



City of Lincoln Facility Rental Application

Applicant and Sponsoring Organization Information

Name		
Street Address		
City, State, ZIP Code		
Day Phone		
Fax Phone		
E-Mail Address		
Sponsoring Organization		
Is the Sponsoring Organization a "Tax Exempt, 501c3 non-profit" organization? <i>If YES, please attach proof or organization's non-profit status.</i>		Yes / No
Additional Contact Person		Phone #:

Event Information

Type of Event		
Event Date		
Event Hours	Start:	End:
Estimated Event Attendance		
<i>Additional Rental Date</i>		
<i>Event Hours</i>	<i>Start:</i>	<i>End:</i>

Event Location (please check)

	Beermann Plaza
	Civic Auditorium
	Community Center Gym
	Community Center Meeting Room
	McBean BBQ area
	McBean BBQ area with Pavilion kitchen
	McBean Park Gazebo
	McBean Pavilion

Event Details

<i>Please answer the following questions regarding your event</i>	
Will event be open to the public?	Yes / No
Will your event have alcohol?	Yes / No
Will you be selling alcohol?	Yes / No
Will there be minors present?	Yes / No
Do you need an additional dumpster?*	Yes / No
If yes, how many additional dumpsters:	

*There is one dumpster at each rental facility. Please indicate if your event will require more than one.

Entertainment Information

Will your event have a DJ or live music? If yes, please give the name of band/bands or name of DJ.

Food and Beverage Information

Will your event be catered? If yes, please list of the name of the catering company.

Is alcohol being served?	Yes / No	
Is alcohol being sold?	Yes / No	
Alcohol beverages served/sold from	Time (from):	Time (to):

Lincoln Police Department Use Only

Alcohol Approved by:	
Security Required?	Yes / No
Additional Comments or Conditions:	
Lincoln Police Department Representative Signature:	
Date:	

Reservations

Please contact the City of Lincoln Recreation Department to check availability of our facilities. Reserving Lincoln facilities is on a first come, first served basis. Reservations are considered "tentative" once the Facility Rental Application and damage/cleaning deposit are submitted. Once a supervisor confirms and approves the tentative reservation, Renter must submit full payment of rental fees, certificate of insurance, security agreement (if required) and anything else deemed necessary by the City of Lincoln within 30 days prior to your event or rental may risk cancellation.

Renters, including caterers, bands, delivery of rental equipment, etc. will not be permitted access to the facility prior to the scheduled rental period. It is the renter's responsibility to arrange to let caterers and other vendors into the facility. Please keep this in mind when requesting entry time/exit time to the facility.

Renter acknowledges the remote possibility that the facility, or portions of the facility, may be rendered unusable or otherwise unavailable due to circumstances beyond the City's control, including but not limited to flooding, fire, natural disaster, other acts of God, criminal acts or acts of war or terrorism. In the event that the entire facility should become unavailable due to any such circumstances beyond the City's control, the City shall refund any and all fees received from the Renter. Should only a portion of the facility be rendered unusable, only a portion of the rental fee will be refunded. However, the City shall not be liable for the Renter's consequential damages, including but not limited to other costs incurred in connection with the Renter's planned event, substitute performance, lost profits, and lost opportunity.

Parking availability is not guaranteed and may be limited due to events going on in the nearby area.

NO smoking inside any City facility.

Initials _____

Responsibility of Renter

The Facility Rental Application must be signed by a person who is at least eighteen (18) years of age; if alcohol is to be served, the rental agreement must be signed by a person who is at least twenty-one (21) years of age. The person signing the rental application and/or the organization, on whose behalf the rental is being made, is responsible for compliance with all conditions of use for the facility, including compliance by the guests of the renter. Renter is also responsible for all guest's behavior. Violence, excessive drinking, loud behavior, lack of supervision for children, etc. is not permitted and will not be tolerated.

Rentals for groups composed of persons under the age of 21 will be issued only to adults who accept supervisory and liability responsibilities throughout the period covered by the rental contract.

The renter shall be responsible for securing all required permits and shall present evidence of such permits to the City prior to the rental date.

Under no circumstances shall the applicant/renter and/or organization sublease or allow any organization or individual to use the facility during the time and on the date for which they have contracted.

Initials _____

Rental Time

McBean Pavilion - Saturday and Sunday rental time begins at 8:00 am and concludes at midnight, the same day of rental. Half day rentals are available Monday - Thursday.

McBean BBQ Area, Civic Auditorium, and Community Center - rental time is based on facility availability and the needs of the renter.

Rental time ends at time listed on Facility Rental Application. Renter is required to remove their belongings and any rented items from the facility at the conclusion of the rental time. Items may not be left at the facility nor retrieved the next day. Storage is not available either before or after an event. This includes rented tables, linens, decorations, and other equipment. Renters may not enter a facility after the conclusion of the rental to retrieve any items left behind.

- renters who arrive earlier than their scheduled reservation time or exit the facility later than their scheduled reservation time will be charged for the additional time;
- rental fees will not be refunded for reserved time not used;
- the City reserves the right to adjust the fees as necessary at any time.

Initials _____

Fees

At the time of reservation, a rental fee and damage/cleaning deposit in accordance with the current fee schedule is due and payable along with the completed rental agreement. The City must be in receipt of the balance of the fees before the facility is considered rented.

A damage/cleaning deposit is required for all events. This deposit is refundable after the event provided there is no damage to the facility and excessive cleaning is not needed. The damage deposit funds will be deposited; the deposit payment cannot be held.

Any person or agency holding a reservation for the use of City facilities and desiring to cancel such reservation shall be subject to the withholding of a portion of or the entire rental fee for the facility.

Cancellations of confirmed reservations will be subject to the following conditions and fees:

- a) all cancellations are required to be in writing by the person named on the contract. Cancellation dates are determined by when Recreation staff receives the written cancellation.
- b) with more than 90 days notice of the schedule date, the City will refund 100% of both the rental fee and the damage/cleaning deposit on file;
- c) with less than 90 days, and more than 60 days, notice of the scheduled date, the City will refund 100% of the total rental fees, and will retain 50% of the damage/cleaning deposit on file;
- d) with less than 60 days, and more than 30 days, notice of the scheduled date, the City will refund 100% of the total rental fees, and will retain 100% of the damage/cleaning deposit on file;
- e) with less than 30 days notice of the scheduled date, the City will retain 100% of the total rental fees and 100% of the damage/cleaning deposit on file.

Initials _____

Damage and Cleaning Deposits

Renters are required to pay a damage/cleaning deposit when renting a City of Lincoln facility. The deposit is refunded as long as the facility is left undamaged and excessive cleaning is not needed. (*McBean Pavilion, McBean BBQ Area, and Civic Auditorium - renter cleaning responsibilities entail clearing the tables and counters, emptying the refrigerator and placing all garbage in the garbage cans*).

The applicant is responsible for any and all damage to the facility and/or its contents caused during use. In the event damage occurs or excessive cleaning is necessary, the renter understands that they shall be charged for any and all janitorial and/or replacement fees incurred by the City as a result. The facility must be left in an orderly condition.

Please note: refunds take approximately four to six weeks to process.

Initials _____

Security

The City of Lincoln shall determine the number of security officers required for any and all functions. It is the renter's responsibility to contact a licensed security company to secure the service of the required number of security officers.

The security agreement, if required by the City of Lincoln, must be on file at the Recreation Department at least 30 days prior to the rental date. It is the responsibility of the renter to file the security agreement with the Recreation Department. If a copy of the security agreement is not on file, access to the building will automatically be denied.

Initials _____

Keys

The renter must pick the facility key up from the City of Lincoln Recreation Department according to the schedule below. The City of Lincoln Recreation Department is located at 2010 First Street.

Weekday Rentals (Monday – Friday): The renter must check the key out on the day of their event prior to 4:30 pm; the key must be returned to our office by the next business day prior to 4:30 pm. In the event the day of rental is a city-observed holiday, the renter must pick the key up the business day before the day of rental. *In the event the day the key is due is a City observed holiday, the renter must return the key on the next business day that the Recreation Office is open.*

Weekend Rentals (Saturday – Sunday): The renter must check the key out the Friday prior to their event no later than 4:30 pm; the key must be returned to our office the Monday following their event, no later than 4:30 pm. In the event the day of rental is a city-observed holiday, the renter must pick the key up the business day before the day of rental. *In the event that the day the key is due is a City observed holiday, the renter must return the key on the next business day that the Recreation Office is open.*

The key can be picked up by someone other than the renter. This person will have to sign a form that he/she is taking full responsibility for the key.

The key must be picked up and returned to the Recreation Department. It is not permissible for the facility key to be mailed either to the renter or back to the Recreation Department. Renter assumes all liability and responsibility of the facility once the key is picked up. The City and its contractual staff are not responsible for any items, equipment, belongings, etc. of renter's in facility.

Renter is responsible for any lost keys, and any costs that the City of Lincoln will incur to rekey the facility the lost keys were intended for.

Renter understands that failure to pick up the facility key according to Recreation Department procedures may result in cancellation of the scheduled rental and/or additional fees if a City employee is called out to unlock the facility after regular business hours. **Renter also acknowledges that entry into the facility before or after the contracted time is not permitted. If renter enters the facility other than the contracted time, they will be charged additional rental fee.**

Initials _____

Set up and Clean up

McBean Pavilion and McBean BBQ Area rental fees include one (1) set up of tables and chairs as well as one (1) clean up. The Civic Auditorium set up and clean up fees are in addition to the hourly fees.

Renters/Organizations using tables and chairs other than those provided by the City are responsible for table set up and take down. The rental fee will remain the same.

Set Up includes: setting up tables and chairs in accordance with the Diagram for Set Up chosen by the Renter, ensuring the facility is well-stocked with paper towels, toilet paper and hand soap and making sure the facility is cleaned – all prior to the scheduled time of the rental.

Clean Up includes: it is the renter’s responsibility to clear the tables and make sure all garbage is placed in the garbage cans as well as emptying the refrigerator. Renters must remove all decorations and tape from tables, walls, windows, wood work and fixtures prior to leaving the building. Please take all your belongings with you. Everything else will be taken care of by our contractual cleaning company.

Staff have authorized a set dollar amount for set up and clean up with each facility rental. If the renter’s total set up and clean up fees exceed the below amounts, a portion of the damage/cleaning deposit will be withheld.

McBean Pavilion and BBQ area:

- Facility Rental Event for 400+ people - \$225
- Facility Rental Event for 251-399 people - \$200
- Facility Rental Event for 0-250 people - \$175

Civic Auditorium - \$150

Please complete the “Diagram for Set Up” and return to the Recreation Department. Diagrams for Set Up are due to the Recreation Department at least 30 days prior to the rental date, otherwise table and chair set up is not guaranteed. The rental fee will not be altered if tables and chairs are not set up due to the renter not turning the set up diagram in by the due date.

Set up and clean up is the responsibility of the renter in all other facilities (including Beermann’s Plaza, and all parks).

Initials _____

Tables, Chairs, and Equipment

Tables and chairs are included in the rental price of the McBean Pavilion, McBean BBQ Area, and the Civic Auditorium. The Pavilion has twelve-foot rectangular tables and 72” round tables, as well as white chairs. The BBQ Area has eight foot tables and brown folding chairs.

The Civic Auditorium currently only has black chairs available. This facility does not have tables available. If your rental requires tables, it is the responsibility of the renter to provide their own tables.

Chairs and tables are not to be taken outside of the facilities for any reason without the prior approval of the city.

Sitting or standing on tables is not permitted and standing on chairs is not permitted. These actions could result in serious injury if the table or chair collapses. The Renter will be fully responsible for any damage caused by their guest or vendor who inappropriately uses tables, chairs and other city equipment. Leaning back in the chairs or standing on the chairs may cause damage to the chairs and renter will be fully responsible for any damaged chairs.

Property belonging to the City shall not be removed, relocated or loaned out to anyone. Tables and chairs are included in the rental fee and are supplied by the City. If the number of tables and/or chairs provided or the size and/or type of chairs and/or tables provided does not suit the needs of the renter, then the renter is responsible for securing additional chairs and/or tables. **The amount of chairs and/or tables may differ from the time of your rental application submittal to the time of your event. Please verify with Recreation Staff the week before your rental date to verify the amount of tables available for your event.**

City does not provide AV/PA systems. The renter, at their own cost, may bring AV/PA equipment into the facility for their use. **Initials** _____

Dumpster

At all rental facilities there is one dumpster. If your event will require an additional dumpster(s), you must note it on the Facility Rental Application. If it is not noted, it won’t be provided. **Initials** _____

Insurance Guidelines

Insurance is mandatory when renting/using a City of Lincoln facility, including fields, parks and streets. At a minimum, this must be a \$1 million general liability policy. Certificate will also need to name the "City of Lincoln, 600 Sixth Street, Lincoln, CA 95648" as an additional insured. There may be exceptions to this minimum and you may be asked to increase the level of insurance if the event warrants it. Please note that a homeowner's policy is not considered to be adequate insurance coverage, although your insurance provider may be able to sell you a special one-day rider. Contact your insurance provider for information and suggestions. You may also want to consider the purchase of Special Event Insurance through the City of Lincoln if you are unable to secure the appropriate insurance on your own. Please contact the Recreation Department at 916-434-3220 for more information.

The renter, as listed on the Facility Rental Application, must be named on the certificate of insurance.

Initials _____

Alcohol

It is permissible to serve alcohol at events held in the McBean Pavilion, McBean BBQ Area, and Civic Auditorium provided all applicable laws and ordinances are adhered to and the Lincoln Police Department grants approval. If your organization plans on selling alcohol, you must contact the Lincoln Police Department to secure approval. If approval is granted, the Lincoln Police Department will issue your organization an approval letter. You must then take this letter to the Alcohol Beverage Control Board in Sacramento to secure a one-day liquor permit. This permit must be on display near the area where alcohol is being sold. Generally speaking (according to the Alcohol Beverage Control Board), only non-profits can secure a one-day liquor license. All other organizations/renters wishing to sell alcohol need to hire a caterer with an off-site liquor license to sell alcohol. **It is the renter's responsibility to ensure alcohol is not served to, nor consumed by people under 21 years of age.**

Initials _____

Kitchen Facility

McBean Pavilion has a full kitchen available for use. It is included in the rental cost of McBean Pavilion. The kitchen can be included in the rental of the McBean BBQ Area at an additional cost. The kitchen has a stove, oven, refrigerator, sinks, and counter space. There is no freezer or ice maker. The Civic Auditorium kitchen currently only has a refrigerator and counter space. **Cooking and serving utensils and supplies are not provided and it is up to the renter to secure such items.** This includes, but is not limited to, coffee urns, server trays, ice chests, water coolers, pots and pans, utensils, etc.

Initials _____

Contact Numbers

In case of any life or death emergency, please call 9-1-1.

CITY OF LINCOLN FACILITY MAINTENANCE PROTOCOL

City of Lincoln Facility Maintenance needs "DURING" working hours (Monday thru Friday 8am-5pm)

If you have a concern and/or need regarding maintenance of this facility during regular work hours, Monday thru Friday 8am-5pm please direct your call to the Public Services office at 916-434-2450. You can also email Public Services at public.services@lincolnca.gov. If emailing your request, please allow the next regular business day for response.

City of Lincoln Facility Maintenance needs "AFTER" normal working hours (Monday thru Friday 5pm-8am and weekends)

If you have an immediate need regarding maintenance or repair at the facility you are using after normal working hours Monday thru Friday 5pm thru 8am and weekends, please direct your call to the Lincoln Police Department at 916-645-4040. You can also email Public Services at public.services@lincolnca.gov. If emailing your request, please allow the next regular business day for response.

City of Lincoln Facility Rental questions

If you have questions regarding rental fees, set up, clean up or availability of this facility or other City facilities, please direct your questions to the recreation Department at 916-434-3220. Normal business hours for the recreation Department are Monday thru Friday 8am thru 5pm.

Initials _____

Decorating Guidelines

All decorations must be fireproof/fire retardant. Exits must remain clear at all times.

Renters must remove all decorations and tape from tables, walls, windows, wood work and fixtures prior to leaving the building. Renters are subject to a charge for decorations that have not been removed from the facility within the time frame stated in this contract. There will be no decorating of facilities prior to the time the facility is scheduled to be rented, unless renter also provides rental fees and insurance for the time of the decorating.

McBean Pavilion **Approved** decoration items:

- Thumbtacks
- Tape (as long as it's removal doesn't damage the paint)
- Non-drip candles (as long as they are not in danger of setting off smoke detectors)

- Balloons. Helium balloons must be weighted down and all balloons must be popped prior to reenter leaving the facility. If the City must troubleshoot or conduct special maintenance (i.e. balloons on ceilings, strings caught in ceiling fan motor, etc.), the entire damage/cleaning deposit will be forfeited and additional charges may be assessed.

Items not approved:

- **Civic Auditorium** - tacks on the wall or tape on the wall or floor are not permitted
- Nails
- Any device used to hang decorations that would leave a sizeable hold
- No decorations shall be placed on or hung from ceilings, fans, or light fixtures of any facility.
- No glitter, rice, or birdseed are permitted inside or outside the facility.

Things to consider:

- All McBean Pavilion wall hangings must remain on the walls at all times; under no circumstances can they be taken down for your event. These hangings include but are not limited to: clock, flags, no smoking signs and maximum occupancy sign.
- When colored crepe paper (i.e. streamers) gets wet, it can stain whatever surface it sits on. If crepe paper from your event damages any items belonging to the City, you will be charged the cost of replacing or fixing the item.

Using any decoration item that is not permitted may result in a fine: if the item causes damages, you will be responsible for the cost of replacing or fixing the item. *Example- a helium balloon being used floats to the top of the McBean Pavilion and the string attached to the balloon gets caught in the ceiling fan, gets wrapped around and burns out the motor. You will be charged the cost of replacing the fan and the labor.*

Initials _____

Ice

If you have an event at McBean Pavilion or McBean BBQ Area and need ice, please call the Lincoln Lions Club at 645-3661 for pricing information.

Initials _____

Violation of Policy

The City of Lincoln or any designated person reserves the right to end any event early if policies are violated. A violation of these policies may result in a withholding from the damage/cleaning deposit on file and may result in denial of future use of City facilities.

Initials _____

Indemnification

Any organization or individual/applicant reporting false information or failing to abide by the rules and regulations pertaining to use will be refused further use of City facilities and shall forfeit a portion of or all of the rental fee and/or the damage/cleaning deposit. If damage exceeds the deposit fee, the applicant shall be responsible for all costs and will be billed by the City for any costs incurred.

The applicant agrees to indemnify, defend and hold harmless the City of Lincoln, its agents, officers, and employees, and each of them, 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 or third persons arising out of or any way connected with the applicant's rental and use of the City's facilities.

All conditions contained herein shall also apply to all groups, clubs, service organizations, including those receiving a waiver of fees, and any and all individuals.

Initials _____

Agreement and Signature

I, the undersigned representative, have read, understand, and will fully abide by the rules and regulations with reference to this application. The information contained herein is complete and accurate.

Name (printed)

Signature:

Date:

For Office Use Only

Receipt #:

Submit your completed application to: City of Lincoln
 Recreation Department- Facility Rentals
 2010 First Street, Lincoln, CA 95648
 Phone: (916) 434-3220
 Fax: (916) 434-8057

