



RECREATION DEPARTMENT-COMMUNITY CENTER

1100 E. Parlier Ave, Parlier CA 93648 Phone: 559-646-3545 FAX 559-646-8221

APPLICANT: _____ EVENT DATE: _____
 ADDRESS: _____ PHONE NUMBER: _____
 TYPE OF EVENT: _____ ESTIMATED ATTENDANCE: _____
 (500 MAX)

PLACE	TIME	TO	TOTAL HRS	RATE	TOTAL
HALL (100-45200)		TO		\$ 150.00	
KITCHEN (100-45200)		TO		\$ 35.00	
DECORATION AND SET UP Friday		TO		\$ 40.00	
				TOTAL	

FOR OFFICE USE ONLY				
	AMOUNT	DATE	RECEIVED BY:	STAMP
DEPOSIT (100-23101)	\$ 400.00			
PAYMENT 1				
PAYMENT 2				
PAYMENT 3				
PAYMENT 4				
PAYMENT 5				

The applicant upon execution hereof agrees to abide by all City of Parlier rules; regulations, terms and conditions set forth herein and shall assume full and complete responsibility for the City facility (s) rented and for any civil liabilities arising from the use of such City Facility(s). Failure to observe and abide by Facility Rules and Regulations may be grounds for revocation of permit, forfeiture of fees/deposits, termination of present activity and future building use. Applicant's signature is acknowledgement that he/she has read and understands Facility Rules and Regulations and has received a copy of this application. **The event supervisor and/or the Police Department reserves the right to close any function due to property damage, aggravated assaults, complaints from surrounding area regarding excessive noise, or if the event appears to become uncontrollable.**

The city of Parlier reserves the right to cancel the event without motive due to power outages, bad or dangerous weather conditions, damages to the facility or other circumstances beyond the city's control.

Applicant/Responsible Party

Date

Approved By:

Date



COMMUNITY CENTER

1100 East Parlier Ave. * Parlier, California 93648 * (559) 646-3545

FAX (559) 646-8221

RENTAL POLICIES AND INFORMATION

1. Reservations will be taken at the City Hall at 1100 E. Parlier Avenue, Parlier, CA 93648 Monday through Thursday, 7:30am to 5:30pm. Inquiries can be made in person or by telephone. Telephone inquiries should not be considered confirmed reservations.
2. Reservations for a specific date are accepted on a first come, first served bases, a maximum of one year in advance rental date.
3. Event may not last beyond 12:00am.
4. Any non-profit organization or individual 21 years or older may request to use the Community Center. Persons that reside outside Parlier are subject to a different rental fee schedule. Non-profit organizations must be Parlier based to qualify for the non-profit fee schedule. Under no circumstances shall the applicant/renter or organization sublease or allow any other organization or individual to use the facility during the time and date of contract.
5. To secure your reservation, a deposit of \$400.00 is required. The remaining balance must be paid in full thirty (30) days prior to the event.
6. Payments may be in the form of cash, check or money order, to the City of Parlier.
7. Arrangements must be made by the renting party to have all rental equipment picked up and removed. The City of Parlier is not responsible for any damage or theft of any items left by the renting party.
8. You are welcome to tour the Community Center during the hours of operation provided that an event is not in progress. If you wish to talk with a staff member regarding your event plans, please schedule an appointment by calling the Sandra Rodriguez at (559) 646-3700.
9. Any applicant, group, or organization wishing to reserve multiple dates for a series of events such as weekly or monthly meetings, may reserve a maximum of twelve (12) dates per application in any calendar year.

CANCELLATIONS

1. Cancellations must be received, in writing, 60 days prior to the reserved event date. The entire balance, including security deposit, will be refunded if these conditions are met. **Applicants that do not conform to these requirements will forfeit the \$400.00 security deposit.**
2. There will be as \$35.00 charge for cancellation fee.

BUSINES LICENSES

Any business conducting business within the City of Parlier must pay a business license to the City. Information can be obtained through the Finance Department.

SECURITY DEPOSIT

1. A security deposit is required for all facility rentals. The deposit amount is collected in the form of a check, cash, or money order. The amount of the deposit is \$400.00 to reserve your requested event date.

If an event causes the need for:

- a) Cleaning procedures that are beyond the scope of normal Community Center maintenance.
- b) Repairs or replacement due to structural or equipment damage.
- c) Over capacity (500 maximum)

The security deposit in part or in total may be used to pay for these services.

2. A facility inspection will be conducted immediately following the event by the event supervisor to determine the condition of the facility, including the patio area, restrooms, and kitchen. If all clean up requirements are completed, no damage has occurred, and the rental time has not been exceeded, the Community Services Director, will approve the release of the security deposit.

SERVICES PROVIDED

1. No event supervisor will be on duty during the entire event. A city employee will open and close the facility, and provide information and direction. No keys will be given out.
2. Tables and chairs are provided, and will be set up and taken down by city employee. The set up diagrams must be submitted two (2) weeks prior to the event. Thirty-six (32) tables are provided (22 tables for guests, seven tables for head table, one sign in table, two serving tables, one cake table, and one gift table.) The tables are banquet tables that seat eight people.
3. The Community Center will not open to caterers, musicians, decorators or deliveries unless hours are indicated on application.
4. The security company contracted is authorized to enforce all facility use rules and regulations.

CLEAN UP

1. The renting party is responsible for the following cleaning duties:
 - a) All tables must be cleared of all items such as table linens, dishes, decorations, etc.
 - b) All trash must be place in receptacles provided. If any trash will not fit in the receptacles, such as boxes or other large items, it must be taken out to the trash

dumpsters located behind the pool area of the building. The Community Center will provide additional trash liners if needed. Boxes must be broken down before being placed in the dumpster.

- c) All decorations must be taken down and removed from the center, either throw away or take home.
 - d) The kitchen and bar area must be thoroughly cleaned and returned to their original level of cleanliness. This includes all work areas if used such as ovens, stoves grills, refrigerators, and sinks and floors. If caterer is used, it is the renters responsibility that all kitchen clean up is completed. In addition, all equipment brought in by the caterer must be removed prior to leaving the facility. Supplies needed to clean the kitchen and bar must be provided by the renting party or caterer with the exception of a mop, broom, and trash can liners.
2. If the clean up requirements are not completed in a satisfactory manner, the security deposit, or portion thereof will be retained to cover the cost of said clean up materials and labor.

Remember: The rental time must include all the time necessary for decoration and kitchen and will not exceed any more hours.

POLICIES AND CONDITIONS

1. Parking availability is not guaranteed and may be limited.
2. Kitchen help will have access to the kitchen and will park on Avila Street.
3. Barbecuing requires advanced approval and is restricted to certain areas.
4. Rice, birdseed, confetti, hay, straw and glitter are not permitted in or outside the center.
5. The city reserves the right to cancel a scheduled event without insurance liability. Refunds will be made if cancellation is necessary.
6. The renting party is responsible for securing all required permits and shall present evidence of such permits to the Recreation & Community Service Department prior to the rental date.
7. Smoking is not permitted inside the community center. Smoking is allowed on the outdoor patio and in front of the building.
8. The applicant/renter and/or organization agrees to hold the City of Parlier harmless of any and all claims arising from their rental and further agrees to defend and pay any and all costs incurred by the City as a result of any claims against the City arising from the rental and use of City facilities.
9. Under no circumstances shall the applicant/renter and/or organization sublease or allow any other organization or individual to use the facility during the time and on the date for which they have contracted.
10. Live entertainment or DJ shall cease at midnight.
11. Sitting or standing on tables is not permitted, and could result in serious injury if table collapses.

12. Any event that charges an admission fee or at which alcohol is served or sold must obtain an alcohol beverage control license and submit copy to the City of Parlier at least ten (10) days prior to the event.

SECURITY GUARDS

Security is required for any type of event held at the community center. Private events serving alcohol require a minimum of six (6) guards. Two (2) guards at the opening until closing of the doors for the event and four (4) guards when the alcohol starts to be served. Private events not serving alcohol require a minimum of five (5) guards. Two (2) guards at the opening of the doors and closing for the event and three (3) guards when the dance starts. Commercial events require a minimum of six (6) guards (additional guards may be required at city's discretion). A copy of the security contract must be turned in to the Recreation & Community Service Department.

INSURANCE

Evidence of liability insurance covering both the renter and the City of Parlier in the amount of \$1,000,000 per occurrence must be provided for all events. Policy must be for the day of the event and the set up day. Organization / event holder who have their own liability insurance can provide a policy certificate. Certificates of insurance must include City of Parlier as an additionally insured party. All certificates must be approved by the Community Service Director (60) days prior to facility use. **Liability Insurance is subject to change every year.**

DECORATIONS

The use of nails, tacks, scotch tape, staples, pins, etc, is not permitted. Masking tape can only be used on cement walls and must be removed after use. All decorations must be taken down and removed from the facility immediately after an event. In accordance with Title 19; Article 6; Section 624 of the California State Administration Code, open flame devices, including candles, are prohibited from being lit inside the building. The use of glitter, metallic confetti, straw, and sand is not permitted.

ALCOHOLIC BEVERAGE POLICY

1. Alcoholic beverage requirements; No glass containers, except for champagne bottles are allowed. All champagne bottles must be collected and accounted for prior to having the lights dimmed for the dance. **NO HARD LIQUOR ALLOWED – BEER ONLY.**
2. Alcohol may be consumed without a permit when there is no monetary exchange for the beverage or when there is no admission charged to the event.
Events involving exchange of monetary consideration (example: purchase of a meal or a meal ticket with any form of alcohol being served as a part of the meal) requires a License from the State of California Department of Alcoholic Beverage Control (ABC).

ABC will issue one-day permits to non-profit groups who wish to sell beer at fundraisers / events. Approval for the permit must be granted by the City of Parlier Police Department prior to going to ABC. ABC will not issue permits to private citizens or groups.

Alcohol Beverage Control: Address: 3640 E. Ashlan Ave. Fresno, CA 93726

City of Parlier Police: 8770 S. Mendocino Ave. Parlier, CA 93648 (559) 646-6600

The amount of alcohol permitted per event is 4 kegs. For can preference, 7 cases are the equivalent of 1 keg. Kegs and Cases may not be combined for the total amount allowed. The total amount of cans allowed is 672. The total amount of alcohol to be served must be brought in all at once, prior to the start of the event.

NO EXCEPTIONS!!!

The alcohol permit must be prominently displayed during the event. The event supervisor is required to check the license prior to allowing alcohol to be served.

CATER'S RESPONSIBILITIES-KITCHEN CLEANING

The kitchen must be returned to its pre-event condition. If additional clean up or repair is required by the city staff, the deposit, or portion thereof, will be retained to cover the cost of said cleanup or repair.

CLEANING RESPONSIBILITIES

KITCHEN

1. Remove all trash to outside dumpsters. Cardboard boxes should be flattened before putting in the dumpster. Place new liners in all trash receptacles.
2. Each piece of equipment used must be cleaned and shut down according to directions provided.
3. Clean kitchen tops: clean any spill in ovens and on oven racks.
4. All stainless steel surfaces must be washed with dish soap.
5. If you are using oven please have it cleaned.
6. Remove all food particles from sinks, wash with dish soap.
7. Empty refrigerators of all food and beverage, clean inside of refrigerator, mop any spills.
8. Sweep all debris from floor; and mop all floor surfaces used with detergent.
9. Remove all food particles from the stovetops, wash with dish soap.
10. Clean all stainless steel surfaces behind and above cooking areas.

BAR

Remove all trash to outside dumpsters. Cardboard boxes should be flattened before putting in the dumpster. Place new liners (when needed) in all trash receptacles. If you are serving

cans please place cans in trash can. Wipe off surface of bar when needed. Follow all rules and instructions from Bar Confirmation List.

BEFORE LEAVING THE BUILDING

The event supervisor must meet with the event holder to go over the cleaning checklist and sign off on the condition of the hall, kitchen, restrooms, patio area in order for the Cleaning / damage deposit to be refunded.

***NOTE:** Cater must furnish all cooking and serving utensils. In addition, all clean up supplies must be furnished by the caterer or renting party. The community Center will provide a mop, broom, and trash liners.

CLENAING SUPPLIES NEEDED FROM EVENT HOLDER:

1. All-purpose dish soap
2. Sponges, rags

KITCHEN EQUIPMENT INCLUDES:

- 1 6-burner gas range with two (2) ovens
- 1 large grill connected to the gas range
- 1 large cooking table
- 1 cutting board
- 1 commercial refrigerator



RECREATION DEPARTMENT – PARK REQUEST

1100 E. Parlier Ave, Parlier CA 93648 Phone: 559-646-3700 Fax 559-646-0416 Email: srodriguez@parlier.ca.us

APPLICANT: _____ EVENT DATE: _____
 ADDRESS: _____ PHONE NUMBER: _____
 TYPE OF EVENT: _____ TYPE OF ENTERTAINING: _____

PLACE	TIME	TOTAL HRS	RATE	TOTAL
RICHARD FLORES FIELD	TO		\$35.00	
VETERANS MEMORIAL PARK	TO		\$35.00	
EARL RUTH PARK	TO		\$35.00	
ALFRED MORENO PARK	TO		\$35.00	
ELECTRICITY REQUESTED	TO		\$25.00	
			TOTAL	

FOR OFFICE USE ONLY				
	AMOUNT	DATE	RECEIVED BY:	STAMP
DEPOSIT	\$35.00			
HOURLY FEE				
ELECTRICITY FEE				

INSURANCE: Provide a copy of your homeowners/liability insurance insuring the City of Parlier for your event or any other insurance agency releasing all liability to the City of Parlier.
 Policy # _____

CONSUMPTION OR POSSESSION OF ALCOHOLIC BEVERANGES IS PROHIBITED PER CITY ORDINANCE #84-06-, SECTION 12.08.040.

The applicant upon execution hereof agrees to abide by all City of Parlier rules; regulations, terms and conditions set forth herein and shall assume full and complete responsibility for the City facility (s) rented and for any civil liabilities arising from the use of such City Facility(s). Failure to observe and abide by Facility Rules and Regulations may be grounds for revocation of permit, forfeiture of fees/deposits, termination of present activity and future building use. Applicant's signature is acknowledgement that he/she has read and understands Facility Rules and Regulations and has received a copy of this application. **The event supervisor and/or the Police Department reserves the right to close any function due to property damage, aggravated assaults, complaints from surrounding area regarding excessive noise, or if the event appears to become uncontrollable.**

The city of Parlier reserves the right to cancel the event without motive due to power outages, bad or dangerous weather conditions, damages to the facility or other circumstances beyond the city's control.

 Applicant/Responsible Party _____
Date

 Approved By: Recreation Coordinator _____
 2/27/14 Date



RECREATION DEPARTMENT – PARK REQUEST

1100 E. Parlier Ave, Parlier CA 93648 Phone: 559-646-3700 Fax 559-646-0416

APPLICANT: _____ DATES: _____
 PHONE NUMBER: _____ FROM: _____
 ORGANIZATION NAME: _____
 ADDRESS: _____
 TYPE OF EVENT: _____
 LIABILITY INSURANCE POLICY NUMBER: _____

PLACE	TIME			TOTAL HRS	RATE	TOTAL
RICHARD FLORES FIELD		TO			\$35.00	
VETERANS MEMORIAL PARK		TO			\$35.00	
EARL RUTH PARK		TO			\$35.00	
	DAYS	ELECTRICITY FEE	CONCESSION BUILDING	TOTAL		
		\$	\$			\$

FOR OFFICE USE ONLY				
	AMOUNT	DATE	RECEIVED BY:	STAMP
DEPOSIT	\$100.00			

PAYMENTS				

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Applicant/Responsible Party

Date

Approved By:

Date

Approved By:
Interim City Manager

Date



RECREATION DEPARTMENT-PARKS REQUEST

1100 E. Parlier Ave, Parlier CA 93648 Phone: 559-646-3700 Fax 559-646-0416

RENTAL POLICIES AND INFORMATION

1. Reservations will be taken at the City Hall at 1100 E. Parlier Avenue, Parlier, CA 93648 Monday through Thursday, 7:00am to 6:00pm.
2. Reservations for a specific date are accepted on a first come, first served bases, a maximum of one year in advance rental date.
3. Event may not last beyond 10PM.
4. Any non-profit organization or individual 21 years or older may request to use the park. Under no circumstances shall the applicant/renter or organization sublease or allow any other organization or individual to use the facility during the time and date of contract.
5. To secure your reservation, a deposit of \$35.00 is required. The remaining balance must be paid in full thirty (30) days prior to the event.
6. Payments may be in the form of cash, check or money order, to the City of Parlier.
7. Arrangements must be made by the renting party to have all rental equipment picked up and removed. The City of Parlier is not responsible for any damage or theft of any items left by the renting party.
8. If you wish to talk with a staff member regarding your event plans, please schedule an appointment by calling Sandra Rodriguez at (559) 646-3700.
9. Any applicant, group, or organization wishing to reserve multiple dates for a series of events such as weekly or monthly meetings, may reserve a maximum of twelve (12) dates per application in any calendar year.

CANCELLATIONS

1. Cancellations must be received, in writing, 60 days prior to the reserved event date. The entire balance, including security deposit, will be refunded if these conditions are met.

BUSINES LICENSES

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INSURANCE

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SECURITY DEPOSIT

1. A security deposit is required for all facility rentals. The deposit amount is collected in the form of a check, cash, or money order. The amount of the deposit is \$35.00 to reserve your requested event date.

If an event causes the need for:

- a) Cleaning procedures that are beyond the scope of normal maintenance.
- b) Repairs or replacement due to structural or equipment damage.

The security deposit in part or in total may be used to pay for these services.

CLEAN UP

1. The renting party is responsible for the following cleaning duties:

- a) All tables must be cleared of all items such as table linens, dishes, decorations, etc.
- b) All trash must be placed in receptacles provided. If any trash will not fit in the receptacles, such as boxes or other large items, it must be taken out to the trash dumpsters.
- c) All decorations must be taken down and removed from the center, either throw away or take home.

2. If the clean-up requirements are not completed in a satisfactory manner, the security deposit, or portion thereof will be retained to cover the cost of said clean up materials and labor.

POLICIES AND CONDITIONS

- 1. Parking availability is not guaranteed and may be limited.
- 2. Barbecuing requires advanced approval and is restricted to certain areas.
- 3. The city reserves the right to cancel a scheduled event without insurance liability. Refunds will be made if cancellation is necessary.
- 4. The renting party is responsible for securing all required permits and shall present evidence of such permits to Sandra Rodriguez prior to the rental date.
- 5. Sitting or standing on tables is not permitted, and could result in serious injury if table collapses.

DECORATIONS

The use of nails, tacks, scotch tape, staples, pins, etc, is not permitted. Masking tape can only be used on cement walls and must be removed after use. All decorations must be taken down and removed from the facility immediately after an event. The use of glitter, metallic confetti, straw, and sand is not permitted.

Applicant/Responsible Party

Date

Approved By: Sandra Rodriguez

Date



SPECIAL EVENT

1100 E. Parlier Ave, Parlier CA 93648 Phone: 559-646-3700 Fax 559-646-0416 Email: srodriguez@parlier.ca.us

EVENT HOLDER INFORMATION:

APPLICANT: _____

EVENT DATE: _____

Note: Applicant must be present and in charge on the event on the day of the event.

ORGANIZATION NAME: _____

ADDRESS: _____

PHONE NUMBER: _____

ESTIMATED ATTENDANCE: _____ (MONITORED BY CITY STAFF)
(500 MAX)

PLACE	TIME	TOTAL HRS	RATE	TOTAL
HALL (4414) Max 8hrs	TO		\$ 1000.00	
KITCHEN (4414)	TO		\$ 35.00	
DECORATION AND SET UP (4414) Friday	TO		\$ 40.00	
POLICE OFFICERS	TO			
			TOTAL	

Selling food _____

Selling alcohol _____ (1 day license required)

Type of sound-amplification equipment _____

Police officers requested for event _____ City Manager shall approval/request

FOR OFFICE USE ONLY				
	AMOUNT	DATE	RECEIVED BY:	STAMP
DEPOSIT	\$ 400.00			
PAYMENT 1				
PAYMENT 2				
PAYMENT 3				
PAYMENT 4				
PAYMENT 5				

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Applicant/Responsible Party

Date

Approved By: Sandra Rodriguez

Date