

PARKS & FACILITY USE APPLICATION

FOR RENTAL PERMIT

FACILITY / PARK / BALLFIELD Requested _____

TYPE OF EVENT _____

Organization or Individual Name (*Applicant*) _____

Street Address _____

City, State, ZIP Code _____

Home Phone _____ **Work Phone** _____ **Cell Phone** _____

E-mail Address _____

EVENT INFORMATION

Anticipated Attendance: Total Number _____ Number of Youth _____ % of Carlsbad Residents _____

Indoor Event Setup: Number of Tables _____ Number of Chairs _____ Electrical _____

Coffee Maker _____ Podium / PA Sys _____ Other _____

DATES from ____/____/____ to ____/____/____ **Circle Day(s)** Sun M T W Th F Sat

If your group meets on a regular basis, please CIRCLE the week(s) of the month you meet: 1st 2nd 3rd 4th

ARRIVAL TIME _____ am/pm **DEPARTURE TIME** _____ am/pm **TOTAL HOURS** _____

Event begins _____ am/pm **Event ends** _____ am/pm

Parks: 3 hour minimum rental **Buildings:** 2 hour minimum rental **Carrillo Ranch:** 4 hour minimum rental

DAY OF EVENT CONTACT _____

Home Phone _____ **Work Phone** _____ **Cell Phone** _____

PLEASE NOTE: On the day of the facility use, the event contact person must be present and have a copy of this application form and signed permit in his/her possession along with a valid identification during the entire rental agreement period.

Falsifying information on the Park & Facility Use Application for Rental Permit is grounds for denial of use and future use, may result in criminal prosecution and/or loss of the security deposit. Falsifying information is grounds for terminating the event. I have read this notice and understand the consequences of falsifying information on the attached application. I certify, under penalty of perjury, that the information I have given on the Park & Facility Use Application for Rental Permit is true and correct to the best of my knowledge and belief. I, applicant, or representative for applicant, understand and agree to obey all facility use rules, regulations and policies. I, applicant, or representative for applicant, further understand and agree that the Rental Permit and associated event may be terminated by the City Manager, Police, or Parks & Recreation Director for a violation of any term or condition of the rental permit or for a violation of any federal, state or local law.

The signer, for himself/herself and/or his/her children, hereby waives any and all rights to make a claim for any loss or damage that may hereinafter accrue against the City of Carlsbad, members of its Council or Commission, its officials, employees and agents, arising out of the use of City property or activities pursuant to the reason of this waiver by reasons of negligence or otherwise; and further agree to defend and indemnify and save free and harmless the City and above said persons from any claims, liability or loss occasioned to the City or above said persons as the result or injury or death to persons or damages to property arising out of the use of said property or activity pursuant to the reasons for this waiver by reason of negligence or otherwise. We agree to comply with the City of Carlsbad Parks & Recreation Department facility use regulations.

APPLICANT'S SIGNATURE _____ **Date** _____

I permit the P & R Dept. to take photos of my event for purposes of advertising the venue to other potential renters and/or to promote renting of the venue. _____ (Initial)

Please initial for acknowledgment of receiving, reading and understanding the Facility Use Regulations for Rental Permit. _____ (Initial)

YOUR APPLICATION IS NOT APPROVED UNTIL YOU RECEIVE A SIGNED PERMIT

FOR DEPARTMENT USE ONLY

Date Received _____

Received by _____

Data Input by _____

Permit Number _____

Group Priority

Alcohol License Required Y / N

Liability Insurance Required Y / N

Date Verified _____

FACILITY CHARGES

Standard Hours _____ at \$ _____/ hour \$ _____

Additional Hours _____ at \$ _____/ hour \$ _____

Staffing Fee _____ at \$ _____/ hour \$ _____

Field Lights _____ at \$ _____/ hour \$ _____

Security Guards _____ at \$ _____/ hour \$ _____

Insurance \$ _____

Cleaning / Security Deposit (*refundable*) \$ _____

Inflatable Party Jump _____ at \$ _____/ day \$ _____

Other _____ \$ _____

TOTAL \$ _____

RISK MANAGEMENT: Approved Denied By _____ Date _____

RECREATION: Approved Denied By _____ Date _____

ACTIVITIES CHECKLIST

FOR RENTAL PERMIT

TYPE OF EVENT _____
(Birthday, Concert, Picnic, Wedding, Meeting, etc.)

Attendance Number _____ Indoor Outdoor

Is this event open to the public? YES NO

Is this a co-sponsored event? YES NO

If yes, name sponsors _____

ADDITIONAL INFORMATION	NO	YES	
Not-for-Profit Organization			If Yes, is it a Carlsbad chapter? Y / N
Athletic Activity			
Dancing / Entertainment			
Music / Amplified Sound			
Jumpies / Inflatables			
Vendors / Sales / Donations			Do they have a City of Carlsbad Business License? Y / N
Food / Non-Alcoholic Beverages			Do they have a County Food Handler's License? Y / N
Alcohol			Do you have an ABC License from the County? Y / N
Other			

SETUP REQUEST	NO	INDIVIDUAL	PRIVATE COMPANY	ADDITIONAL PERMITTING PROCESS May Be Needed
Electrical Hook-up				✓
Generator <i>(must have protection underneath)</i>				✓
Fencing				✓
Retail / Sales Booths				✓
Stages / Speakers				✓
Signs / Banners / Advertising				✓
Street Closures / Parking Lots / Sidewalks				✓
Tiki Torches / Contained Flames / Special Lighting / Propane Tanks / Etc.				✓
Tents / Canopies <i>(fire inspection required if tent is over 10' x 20' with 14-day advanced notice plus fee)</i>				✓
Other				

Comments _____

