

Applicant Information			
Name		Date	
Organization Name			
Address			
Day Phone			
E-Mail Address			
Secondary Contact Name		Phone	

Picnic Area Requested		
	Markham Park (max. 25 people)	\$75 per day
	Nathan Dubin Park – Small Shade Structure (max. 25 people)	\$75 per day
	Nathan Dubin Park – Large Shade Structure (max. 40 people)	\$100 per day
	Nathan Dubin Park – Both Shade Structures (max. 65 people)	\$150 per day

Event Details			
Type of Event			
Event Date			
Event Time	Start	End	
<b>Note: Covered picnic areas may only be reserved for a maximum of five (5) hours from 9:00 AM to 7:00 PM (or sunset).</b>			
Estimated Event Attendance			
Please describe in detail, what activities will occur at this event.			

Permits Information		
Will you be having any of the items listed below at your event? If so, you may be required to obtain a Special Events Permit or other required permits.		
1. Do you plan to have alcohol at this event? <b>It is not permissible to consume or serve alcohol in public parks in the City of Lincoln. It is the Permit Holder's responsibility to ensure alcohol is not served or consumed by guests at the park.</b>	Yes	No
2. Do you intend to sell alcohol at this event? <i>If alcohol is sold, an Alcohol Beverage Control permit is required.</i>	Yes	No
3. Will admission be charged to attend this event?	Yes	No
4. Will you be selling anything at this event? (i.e. raffle tickets, drinks) <i>If yes, what will you be selling? _____</i>	Yes	No
5. Will food be catered and/or sold at this event? <i>If yes, it is possible that a Placer County Food Safety Permit will be required.</i>	Yes	No
6. Will there be amplified sound at your event? (i.e. Live music or DJ)	Yes	No
7. Is this a fundraising event?	Yes	No
8. Will there be a bounce house or inflatable at this event?	Yes	No

## Reservations

- a. Reservations are on a first come, first served basis. Dates can be placed on hold up to seven (7) days, after seven (7) days the application and payment must be submitted or it may become available if another renter inquires.
- b. Applicant must submit the full fee seven (7) days prior to the permitted rental date.
- c. Covered picnic area permits will only be issued to persons eighteen (18) years of age and older.
- d. **Covered Picnic Area Rental Permits will only be issued for a maximum of five (5) hours.** Rentals may begin as early as 9:00 AM and may end as late as 7:00 PM or sunset – whichever comes first.

## Refunds

- a. The City reserves the right to cancel any scheduled event without liability. Refunds will be made of all fees if the City deems the cancellation is necessary.
- b. If the Permit Holder cancels their reservation less than five (5) business days before the contracted date, a \$30 processing fee will be deducted from the collected use fees.
- c. Permit Holder will receive a full refund if their reservation is cancelled due to inclement weather.
- d. All cancellations are required to be submitted in writing by the person named on the application.

## Responsibilities

- a. The Permit Holder assumes all liability for the use of the designated area.
- b. The Permit Holder will be responsible for any theft and/or damage to equipment or property during their reserved time.
- c. Failure to follow park rules and guidelines may result in the forfeiture of part or all of the deposit (if applicable).

## General Rules and Guidelines

- a. Failure to abide by the terms of this agreement may result in the termination of your event by the City of Lincoln Recreation Department. Permit Holder is responsible for their guests' adherence to park rules.
- b. **No** smoking inside any City facility or park (per City Ordinance 12.20.190).
- c. It is **not** permissible to consume or serve alcohol in public parks in the City of Lincoln. It is the Permit Holder's responsibility to ensure alcohol is not served or consumed by guests at the park.
- d. Permit Holders or their guests **are not allowed to drive any motorized vehicle (car, truck, motorcycle or ATV) onto the park grounds at any time.** Doing so may cause immediate cancellation of your permit and potential to reserve facilities in the future.

## Agreement and Signature

### RULES, GUIDELINES & REGULATIONS

My signature below, signifies that I have been informed of, read, and understand ALL the rules, guidelines and regulations as outlined in the City of Lincoln Covered Picnic Area Rental Application. Furthermore, I assume the responsibility of ensuring that all guests and attendees abide by ALL conditions outlined.

### HOLD HARMLESS

The applicant agrees to indemnify, defend and hold harmless the City of Lincoln, its agents, officers and employees, from any and all losses, costs, expenses, claims, liabilities, actions or damages arising out of the applicant's rental and use of the City's facilities, including but not limited to personal injuries up to and including death, exposure to communicable disease, and property damage of any kind, excepting only those damages caused by the City's sole negligence or intentional conduct.

Name (printed):

Signature:

Date:

## Contact Numbers

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

City of Lincoln Public Services staff can be contacted for repairs or damages to the facility that need *immediate* attention. These are problems that will have an adverse effect on your event and need to be handled immediately.

During business hours Monday-Friday, 8am-5pm, please contact Public Services at (916) 434-2450.

During non-business hours (including weekends), please contact the Police Department at (916) 645-4040. An on-call Public Services employee will be notified and sent out to address the problem.

If the problem does not have an adverse effect on your event, please report the issue to the Recreation Department at (916) 434-434-3220 the following business day.