

# 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: 1<sup>st</sup> 2<sup>nd</sup> 3<sup>rd</sup> 4<sup>th</sup>

**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 ( <i>refundable</i> ) _____		\$ _____
Inflatable Party Jump _____	at \$ _____/ day	\$ _____
Other _____		\$ _____
<b>TOTAL</b>		<b>\$ _____</b>

**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** \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_