



Cuyama Valley Recreation District

4885 Primero Street P.O. Box 270
New Cuyama, CA 93254
Phone: (661) 766-2270
E-Mail: cuyamarec@gmail.com

APPLICATION FOR FACILITY USE PERMIT – Execution of this application not confirm reservation. Please print clearly. For consideration, the completed application must be submitted with appropriate reservation deposit payable to the Cuyama Valley Recreation District (CVRD).

EVENT DATE: _____ DAY (circle): Su M T W Th F Sa KEY PICK-UP DATE: _____

ORGANIZATION NAME (if applicable): _____

CONTACT PERSON: _____ DAY PHONE: _____

EMAIL: _____ EVE PHONE: _____

MAILING ADDRESS: _____ CITY/STATE/ZIP: _____

TYPE OF RENTAL (check one): _____ PRIVATE OR COMMERCIAL _____ GOVERNMENT AGENCY/SCHOOL
_____ NON-PROFIT ORGANIZATION (TAX ID: _____)

TYPE OF EVENT: _____ EST. TOTAL ATTENDANCE: _____

CIRCLE YES OR NO:

YES NO ARE YOU CHARGING ADMISSION?

YES NO IS THIS A FUNDRAISER?

YES NO WILL THERE BE LOUD MUSIC?

YES NO IS FOOD BEING SERVED?

YES NO IS FOOD BEING SOLD?
(IF YES, A HEALTH DEPARTMENT PERMIT IS REQUIRED)

YES NO IS ALCOHOL BEING SERVED?
(IF YES, DESIGNATE A RESPONSIBLE ADULT WHO WILL MONITOR ALCOHOL SO NO MINORS WILL BE SERVED OR WILL CONSUME ALCOHOL)

NAME: _____

YES NO IS ALCOHOL BEING SOLD?
(IF YES, A LICENSE FROM S.B. COUNTY ABC IS REQUIRED)

LIC. #: _____

OFFICE USE ONLY

WITHOUT ALCOHOL

MAIN HALL, \$300 + \$300 SECURITY DEPOSIT

COMMUNITY ROOM, \$50 + \$50 SECURITY DEPOSIT

_____ ADDT'L HRS AT \$15 PER HOUR (before event)

_____ ADDT'L HRS AT \$50 PER HOUR (until 2am)

WITH ALCOHOL

MAIN HALL, \$500 + \$500 SECURITY DEPOSIT

COMMUNITY ROOM, \$50 + \$50 SECURITY DEPOSIT

_____ ADDT'L HRS AT \$15 PER HOUR (before event)

_____ ADDT'L HRS AT \$50 PER HOUR (until 2am)

NON-PROFIT

_____ \$15 PER HOUR

RES. DEPOSIT REC'D: \$ _____ ON: _____

RECEIPT NO.: _____ BY: _____

SEC. DEPOSIT REC'D: \$ _____ ON: _____

RENTAL FEE REC'D: \$ _____ ON: _____

RECEIPT NO.: _____ BY: _____

KEYS RETURNED ON: _____ BY: _____

DEPOSIT REFUNDED: \$ _____ ON: _____

THIS APPLICATION IS CONTINUE ON THE REVERSE SIDE OF THIS PAGE.

RENTAL INFORMATION: please read and initial on each line to the left of the statement acknowledging your understanding and compliance

1. HOURS:

- _____ A. The hall is available for use between the hours of 8am and 11pm. Please be respectful of our neighbors and turn down the music at 10pm.
- _____ B. If you need access the night before an event AND it is available, there is an additional charge of \$15 per hour.
- _____ C. If you would like to use the hall after 11pm, you will be charged an additional \$50 per hour until 2am.
- _____ D. The premises **MUST** be vacated by 2am.

2. RESIDENCE:

- _____ A. You must be a resident of the Cuyama Valley to rent the hall.

3. FEES:

- _____ A. All fees and deposits are due on the date you pick-up the keys to the facility. They must be paid with Cash, Check or Money Order payable to CVRD.

4. RESERVATION DEPOSIT:

- _____ A. There is a \$50 non-refundable deposit required to reserve your date. This amount will be applied toward your rental cost.

5. SECURITY DEPOSIT:

- _____ A. The Security Deposit is required for all events, and it is completely refundable after a satisfactory conduct report following the event and return of the keys (typically done on the Monday following the event).
- _____ B. The deposit will be used to pay for such expenses as overtime charges, additional cleaning fees, lost or stolen items, and/or any damages to the facility or equipment.
- _____ C. If total expenses incurred by the event exceed the amount of the deposit, the applicant will be charged for the additional costs.

6. INSURANCE:

- _____ A. The Renter understands that they are NOT covered by CVRD Insurance.
- _____ B. The Renter assumes all risk associated with the use of alcohol when renting this facility.

7. ALCOHOL:

- _____ A. The Renter must provide security personnel or a responsible adult who will be on duty throughout the event to monitor alcohol consumption and guarantee that all state laws regarding the use of alcoholic beverages will be strictly adhered to (without the use of weapons).
- _____ B. The local Sheriff's office will be notified of all events where alcohol is being served.
- _____ C. NO serving alcohol to anyone under 21 years of age.
- _____ D. NO serving alcohol to anyone who is obviously intoxicated.
- _____ E. NO drinking of alcoholic beverages outside of the building.
- _____ F. Remove ALL traces of alcohol from the premises at the conclusion of your event.
- _____ G. Selling alcohol requires a license issued the by the County (separate CVRD policies apply).
 - _____ 1) Sponsoring agency must be a non-profit community organization and proceeds must benefit Cuyama Valley groups or projects.
 - _____ 2) \$1,000,000 liability insurance policy that covers CVRD, the sponsoring organization, the event & sale of alcohol must be given to CVRD.
 - _____ 3) A valid license is required.
 - _____ 4) CVRD Board approval is required.

8. CLEANING:

- _____ A. Proper cleaning of the facility after your event will ensure your security deposit be returned. A separate checklist of cleaning and closing instructions will be given to the Renter when the keys are picked up.

9. DECORATING:

- _____ A. NO GLITTER, NO CONFETTI, NO HAY, NO RICE! NO EXCEPTIONS!
- _____ B. DO NOT FASTEN/PIN/NAIL any decorations to light fixtures, stage curtains, ceiling rods, ceiling fans, etc.
- _____ C. Masking and painter's tape are **the only types of tape** allowed (NO DUCT, PACKING, ELECTRICAL, ETC TAPE) to secure decorations to the stage, walls, floor, etc.
- _____ D. Candles are permitted, however they must be in a container that is taller than the lit flame (DO NOT PLACE NEAR STAGE CURTAINS).
- _____ E. Do not set chairs, tables, décor in access routes to exits.

STATEMENT OF HOLD HARMLESS AND UNDERSTANDING:

Applicant hereby agrees to comply will County and State laws along with the CVRD policies outlined on this form. Applicant further agrees to hold harmless, defend and indemnify the CVRD, it's officers and employees for loss, damage, liability, cost or expense arising from the use or occupation of the facilities and equipment relating to this application. I certify that I have ready and am familiar with the policies and procedures pertaining to the use of facilities and/or equipment on this application.

Signature of Applicant

Date

CVRD Approval

Date