deposit fees: \$100 for Room/Park Use \$100, Field/ Gym use \$200.**

Use of Conditions of Rental: Renter agrees to the following use conditions:

- * To restore the facility/ park to a neat, clean condition, including removal of any decorations and all garbage.
- * To conduct behavior in a peaceful and orderly manner. DO NOT DISTURB THE NEIGHBORS
- * To refrain from the sale of merchandise or alcohol and to refrain from using amplification of any sort without the prior written approval of the Department and/or City Manager.
- * To refrain from causing any damage to the Facility/ Park or surrounding property.
- * To comply with all State Health & Safety Codes and all County and City of Sausalito Ordinances, relating to the use of public property and lands.
- * 24 hour delay in use in the event of rain- if questionable, contact Parks and Recreation 289.4152 (wet field precludes park/field usage)
- *Smoking prohibited in City Parks as per City Ordinance 1207

Key use is limited to the reservation time and date listed on permit. Key must be returned at the end of the rental or upon request of Parks and Recreation Staff. Lost or stolen keys are to be reported immediately. If a key is lost, stolen, or not returned a charge that reflects the cost of replacing the key and changing any and all locks affected may be assessed. Issued key(s) may not be copied, duplicated, altered or reproduced.

It is distinctly understood and agreed that the applicant assumes all risks for loss, damages, liability, injury, cost or expense that may arise during or be cause in any way by such use or occupancy of the Facility of the City of Sausalito and/or the Parks and Recreation Department. The applicant further agrees that in consideration of being permitted to use said Facility, he/she or it will same and hold said City of Sausalito and said Parks and Recreation Department and/or their employees and agents free and harmless from any loss, claims and liabilities or damages, and/or injuries to persons and property that in any way may be caused by applicant's use or occupancy of said facility. RESERVATIONS WILL ONLY BE HELD AT THE TIME THE SECURITY DEPOSIT IS RECEIVED. PAYMENT FOR RENTAL IS DUE 7 DAYS PRIOR TO RENTAL DATE. THE APPLICANT/GROUP NAMED ON PERMIT AGREES TO RENT FACILITY AS IS. SECURITY DEPOSIT SECURES ROOM RESERVATION AND COVERS DAMAGE AND MAINTENANCE COSTS INCURRED BY RENTAL IF ANY.

ANY. Applicant Signature:		Date:	
PAY BY CASH Amount collected	, CHECK	, OR CREDIT CARD: VISA, MASTER CARD, or AMERICAN EXPRESS	
CREDIT CARD INFORMATION:			
Cardholder Name (as appears on card):			
Card #:	CVV Code:	Expires:	
Billing Address:		City/ State/ Zip Code:	