



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 of 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>

## Application Agreement

### Reservations

Please contact the City of Lincoln Recreation Department to check the availability of the McBean Park Gazebo. Reserving Lincoln facilities is on a first come, first served basis. The Rental Application is due **14 days after** requesting facility rental date(s).

Reservations are considered "tentative" once the Rental Application is submitted. Once a supervisor confirms and approves the tentative reservation, the Renter must submit the full payment of rental fees and anything else deemed necessary by the City of Lincoln **30 days prior** to your event or your rental may risk cancellation.

The Renter acknowledges the remote possibility that McBean Park, or portions of the park, 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 terrorism. In the event that the entire park 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 McBean Park 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/or 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 or City parks (per City Ordinance 12.20.190).

## Responsibility of Renter

The McBean Park Gazebo Rental Application must be signed by a person who is at least eighteen (18) years of age. The person and/or the organization signing the rental application, on whose behalf the rental is being made, is responsible for compliance with all conditions of use for the Gazebo including compliance by 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.

Rental 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 **30 days 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 McBean Park Gazebo during the time and date for which they have contracted.**

Initials \_\_\_\_\_

## Alcohol

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 go to the Alcohol Beverage Control Board (ABC) 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 or consumed by people under 21 years of age.**

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## Rental Time

**McBean Park Gazebo** – Rental times begin at park opening and conclude at park closing, the same day of rental.

Please note:

- 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.**

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## Fees

At the time of reservation, a rental fee in accordance with the current fee schedule (see below) is due and payable along with the completed rental agreement. The City must be in receipt of the balance of the fees before the McBean Park Gazebo is considered rented. All checks are to be made out to "The City of Lincoln".

McBean Park Gazebo	Mon.	Tue.	Wed.	Thur.	Fri.	Sat.	Sun.
Resident – Hourly	\$30/hr	\$30/hr	\$30/hr	\$30/hr	\$30/hr	\$30/hr	\$30/hr
Non Resident Hourly	\$35/hr	\$35/hr	\$35/hr	\$35/hr	\$35/hr	\$35/hr	\$35/hr

Initials \_\_\_\_\_

## Refund Policy

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:

- All cancellations are required to be submitted in writing by the person named on the contract.
- Cancellation dates are determined by when Recreation staff receives the written cancellation.
- With **more than 7 days notice of the scheduled date**, the City will refund 100% the rental.
- With **less than 7 days notice of the scheduled date**, the City will require a \$25 cancellation fee and process all other refunds.
- If the weather does not permit an outdoor event, the City will reschedule **or** process a refund.

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## 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 denial of future use of City facilities.

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## 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. If damage exceeds the rental 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 \_\_\_\_\_

## COVID-19

The Renter agrees to adhere to all state & county guidelines and protocols as published by the California Department of Public Health and the Placer County Department of Health & Human Services related to COVID-19. In addition, all renters must have a City approved operating plan that addresses social distancing, disinfecting, wellness check and mask wearing. Furthermore, the City reserves the right to cancel a reservation or suspend facility use at any time as conditions related to COVID-19 develop and change.

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:

Submit your completed application to:

City of Lincoln  
Recreation Department – Facility Rentals  
2010 First Street, Lincoln, CA 95648  
Phone: (916) 434-3220  
[recreation@lincolnca.gov](mailto:recreation@lincolnca.gov)

### 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.