



**Arcade Creek Recreation and Park District
Park Use Application**

4855 Hamilton St. Sacramento, CA 95841
Phone 916-482-8377 FAX 916-483-1320

Please complete the following and return to the Arcade Recreation and Park District. Completion of this form does not guarantee that your request will be granted. If the facility is available, the complete deposit must be submitted to reserve the date.

PLEASE NOTE: No alcohol OF ANY KIND is allowed in the park. You are responsible for any substances that your guests bring to the park site.

Organization Name if applicable:

Contact Person [<i>MUST be on site at opening and closing times</i>]		Alternate Contact Person	
Address	Day Phone	Address	Day Phone
City, Zip	Evening Phone	City, Zip	Evening Phone
Cell Phone		Cell Phone	
Email		Email	

GENERAL INFORMATION

1. Facility Requested:	8. Will the event be catered?
2. Date(s) Requested:	9. Will you have live music or DJ?
3. Purpose of Activity:	10. Is the event open to the public?
4. Event Hours (include set up and clean up): _____ up) _____ to _____	11. Will Admission fees be charged?
	12. Will contributions be solicited?
5. Time Guests Arrive:	15. Will items be offered for sale?
6. Estimated Attendance:	16. Will food be sold?
7. Specific Equipment to be brought on site:	
	For questions 11-15, describe purpose for proceeds

Facility Deposit [Subject to review]	Non Profit - Must show identification	Private Party
Group Picnic Area	\$100.00	\$100.00
Sports Field Rental	\$100.00	\$100.00

Facility Rental Fee		
Sports Field Rental-practice	Comp league \$5 hr. Rec League \$2.50 hr	Documentation required
Sports Field Rental - games	\$50 - 4 hrs. \$100 8 hrs.	\$10 each additional hr.
Group Picnic Area	\$37.50 / 8 hour day	\$75.00/ 8 hour day
Individual Picnic Area	\$5:00 per hr	\$10 per hour
Wedding Area	N/A	\$10 per hour
Please Note: Tournaments incur additional fees separate from rental rates		

Please complete the second page of this application

User agrees to be solely responsible for any and all liability, claims, loss, damages, costs and expenses, including attorneys' fees, arising out of or resulting from any injury to persons or damage to property which arise out of its use of the District's facilities. User agrees to defend, indemnify and hold harmless the District, its officers, agents, employees and volunteers against any and all such claims, demands, causes of action, suits and expenses, arising out of or resulting from its use of the District's facilities.

Lessee shall indemnify and save harmless Lessor, its officers, agents and employees from and against any claims, demands, liabilities, or loss of any kind from and against any claims, demands, liabilities or loss of any kind of nature which may be imposed upon it for injury or death or persons as the result of the occupancy and use of the Premises by Lessee, its officers, agents, employees, subtenants, patrons or visitors. Lessee will further pay any and all costs and expenses, including but not limited to court costs and reasonable attorney's fees, incurred by Lessor on account of any such claims, demands or liabilities.

I have read and fully understand the Arcade Creek Recreation and Park District Facility Guidelines and agree that my event will follow these guidelines. I further understand that failure to follow these guidelines can result in loss of my deposit or complete shut down of my event. In the event of a complete shut down, I will be responsible for any costs associated and my fees and deposit are forfeited.

Initial _____

Responsible Person _____ Date _____

Signature _____

Address _____

City _____ Zip _____

Day Phone _____ Cell Phone _____

Email _____

For office use only

Deposit Paid	Date			Non-profit	Y N	Insurance	Y N
Rental Fees Paid	Date			Standing Agrmnt	Y N	Security	Y N
Bank Deposit	Date			Deposit Amt Kept			

Notes:

Approved By		
Date of Approval		

Deposit Processed for Return to Renter	Date
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Reason _____