

GREATER VALLEJO RECREATION DISTRICT

Children's Wonderland Special Event Application

Park Rental: \$360/R, \$432/NR per hour
Park Rental: \$1,200/R, \$1,800/NR per day

Deposit: \$240/R, \$288/NR per event
Security Guards: \$44/guard per hour

Stage: \$180/R, \$216/NR per hour (2hrs. min)
Jump House Permit: \$30 per event

This Application request does not guarantee a date. Submit your Application to recreation@gvrd.org for approval.

Applicant Information:

Name of Organization: _____

Non-profit: _____ Yes _____ No All non-profits must provide a valid copy of 501c3

Name of Applicant: _____

Address: _____ City: _____ State: _____ Zip Code: _____

Phone: _____ Website: _____

Email Address: _____

Event Details:

Event Name: _____ Event Date: _____

Type of Event: _____

Se-tup/Decoration: _____ to _____ Event Hours: _____ to _____ Clean-up: _____ to _____

Total Estimated Attendance: _____ Youth: _____ Adults: _____

Event open to the public? Yes No If yes, explain: _____

Is this a fundraiser? Yes No If yes, explain: _____

Will fees be charged to the public? Yes No If yes, explain: _____

Will include entertainment? Yes No If yes, explain: _____

Will there be amplified sound? Yes No If yes, explain: _____

Will be advertised/promoted? Yes No If yes, explain: _____

Will there be any vendors? Yes No If yes, explain: _____

Will charge a vendor fee? Yes No If yes, explain: _____

I hereby attest that the information contained in this application is true and correct. I understand that this is only an application and does not guarantee an activity will be allowed to commence. If a contract is issued, I agree that if any of the information contained in the application is found to be false; or should any rules and regulations or laws be violated, any contract issued shall automatically become null and any activity associated with this reservation will immediately cease. Violations of above said will result in the forfeit of all deposits and fees.

Signature of Applicant: _____ Date: _____

GREATER VALLEJO RECREATION DISTRICT

Children's Wonderland Special Event Application

Terms and Conditions

1. Special Event Filing & Permit Approval

Once application is submitted there will be a temporary hold on the requested date, time, and venue.

- A. Organizers are required to complete the special event process for each event date, time, and venue.
- B. Submitting the Application does not guarantee a date or approval of the event requested.
- C. No group/organization is allowed to use a District facility for a purpose other than approved by the District.
- D. The group/organization representatives must be present at the event and stay onsite for the entire time.

2. Insurance Requirements

Certificates of Insurance and additional endorsements must be provided to the District after the contract is signed but no later than ten business days before the event.

Umbrella or Excess Liability Insurance is acceptable to fulfill the required liability limit.

A. Certificate of Liability Insurance

Certificate Holder:

Greater Vallejo Recreation District, its Directors, the City of Vallejo, Officers, Agents, Volunteers and Employees, 395 Amador Street, Vallejo, CA 94590.

\$4,000,000 General Aggregate

\$2,000,000 Per Occurrence

\$1,000,000 Automotive

\$1,000,000 Personal & Advertising Injury

\$1,000,000 Products Completed-Operations

\$1,000,000 Sexual Abuse and Molestation (if will include contact with minors)

Workers Compensation and Employers Liability: if group/organization has employees

OTHER (secondary): Excess Accident Medical box shall have the Limit of \$100,000 and Deductible as \$500 (this may not be on all Certificates of Liability Insurance's, but we do require it).

Description: include the special event, date, and venue.

B. Additionally Insured Endorsement: Form CG 20 26 12 19

C. Primary and Noncontributory: Form CG 20 01 04 13

D. Waiver of Transfer of Rights of Recovery Against Others to US: Form CG 24 04 05 09

Failure to provide the District with a valid Certificate of Insurance will result in the cancellation of the renter's event and will forfeit rental fees.

3. Fees

- A. Approved Applications will be charged a rental fee for an event. A 20% non-resident fee will be charged for groups, organizations and individuals that do not reside in Vallejo.
- B. All special event fees must be paid in full two weeks prior to the special event date.
- C. Renters must pay the Jump House Permit Application fee prior to the date of the event. A copy of the Permit must be available during the event.
 - i. All bounce houses must be rented from the GVRD approved vendor list.
 - ii. Water slides are not permitted at District parks.
 - iii. Renters must use a generator from approved vendors for outdoor jump houses.

- D. A deposit fee is due at least two weeks prior to event. This fee is refundable upon staff approval post-event. A refund check may take up to 21 business days.
- E. If group/organization leaves the premises in such condition that additional cleaning services are required by the District, above and beyond normal janitorial services, the group/organization will be liable and billed for charges.
- F. Fee Payments
 - i. All fees must be paid in full at least two weeks prior to the event date.
 - ii. All payments must be made in US funds by means of cash, check, money order or credit card.
 - iii. Checks must be made payable to the Greater Vallejo Recreation District.
 - iv. A processing fee will be charged for electronic payments.

4. Set-up/Clean-up

- A. Putting up and removing all decorations must be within the time specified on the application.
- B. Rental equipment, decorations or catering equipment must be delivered and removed within the time reserved.
- C. Renter is responsible for cleaning up all trash generated by their event including, but not limited to decorations, food and beverage containers, and any debris. All waste must be properly disposed of in designated receptacles.
- D. The District is not responsible for any property loss due to destruction, theft, damage, or lost items after decorations are put up, during an event, or for any items left behind.
- E. Use of painter's tape only. The use of nails, screws, tacks, staples, duct tape, poster putty, Command strips or glue to fasten, hang or stick any objects to any surface is strictly prohibited.
- F. All decorations must be free-standing. Use of ladders or standing on tables or chairs to hang decorations is strictly prohibited.

5. Advertising

- A. Special events must not be advertised to the public prior to the final approval of the special event application and completion of a contract/permit.
- B. If event is advertised prior to final approval, it may be grounds for denial, cancellation, or fine.

6. Music/Public Address Systems

- A. Music and public address systems may be used during special events in accordance with city ordinance 7am-10pm.
- B. Greater Vallejo Recreation District does not provide electricity.

7. Sales of Goods, Services, & Food

The selling or offering for sale any goods, services, liquids or edibles is prohibited without the proper approvals.

- A. Group/organization must comply with Solano County Mobile or Temporary Food Facility Permits. Copy of vendors' permits must be provided to GVRD prior to event date.
- B. The Renter is responsible for ensuring all vendors comply with District rules & regulations.
- C. All beverage and food sales are required to comply with all local and state health & safety codes and regulations before such sales are allowed.
- D. Alcohol and glass containers are prohibited at all special events. Violation of policy will result in immediate termination of the event.
- E. All grease and oils from cooking must be removed from park. No illegal dumping on park grounds, in trash cans, or dumpsters.
- F. No food, liquid, ice, or any other substance may be dumped on park grounds.

8. Security

- A. All security guards will be contracted by the District. Groups cannot provide their own security guards.
- B. The hourly rate for security guards will be charged at the current GVRD contracted rate.
- C. Security guards must be on duty one-half (1/2) hour before the event begins and one-half (1/2) hour

after reservation time ends.

- D. The District shall make the final decision regarding the use of security guards and the number of security guards required depending on the attendance expected. The security guards on duty also have the right to determine if additional guards are needed.
- E. Group/organization will be charged double the hourly rate for any additional security guards requested during an event.

9. Additional Rules & Regulations

- A. No activity will be permitted that is unsafe or unsuited for the purpose of the park, or that discriminates based on race, national origin, ethnicity, religion, gender, sexual orientation, gender identification, age, political affiliation or social or economic status.
- B. The District reserves the right to refuse any group, organization, or individual use of any District facility due to their destruction, damage, abuse to District property or staff, undue rowdiness or noncompliance with District's rules and regulations.
- C. Group/organization is responsible for the conduct of their guests. Minors must be supervised by a responsible adult (over 21 years old) at all times. Parents/guardians are responsible for minors' behavior, damage to facility and their safety while on the premises.
- D. The District's representative reserves the right to eject, or cause to be ejected from the premises, any person or persons engaging in disruptive or violent behavior, harassment or mistreatment of staff, or belligerent or threatening conduct.
- E. The District's representative on duty has the authority to disperse any group for failure to comply with District rules. The Renter will forfeit all fees paid. Should it be necessary to have law enforcement disperse any group or organization, the District's representative has the authority to summon the Police Department to escort the attendees from District facilities. The renter (individual or organization) will be responsible for any charges incurred by the Police Department or other personnel required to respond.
- F. No person, other than law enforcement officers in the discharge of their duties, shall use, carry, or possess firearms on District property.
- G. No person shall use, carry, or possess explosives or dangerous weapons on District property, including but not limited to knives, hatchets, axes, machetes, bows, crossbows, spears, air or gas weapons, or any other potentially dangerous weapon.
- H. Smoking is prohibited inside the park and must be 20 feet away from the park.

10. Cancellation Policy

- A. Group/organization must notify the District in writing to request a refund or change of date/location.
 - i. 31 plus days before reservation forfeit 10% of total fee.
 - ii. 30 - 8 days before reservation forfeit 50% of total fee.
 - iii. 7 days or less before reservation will forfeit total fee.
 - iv. Any changes to original reservation (date or picnic site) are subject to a 10% rescheduling/change fee.
- B. Changing Permit Dates and Locations:
 - i. All changes must be made 30 days prior to the original permit date.
 - ii. Any additional changes made afterwards will be assessed a \$10.00 processing fee per transaction.
 - iii. Once a change of date has been made, all refunds/credits to account will be forfeited.
 - iv. Approval for credit or refund for park reservations must be approved by District Supervisor and/or Director.
- C. Cancellation by the District
 - i. The District reserves the right to cancel a reservation or agreement prior to use without liability. If cancellation occurs because of the District, all payments will be refunded.

- ii. District shall have the right to terminate part or all of this agreement at any time in the following circumstances:
- Upon thirty (30) days written notice.
 - Immediately without notice if the Board of Directors, General Manager, Parks or Recreation Director, City officials, District personnel, the County Emergency Services Director, or local state or federal official determines that the facility is required for public necessity or emergency use.
 - Immediately without notice if the facility is destroyed or damaged.
 - Acts beyond our control and force majeure.

THIS IS A WAIVER AND RELEASE. READ IT CAREFULLY BEFORE YOU SIGN IT.

My signature certifies that I have read the conditions as set forth by GVRD governing the use of the items specified above; that I will take full responsibility for seeing that the use of these facilities by the group/organization I represent is in full adherence and compliance with these conditions; that I will hold GVRD harmless from any damage, claim for damage for personal injury or death, damage to or loss of property incurred in the use of these facilities; that if there are any minors in the group using these facilities, I will accept full responsibility for them throughout the period covered by this permit. I have read, understand, and agree to the reservation policies and regulations.

Applicant's Signature: _____ Date: _____

OFFICE USE ONLY		
Date Received:	Approve _____ Deny _____	Staff Initials:
Notes:		
Cost Calculations: Rental Fee: \$ _____ x _____ hrs. = \$ _____ Security Guards: \$ _____ x _____ hrs. x # _____ = \$ _____ Deposit: \$ _____		Optional: Stage (2hrs. minimum) \$ _____ Jump House Permit: \$ _____ TOTAL: \$ _____
Quote Sent On:	Staff Initials:	Completed On: