



City of Lone
1 East Main Street
PO Box 398
lone, CA 95640-0398

Office: (209) 274-2412
Fax: (209) 274-2830
After Hours: (209) 256-0498

Howard Park Rental Application & Agreement

EVALYN BISHOP HALL

600 South Church Street, lone, CA 95640

Organization or Individual: _____

Non-Profit: Yes ☐ No ☐ Federal Tax ID _____

Address: _____

Contact Person: _____

Email Address: _____ Phone: _____

Date(s) of Rental: _____ Start Time: _____

Finish Time: _____

If the day prior or day after event is needed for set-up or clean-up, make sure to include this here. A \$50.00 fee will be added for each additional day required.

Purpose/ Event: _____

Alcoholic Beverages Consumed? Yes ☐ No ☐

Alcoholic Beverages Sold? Yes ☐ No ☐

Special Event Application Needed? Yes ☐ No ☐

Filed with Police Dept.? Yes ☐ No ☐

Anticipated Number of Attendees: _____

Security Provided? Yes ☐ No ☐

Clean-up Plans: _____

Notes:

Rented area includes Evalynn Bishop Hall and/or Howard Park and/or a portion thereof and described more specifically as follows:

☐ Evalynn Bishop Hall Rate: _____

Fee: _____

☐ Kitchen Rate: _____

Fee: _____

☐ Bar Rate: _____

Fee: _____

☐ Outside Restrooms: Rate: _____

Fee: _____

☐ Amphitheater: Rate: \$10/use

Fee: _____

☐ Campsite: Rate: \$ 5/night

Fee: _____

☐ RV/Trailer: Rate: \$15/night

Fee: _____

☐ Insurance or other fee: _____

Fee: _____

Refundable Deposits:

Key(s): _____

Security: _____

Deposits will be returned after a walk-through of facility has been completed by City.

Rental Fee Sub-total: _____

Cleaning Fee (non-refundable): _____

TOTAL FEES: _____

CONDITIONS OF RENTAL AGREEMENT

This AGREEMENT is made this _____ day of _____, 20____ by and between the CITY OF IONE (City), and _____, herein referred to as "Renter":

1. **INSURANCE:** Proof of insurance may be provided in two ways;
 - A. Special Event Group Insurance can be obtained through the City's insurance. Different rates apply depending on the type of event, risk category, etc. Information must be obtained from City staff for this coverage.
 - B. The RENTER provides a Certificate of Liability Insurance from his/their provider naming the CITY as the additional insured with an endorsement in the amount of One Million Dollars for the term of the rental and set-up as provided herein. If the RENTER plans to sell alcoholic beverages and RENTER'S standard liability policy does not provide such coverage, then a one-day "Special Event" policy must be provided to the City prior to the use of the facility. All certificates must be received at least **two weeks prior** to the event in ample time for review.
 - C. The Rental Agreement must be completed and submitted **no later than 30 days prior** to the event for review. _____
2. **ALCOHOLIC BEVERAGES:** Final approval of consumption or sale of alcoholic beverages at any event is at the discretion of the City Police Chief. It is agreed and understood that the RENTER shall have the sole responsibility for obtaining any required permits from the Alcoholic Beverage Control Board. If alcoholic beverages are consumed or sold, security will be required. The RENTER is responsible for providing appropriate security at no expense to the City. The Chief of Police or Police Department will determine the number of security personnel needed at the function. Arrangements may be made for Ione Police Department staff to provide said security for additional fees as determined by the City. _____
3. **KEY DEPOSIT:** City shall provide RENTER with necessary keys to the facilities rented, including restrooms. Keys shall be provided when all monies are paid, after Rental Agreement is signed. Keys will generally not be available until the day of the event, the last working day before a weekend event, or the day before the event when set-up is requested. A \$35.00 fee will be added for early set-up. RENTER shall pay a \$25 key deposit, receipt of which is hereby acknowledged. The deposit will be refunded when the key(s) is returned. Keys shall be returned to the City by 8:30AM on the day following the activity, or on the first working day following a weekend rental. _____
4. **HALL DEPOSIT:** The City requires a deposit of \$300 to be paid when the reservation is made for rental of the facilities. If cancellation is made **prior to 14 days** of the rental date, the full deposit will be refunded. If cancellation is made **after 14 days prior**, a fee of \$100 will be charged.
5. **APPROVAL OF EVENT:** Final approval of events is at the discretion of the **City of Ione, City Manager, Chief of Police, and Fire Chief**. All events are tentative until sanctioned by the above mentioned. _____

Received by

Date

Renter

Date

City Manager

Date

Police Chief

Date

Fire Chief

Date

Public Works Superintendent

Date

Fire requirements, if checked, will apply to your event:

☐ **ALL** exits **MUST** be kept clear

☐ No open flames anywhere of the premises of Howard Park without a burn permit 30 days prior to your event.

☐ All fire lanes must be kept clear

☐ No candles, unless approved 30 days prior to your event

☐ Map and time of any road closures need to be submitted

☐ No decorative materials or combustibles near any exit

FOR CITY USE ONLY

<input type="checkbox"/> Application Complete (Signed by Renter, City Manager, Fire Chief, and Police Chief)		Staff Initials
<input type="checkbox"/> Proof of Insurance Received		
<input type="checkbox"/> Alcoholic Beverage Control Permit Received (if applicable)		
<input type="checkbox"/> Key Deposit Received Issued Key # _____	<input type="checkbox"/> Key Returned <input type="checkbox"/> Key Deposit Returned	
<input type="checkbox"/> Hold/Security Deposit Received Check # _____ Date: _____ Check # _____ Date: _____	<input type="checkbox"/> Deposit Returned <input type="checkbox"/> Amount Returned _____ Reason for not returning full amount (if applicable):	
<input type="checkbox"/> Received Full Rental Fees Check # _____ Date: _____ Check # _____ Date: _____ Check # _____ Date: _____ Check # _____ Date: _____	Notes:	
<input type="checkbox"/> Call for Walk-Through prior to event	Date Called: _____	
<input type="checkbox"/> Call for Walk-Through after event	Date Called: _____	
Notes:		

RENTERS WILL BE RESPONSIBLE FOR THE FOLLOWING:

No decorations may be hung anywhere except on the provided nail rail. Nothing may be taped to the wall or hung from the ceiling. You will be charged for the cost of repair or replacement of ceiling tiles and wall paint if these rules are not adhered to.

☐ Removal of all personal property from the building Examples include:

Decorations; Pictures; Packaging from raffle prizes; Alcohol; Soda; Any other items that were not in the hall at the time you received the key.

☐ Bag all garbage and place in the dumpsters outside the back door.

☐ Floors must be cleared of debris and garbage

If using chairs and tables provide by the City, renter will:

☐ Bring down tables.

☐ Stack tables and chairs. Put them back into storage area.

If using rented equipment:

☐ Stack chairs and tables neatly by the front door for pick-up by rental company.

Bathrooms:

☐ Trash cans emptied

☐ Sink drains clear of debris

☐ Floors clear of debris and garbage

Kitchen:

☐ Trash cans emptied

☐ Sink drains clear of debris

☐ Counters wiped clean

☐ Floors clear of debris and garbage

Parking Lot:

☐ Trash picked up outside of building

☐ General parking lot free of debris

☐ All personal items removed from the premises

**CITY CLEANING COMPANY PROVIDES
THE FOLLOWING SERVICES:**

BATHROOMS:

- Disinfect toilets and urinals
- Clean sinks
- Polish mirrors
- Sweep and mop floors

KITCHEN AND BAR AREA:

- Wipe down inside and outside of refrigerators
- Clean sinks
- Wipe down counters and bar tops
- Wipe down outside of freezer
- Sweep and mop floors

ALL ROOMS:

- Knock down cobwebs
- Sweep and mop floors

Renter Signature: _____

Date: _____

RENTER CHECKLIST

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