

CITY OF HUNTINGTON BEACH
COMMUNITY & LIBRARY SERVICES
2000 Main Street – 5th Floor
Huntington Beach, CA 92648-2702
714 536 5486



Rental Office Hours:
Monday – Friday 8:00 am-4:30 pm
Weekend Staff 714-951-6849
For EMERGENCIES, please contact:
Police Department 714-960-8811

APPLICATION FOR USE OF FACILITIES

Any request to make changes to a reservation must be made in person no later than thirty (30) days prior to the event date.

If cancelled, fees will not be refunded for:

*Lake Park Clubhouse/BBQ, Harbour View Clubhouse or Memorial Hall if less than thirty (30) days, and
Newland Barn if less less than ninety (90) days, of the event.*

The \$5.00 alcohol filing fee will not be refunded at any time. Payment of all fees is required with the application.

HUNTINGTON BEACH CENTRAL PARK:

☐ Amphitheater

☐ Bandstand

CLUBHOUSES & BBQ:

☐ Newland Barn
Maximum 200

☐ Harbour View Clubhouse
Maximum 150

☐ Lake Park BBQ
Maximum 200

☐ Lake Park Clubhouse
Maximum 100

☐ Memorial Hall
Maximum 100

Applicant Name: _____ Co-Applicant Name: _____

Address: _____ City: _____ Zip: _____

Phone: _____ Co-Applicant Phone: _____ E-mail: _____

Date(s) Requested: _____ Day(s) of Week: _____

Hours Requested (Include *setup and cleanup* time): _____ ☐ am ☐ pm to _____ ☐ am ☐ pm

Type of Event: _____ Number in Attendance:* _____
*Number Includes Guests, Vendors & Staff

Will food be served? ☐ N/A ☐ YES ☐ NO

Will you be having Alcohol? ☐ N/A ☐ YES ☐ NO

What time will alcohol arrive? _____

Will there be alcohol out on the Patio?* ☐ N/A ☐ YES ☐ NO
*(Harbour View Clubhouse and Lake Park Clubhouse Only)

Will guests be charged to enter? ☐ N/A ☐ YES ☐ NO

Will guests be charged for alcohol? ☐ N/A ☐ YES ☐ NO

Is this rental ongoing? ☐ YES ☐ NO Frequency of Rental: _____ Organization: _____

Type of Rental: ☐ Private ☐ Business ☐ Non-Profit Organization

BOUNCE HOUSE, JUMPER OR GAME TRUCK and/or FOOD TRUCK:

☐ I will not have a food truck or taco truck and/or bounce house, jumper or game truck at my event.

☐ I will have a food truck or taco truck at my event. **A Special Permit is required** if you are having a food/taco truck. The cost of a Special Permit is **\$75.00**.

☐ I will have a bounce house, jumper, or game at my event. **A permit is required** to place a bounce house, jumper, or game truck at any City park. The cost of a Bounce House/Jumper Permit is **\$25.00**. *See Policies for unpermitted devices

We intend to comply with the Americans with Disabilities Act. If you require special accommodations, indicate below:

*If you are providing your own insurance, it must be submitted and **APPROVED**
no later than 30 days prior to the scheduled event.*

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APPLICATION FOR USE OF FACILITIES

REFUNDS:

- ☐ Credit card payment – will be applied to the card used for payment. Refunds are processed 7-10 days after event for processing.
- ☐ Check or cash payments – a check will be mailed to the address listed above. Please allow up to 2-4 weeks after the event for processing.

Name: _____

Address: _____ City: _____ Zip: _____

The undersigned hereby agrees to abide by the policies governing the use of this facility, as set forth on the attached page, and all others approved by City Council, and will specifically accept responsibility for any damage to the facility, furniture or equipment caused by the occupancy of said premises. I understand that the City of Huntington Beach is not responsible for lost or stolen property.

The failure to fulfill any obligation within this document or violate any provisions herein shall be considered a breach of facility use, and may result in immediate termination of the event and the forfeiture of all fees and deposits.

Signature of Applicant _____ Driver's License # _____ Birth Date _____ Date _____

Signature of Co-Applicant _____ Driver's License # _____ Birth Date _____ Date _____

APPROVAL:

ABC License # _____

COMMUNITY & LIBRARY SERVICES

Approved _____ Denied _____ Date _____

By _____

CITY MANAGER OR DESIGNEE

Approved _____ Denied _____ Date _____

By _____

POLICE DEPARTMENT

Approved _____ Denied _____ Date _____

By _____

(FOR DEPARTMENT USE ONLY)

CHARGES:

Number of Hours _____ @ _____	\$ _____	Fencing	\$ _____
Bounce House/Jumper Fee	\$ _____	Other	\$ _____
Game Truck Fee	\$ _____	Insurance Fee	\$ _____
Food Truck Fee	\$ _____	Alcohol Filing Fee	\$ _____
Table Set-Up/Take-Down	\$ _____	Cleaning/Security Deposit	\$ _____

☐ Cash ☐ Credit Card ☒ MC ☐ D Last 4 Digits _____ Exp ____/____ ☐ Check # _____ **TOTAL \$ _____**

Received By: _____ Date: _____ Receipt #: _____

EVANSTON INSURANCE COMPANY

CERTIFICATE NO.: -

CERTIFICATE OF INSURANCE
SPECIAL EVENT LIABILITY PROGRAM

PRODUCER Alliant Insurance Services, Inc. in conjunction with Apex Insurance Services P O Box 8473 Pasadena, CA 91109 License No: OC 36861		PUBLIC ENTITY (ADDITIONAL INSURED) City of Huntington Beach, its officers, elected or appointed Officials, employees, agents, and volunteers. 2000 Main Street Huntington Beach, CA 92648-2702	
NAMED INSURED (EVENT HOLDER):		EVENT INFORMATION: TYPE: _____ DATE(S): _____ LOCATION: _____ *Liquor Liability Yes <input type="checkbox"/> No <input type="checkbox"/> **Liquor Liability after 12 am ends before 2 am <input type="checkbox"/>	
<p>This is to certify that the insurance policy listed below has been issued to the above insured named (event holder) for the policy period indicated. The insurance described herein is subject to all the terms, exclusions and conditions of such policy(ies) unless amended as described in Special Conditions.</p> <p>INSURANCE CARRIER: Evanston Insurance Company MASTER POLICY NUMBER MKLV7PBC001712 MASTER POLICY DATES: EFFECTIVE: JANUARY 1, 2024 EXPIRATION: JANUARY 1, 2025</p>			
COMMERCIAL GENERAL LIABILITY General Aggregate Limit \$ 2,000,000 Products & Completed Operations 1,000,000 Personal & Advertising Injury 1,000,000 Each Occurrence Limit 1,000,000 Damage To Premises Rented To You (Any One Premises) 100,000 Medical Payments (Any One Person) 5,000 Liquor Liability (If purchased) 1,000,000 Optional Limits Purchased <input type="checkbox"/> \$1,000,000/\$3,000,000 <input type="checkbox"/> \$2,000,000/\$2,000,000 Damage To Property (If purchased)		OCCURRENCE FORM	DEDUCTIBLE: NONE SPECIAL CONDITIONS: The following endorsements attached to the Master Policy do not apply to this Certificate Of Insurance:
The limits of insurance apply separately to each event insured by this policy as if a separate policy of insurance has been issued for that event.			
OTHER ADDITIONAL INSUREDS			
CANCELLATION: Should the above described policy be cancelled before the expiration date thereof, notice will be delivered in accordance with the policy provisions.			



AUTHORIZED REPRESENTATIVE: _____

DATE ISSUED: _____



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Refund Authorization

FACILITY _____ DATE OF EVENT _____

*If you will pay for your rental with a credit card (Visa, MC, or Discover) enter the information for that card below. Please present card to clerk for payment. Refunds are processed 7-10 days after event.

Name on Card _____

Credit Card Last 4-Digits _____

Expiration Date _____ / _____
MONTH / YEAR

OR

*If you will pay by check or cash, indicate the name and address of where to send the refund check. Please allow up to 2-4 weeks after the event for processing.

Tell us which name to make the refund check payable to and provide a mailing address. (Please fill out even if the information is the same on the application)

NAME

NUMBER STREET APT#

CITY STATE ZIP

-----FOR DEPARTMENT USE ONLY-----

Reason for Refund

Security Deposit _____ \$ _____

Insurance _____ \$ _____

Rental _____ \$ _____

Alcohol Filing Fee _____ \$ _____

Other _____ \$ _____

Total Refund Due \$ _____

Submitted by: _____ Date: _____



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POLICIES GOVERNING USE OF FACILITY

CANCELLATION or CHANGE FEES

Newland Barn, Lake Park Clubhouse/BBQ, Harbour View Clubhouse or Memorial Hall – Any request to make changes to a reservation must be made in person no later than thirty (30) days prior to the event and a \$10.00 change fee will be charged.

Newland Barn, Lake Park Clubhouse/BBQ, Harbour View Clubhouse or Memorial Hall – Any request to cancel a reservation must be made in person no later than thirty (30) days prior for Lake Park Clubhouse/BBQ, Harbour View Clubhouse or Memorial Hall and ninety (90) days prior for the Newland Barn to the event a \$25.00 fee will be charged.

Pursuant to the “Fee and Charges Schedule”, a result in forfeiture of rental fee/charges:

- Lake Park Clubhouse/BBQ, Harbour View Clubhouse or Memorial Hall – If cancelled less than thirty (**30**) days prior to the event will result in forfeiture of entire rental fee/charges
- Newland Barn – If cancelled less than ninety (**90**) days prior to the event will result in forfeiture of entire rental fee/charges.

* In the event the City is forced to cancel a reservation because of events beyond the City’s control making performance inadvisable, commercially impracticable, illegal, or impossible to perform such as war, riots, fire, flood, earthquake, lightning, explosion, bomb scare, strikes, lockouts, slowdowns, prolonged shortage of energy supplies, Permittee will be refunded any rental fees or charges provided to the City. However, in no event will the Permittee be entitled to any other amounts whether named incidental or consequential damages (for example, Permittees cost to vendors) if the City is required to cancel the reservation.

The \$5.00 alcohol filing fee will not be refunded at any time. Payment of all fees is required with the application.

GENERAL

A City staff person will be on the premises to admit you, or your representative, (excluding caterers) at the time specified on your application. Staff will only wait and additional (15) fifteen minutes. If you are not available at the specified time, an **additional \$25.00** fee will be charged to have the staff return to open the facility. The staff will return to lock up at the time indicated on your application. **If your event extends beyond the end time noted on your application, you will be charged double for the extra time needed.** It is the applicant’s responsibility to see that the facility is supervised until staff arrives.

Staff is not responsible for items brought into the facility. It is the responsibility of the renting party. The City of Huntington Beach is not responsible for lost or stolen property.

VEHICLES

Per Huntington Beach City Ordinance 13.48.060, I understand that “no person shall operate, drive, ride, park, or leave standing any automobile, truck, motorcycle, motor scooter, motorized bicycle, go-cart, or any other motor vehicle or any other vehicle at any time in any park.”

Violations of the above-mentioned rules will result in the forfeiture of your rental deposit in full.

POLYSTYRENE (STYROFOAM) POLICY



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POLICIES GOVERNING USE OF FACILITY

All rental agreements for usage of any City-owned property or facility shall require that contracting parties assume responsibility for preventing the utilization and/or distribution of expandable polystyrene products (commonly referred to by the trade name "Styrofoam") by any attendee or vendor including, but not limited to; caterers, entertainment, and rental equipment at the associated function. Resolution 2005-1; Section 2; January 3, 2005: Excerpt

Violations of the above-mentioned rules will result in the forfeiture of your rental deposit in full.

MUSIC/AMPLIFIED SOUND

- The provisions of Municipal Code Chapter 13.48.080 must be adhered to in the use of public spaces.
- No person shall maliciously or willfully disturb the peace or quiet of a park or of any person therein, by loud or unusual noises, or by indulging in riotous, boisterous, threatening, indecent or offensive conduct, or by using abusive, profane, indecent or vulgar language.
- No person shall, within any park, disturb in any manner any picnic, meeting, services, concert, exercise or exhibition. No person shall play or utilize any sound-amplifying system within or upon any park or facility not set aside for such purpose by the City Council or the Director of Community & Library Services.
- Any person violating any provision of this chapter shall, upon conviction thereof, be guilty of a MISDEMEANOR and subject to a fine of not more than five hundred dollars (\$500) or to be imprisoned in the City or County jail for a period not to exceed three (3) months, or both such fine and imprisonment.
- Live Bands and/or Amplified sound is not permitted. DJ's **are not** permitted outdoors. If music and/or sound can be heard outside the perimeter of your group, this is an indication that music and/or sound are too loud and must be turned down. Please be considerate of surrounding homes, businesses, and park patrons.
- Event must conclude and music must be turned off no less than one-hour prior to end of reservation time.

Violations of the above-mentioned rules will result in the forfeiture of your rental deposit in full.

LOUD NOISES

The provision of Municipal Code 8.40.112 must be adhered to and it shall be unlawful for any person to:

- Use, operate, or permit to be operated any radio, receiving set or device, television set, musical instrument, phonograph, CD, DVD, tape player, juke box, or other machine or device for producing or reproducing sound in such a manner as to disturb the peace, quiet, and comfort of other persons.
- Make or allow to be made any noise which continues for more than a five-minute period between the hours of 10:00 p.m. and 7:00 a.m. if such noise is audible for 50 feet or more from the source of the noise.
- Maintain, manage, or control any business or residential property in violation of subsections A or B of this section.
- Own, maintain, control, operate, take care or custody of, or otherwise provide any premises, and allow noise to continue after being informed, anytime within the preceding 30 days by the Police Department, that a violation of this chapter has been committed on said premises.
- Violations of this section are hereby declared a nuisance.

Violations of the above-mentioned rules will result in the forfeiture of your rental deposit in full.

REGULATIONS

Any person or group causing property or equipment damage will be required to pay for same replacement (based on current cost of repair or replacement).



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POLICIES GOVERNING USE OF FACILITY

- Groups requiring time for decorating or other preparation must include the time on the original application. **DO NOT** use any adhesives, such as: glue, staples, tacks, nails or tape on the ceilings, walls, windows or tables. Facility must be cleaned and vacated at the time indicated on your application. **We do allow painters tape.**
- Building curfew:
 - Lake Park Clubhouse, Harbour View Clubhouse and Memorial Hall: Sunday – Saturday 10:00 p.m.
 - Newland Barn: Sunday – Thursday 10:00 p.m., Friday and Saturday 11:00 p.m.

REGULATIONS CONTINUED

- Kitchen is to be used for catered meals and light refreshments. All food must be removed from kitchen upon conclusion of event.
- Patron is responsible for clean-up, including mopping the floor. If the facility is not cleaned by the time specified, you will be charged for at least one hour or forfeit your cleaning deposit.
- Rented tables and chairs must be removed at the end of the event. No overnight storage.
- Provided tables/chairs must remain inside the facility. Tables provided are 6' rectangular, not circular.
- Permits will only be issued to persons 21 years of age and over. The person signing the application must be present at the event.
- An adult chaperone (21 years) is required for every 25 children at youth events.
- The City does not provide a list of cleaning, rental, or catering vendors.
- The facility must be cleaned and left in good condition prior to closing time to qualify for a full refund of the cleaning/ security deposit. Allow 4-6 weeks for refund(s).
- Smoking is not allowed in the facility OR lawn area, MC 13.48.115.

Violations of the above-mentioned rules will result in the forfeiture of your rental deposit in full.

EXAMPLES OF ITEMS NOT PERMITTED

- Barbeques or Open Flames, including Flame Swallowers
- Dance Floors
- Domestic or Exotic Animals
- Glitter, Confetti, and "Silly String"
- Hay Bales, Woodchips or Sand
- Horse Drawn Carriages
- Japanese Lanterns
- Sparklers
- Water Balloons

Violations of the above-mentioned rules will result in the forfeiture of your rental deposit in full.

THE PROVISIONS OF MUNICIPAL CODE CHAPTER 13.48, 9.22, AND 13.52 MUST BE ADHERED TO IN THE USE OF PUBLIC FACILITIES

It is unlawful for any person to do or commit, or for any person to cause or permit to be done or committed on or within the premises of any public building within the city, any of the following:

- a. Disfiguration and Removal: Willfully mark, deface, disfigure, injure, tamper with, or displace or remove any building, bridges, tables, benches, fireplaces, railings, paving or paving material, waterlines or other public utilities



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POLICIES GOVERNING USE OF FACILITY

- or parts or appurtenances thereof, signs, notices or placards whether temporary or permanent, monuments, stakes, posts or other boundary markers, or other structures or equipment, facilities or park property or appurtenances whatsoever, either real or personal;
- b. Restrooms and Washrooms: Fail to cooperate in maintaining restrooms and washrooms in a neat and sanitary condition. No person over the age of five years shall use the restrooms and washrooms designated for the opposite sex;
 - c. Sanitation: Have brought in or shall dump deposit or leave any bottles, broken glass, ashes, paper, boxes, cans, dirt, rubbish, waste, garbage or refuse, or other trash;

THE PROVISIONS OF MUNICIPAL CODE CHAPTER 13.48, 9.22, AND 13.52 MUST BE ADHERED TO IN THE USE OF PUBLIC FACILITIES CONTINUED

- d. Vending and Peddling: Expose or offer for sale any article or thing, nor shall he station or place any stand, cart or vehicle for the transportation, sale or display of any such article or thing;
- e. Advertising: Announce, advertise or call the public attention in any way to any article for sale or hire.

Violations of the above-mentioned rules will result in the forfeiture of your rental deposit in full.

VENDOR & SERVICE PROVIDER INFORMATION

All vendors and service providers that are onsite must obtain a Huntington Beach business license. It is the responsibility of the Applicant to ensure that all vendors and service providers obtain their business license prior to the event. Failing to obtain a business license will result in their inability to participate.

Common examples of vendors and service providers include caterers, food trucks, florists, photographers, disc jockeys, etc. To obtain an application, please use the following link:

<https://www.huntingtonbeachca.gov/files/users/finance/business-license-application.pdf>

Please contact Business License at 714-536-5267 for any additional questions.

BOUNCE HOUSES, JUMPERS OR GAME TRUCKS

- The following are **not permitted** in any city park: Sumo Wrestling, Speed Pitch, Rock Climbing Wall, Dunk Tanks, Water Slides, Obstacle Courses, Slides, Archery Tag, Nerf Gun, Trackless Trains, and Petting Zoos. MC 13.48.120
- Game trucks would fall under the same rules as bounces house/jumpers; however game trucks must remain in the parking lot and are **NOT** allowed in the actual park/grass area. MC 13.48.060
- KnockerBall, Bubble Soccer, Hamster Ball Laser Tag, or Nerf Gun Battles are only permitted at the Sports Complex Auxiliary Field.

Violations of the above-mentioned rules will result in the forfeiture of your rental deposit in full.

NEWLAND BARN GENERAL INFORMATION

- This facility **does not** offer rehearsals for weddings. However, public viewing is available most Wednesdays, 5:30 – 6:30 pm
- There is no climbing or swinging allowed on the fences or trees
- Guests are not permitted past the water tower, or near the museum



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POLICIES GOVERNING USE OF FACILITY

- The lawn and patio combined has room for as many as 200 guests
- Bounce Houses are not permitted
- The Newland House Museum is not available for rental
- The museum will remain open during its regularly scheduled hours
- Only the back gate will be unlocked
- The side gates by the Museum remain locked at all times
- The porch of the Newland House Museum is not available for pictures or ceremonies
- No placing of items on the water tower is allowed
- ***The gazebo is not available for use or lighting will not be strung between the barn and water tower unless you have made arrangements with the Huntington Beach Historical Society***

ALCOHOL USE INFORMATION **PER MUNICIPAL CODE CHAPTER 9.84 ALCOHOL USE PERMIT**

- ☐ I **will not** be serving alcohol at my event. If alcohol is found in or around the facility, it will result in immediate termination of the event and the forfeiture of all fees and deposits in full. The police will be called, and your event will be shut down immediately.
- ☐ I **will** be serving alcohol at my event.

PURPOSE:

The purpose of this information is to provide definitions and adopt uniform regulations for the use and consumption of beer and wine and similar alcoholic beverages within public buildings. Specifically excluded from this purpose is the use of distilled spirits.

DEFINITION:

The following terms shall have the meaning indicated below:

- “*Alcohol*” means ethyl alcohol, hydrated oxide of ethyl, or spirits of wine, from whatever source by whatever process produced.
- “*Alcoholic beverage*” includes alcohol, spirits, liquor, wine, beer and every liquid or solid containing alcohol, spirits, wines or beer, and which contains one-half of one percent or more of alcohol by volume and which is fit for beverage purposes either alone or when diluted, mixed, or combined with other substances.
- “*Distilled spirits*” means alcoholic beverage obtained by the distillation of fermented agricultural products, and includes alcohol for beverage use, spirits of wine, whiskey, rum, brandy, gin, vodka, and including all dilution and mixtures thereof.
- “*Beer*” means any alcoholic beverage obtained by the fermentation of any infusion or decoction of barley, malt, hops, or any similar product, or any combination thereof in water, and includes ale, porter, brown, lager beer, small beer, and strong beer but does not include Sake, known as Japanese rice wine.
- “*Wine*” means the product obtained from normal alcoholic fermentation of the juice of sound, ripe grapes, or other agricultural products containing natural or added sugar or any such alcoholic beverage to which is added grape brandy, fruit brandy, or spirits of wine, which is distilled from the particular agricultural products of which the wine is made, and other rectified wine products, and by whatever name, and which does not contain more than 15 percent added flavoring, coloring, and blending material, and which contains not more than 24 percent of alcohol by volume and includes Vermouth and Sake.

APPLICATION:

Application for alcohol use shall be made to the City Manager, in writing, signed by the applicant and shall contain the following statements and information:

- Name and address of applicant



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POLICIES GOVERNING USE OF FACILITY

- Name of the facility the applicant seeks to occupy
- Type of function, hours, and date
- Number of persons expected to attend

A non-refundable application fee, set by resolution, shall accompany each application.

The application must be made forty-five (45) days in advance of the planned activity.

No authorization for alcohol use will be given to a person who is not of good character or reputation.

Copies of the application shall be delivered to the Department Director, Police Department, and City Manager for approval.

ALCOHOL USE INFORMATION **PER MUNICIPAL CODE CHAPTER 9.84 ALCOHOL USE PERMIT CONTINUED**

REQUIREMENTS:

When serving alcohol during the event, the following requirements shall be met and shall be the responsibility of the applicant:

- If a determination is made by the City Manager, any department director, or the Police Chief that extra labor shall be required at the activity, the cost of said labor shall be estimated and a like amount deposited with the Finance Department at least thirty (30) days prior to the scheduled activity, according to current fees set by resolution.

REQUIREMENTS WHEN CHARGING A FEE FOR ALCOHOL OR CHARGING A FEE FOR ENTRANCE TO THE FUNCTION:

- A one-day permit must be obtained from the Alcohol Beverage Control Department and a copy given to the Community & Library Services staff at least two (2) weeks prior to the planned activity. Failure to do so will automatically cancel your event. Please contact the following for more information:

State of California
Alcohol Beverage Control Department
Santa Ana District Office
28 Civic Center Plaza, Room 379
Santa Ana, CA 92701
(714) 558-4101

PROHIBITED ACTIVITIES:

The following activities are hereby prohibited when serving alcohol. **There shall be no:**

- Beer, wine, or distilled spirits containing more than 24% alcohol by volume served
- Alcohol or alcoholic beverages shall be served to minors
- Minors present unless accompanied by a parent, an adult relative or legal guardian
- Concurrently scheduled youth activities in the same facility
- Alcohol or alcoholic beverages served after:
 - Lake Park & Harbour View Clubhouse: Sunday – Saturday 9:00 p.m.
 - Newland Barn: Sunday – Thursday 9:00 p.m., Friday and Saturday 10:00 p.m.
- Leftover food or beverages allowed to remain on premises
- Structural or electrical alterations to the premises
- Removal of chairs, tables or other furniture
- Person remaining on the premises after:



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POLICIES GOVERNING USE OF FACILITY

- Lake Park & Harbour View Clubhouse: Sunday – Saturday 10:00 p.m.
- Newland Barn: Sunday – Thursday 10:00 p.m., Friday and Saturday 11:00 p.m.
- Use of the premises other than noted on the rental application
- Consuming alcohol in the park or in the parking lot. HBMC 13.48.110

MANDATORY CONDITIONS:

When serving alcohol during an event the following requirements shall be met and shall be the responsibility of the applicant:

- Beer, Wine, and Champagne only.
- Serving of alcohol is limited to five (5) hours and must be specified on the application.
- Alcohol consumption must end a minimum of one-hour before the event ends.
- Alcohol usage is restricted to the permitted hall only.

ALCOHOL USE INFORMATION

PER MUNICIPAL CODE CHAPTER 9.84 ALCOHOL USE PERMIT CONTINUED

- Payment for Lyons Security Services must be received thirty (30) days prior to the event. The required guards are:
 - Newland Barn: Two (2) security guards per 100 people in attendance AND three (3) security guards per 101+ must be on site.
 - Harbour View and Lake Park Clubhouses and Memorial Hall: One (1) security guard must be on site.
- Lyons Security Services must arrive one-half hour (1/2) prior to alcohol arriving at location and stay until the end of the event.
- Lyons Security Services must be present at all times when alcohol is on location, and if not present, your event will be cancelled and all fees and charges forfeited.

Violations of the above-mentioned rules will result in the forfeiture of your rental deposit in full.

I _____ understand that violation of the above-mentioned rules may result in the forfeiture of my rental deposit.

Signature of Applicant

Date



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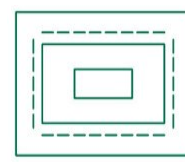
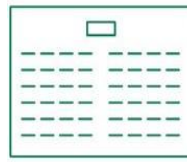
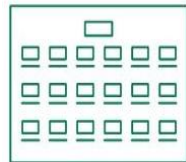
Room Set-Up

Applicant's Name: _____

Date of Event: _____

Event Location: _____

Would you like to have your room set-up? Yes ☐ No ☐ (additional \$20.00)



Classroom
Style

Theater Style

U-Shape

Square

Harbour View Clubhouse	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lake Park Clubhouse	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Memorial Hall Room 1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Memorial Hall Room 2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Newland Barn	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



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Condition of Facility Agreement

Facility: _____ Date of Use: _____

Applicant's Name: _____

Applicant (or his/her representative, excluding caterers) agrees to return the facility in reasonable condition to be entitled to a full refund of deposit. If Applicant (or his/her representative, excluding caterers) is not present at scheduled opening and closing times, the decision by Community & Library Services staff as to the condition of the facility and fees due or deposits forfeited is final. Applicant is to explain any discrepancies in the condition of the facility at closing time in writing on an attached page signed by them.

I understand that I am to arrive at the facility at _____ ☐ a.m. / ☐ p.m. and I am to be out of the facility at _____ ☐ a.m. / ☐ p.m. The premises are to be completely cleaned, including floors swept and wet mopped if needed (maintenance supplies provided) and all set ups taken down before leaving.

I have read the above: _____
SIGNATURE OF APPLICANT

The checklist on the reverse side is to prevent negligence by either the Community & Library Services staff or the Applicant. It is a formal agreement of proper use and maintenance of the facility. This form **must** be completed and the person(s) responsible for check-in or check-out must be present for a security deposit refund.

Name of Person Checking In

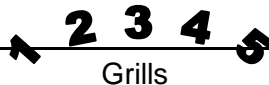
Name of Person Checking Out

Cell Phone Number

Cell Phone Number

Condition of Facility Report for _____

Applicant's Name

WAS A TENT USED?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
	PRIOR TO USE	AFTER USE
FACILITY IN GOOD CONDITION	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
TABLES AND CHAIRS COUNT	Tables Chairs	Tables Chairs
If not, explain (be specific):		
FACILITY AND RESTROOMS		
Floors	<input type="checkbox"/> Clean <input type="checkbox"/> Dirty	<input type="checkbox"/> Clean <input type="checkbox"/> Dirty
Sinks/Counter	<input type="checkbox"/> Clean <input type="checkbox"/> Dirty	<input type="checkbox"/> Clean <input type="checkbox"/> Dirty
If not clean, explain:		
KITCHEN		
Floors	<input type="checkbox"/> Clean <input type="checkbox"/> Dirty	<input type="checkbox"/> Clean <input type="checkbox"/> Dirty
Sinks/Counter	<input type="checkbox"/> Clean <input type="checkbox"/> Dirty	<input type="checkbox"/> Clean <input type="checkbox"/> Dirty
Ovens	<input type="checkbox"/> Clean <input type="checkbox"/> Dirty	<input type="checkbox"/> Clean <input type="checkbox"/> Dirty
If not clean, explain:		
Coffee Pot Present	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Fire Extinguisher Present	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
LAKE PARK BBQ/PICNIC AREA		
Grounds	<input type="checkbox"/> Clean <input type="checkbox"/> Dirty	<input type="checkbox"/> Clean <input type="checkbox"/> Dirty
Sinks	<input type="checkbox"/> Clean <input type="checkbox"/> Dirty	<input type="checkbox"/> Clean <input type="checkbox"/> Dirty
Grills	<input type="checkbox"/> Clean <input type="checkbox"/> Dirty	<input type="checkbox"/> Clean <input type="checkbox"/> Dirty
Griddles	<input type="checkbox"/> Clean <input type="checkbox"/> Dirty	<input type="checkbox"/> Clean <input type="checkbox"/> Dirty
Sinks/Counter Tops	<input type="checkbox"/> Clean <input type="checkbox"/> Dirty	<input type="checkbox"/> Clean <input type="checkbox"/> Dirty
If not clean, explain:		
Grills used by Applicant		
(PLEASE CIRCLE GRILL NUMBER)	Grills	
All decorations removed		<input type="checkbox"/> Yes <input type="checkbox"/> No
Trash put in receptacle		<input type="checkbox"/> Yes <input type="checkbox"/> No
Time Applicant	Arrived a.m./p.m.	Departed a.m./p.m.
Refund Due		<input type="checkbox"/> Total <input type="checkbox"/> Partial
Facility checked by: (Print Name)		
Department Staff Signature	X	X
Applicant/ Representative Signature	X	X