



# Facility Reservation Request

This Facility Reservation Request should be submitted to the Event Services Department 45 calendar days prior to the date requested in order to ensure adequate approval time. **This is a request only and is not an approved contract for facility use.** If this request is approved, an Event Services Contract outlining the conditions and fees associated with the event will be forwarded to the applicant. **Do not advertise your event until a signed contract has been issued.** The regulations on the back of this form must also be reviewed and acknowledged prior to any approval.

Please initial that you have read and understand the above information. \_\_\_\_\_ (Please initial)

Organization \_\_\_\_\_ Non-Profit # \_\_\_\_\_

Applicant \_\_\_\_\_ Street Address \_\_\_\_\_

Preferred Phone (\_\_\_\_\_) \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_

Email \_\_\_\_\_@\_\_\_\_\_

Secondary Applicant \_\_\_\_\_ Phone (\_\_\_\_\_) \_\_\_\_\_

Event Name \_\_\_\_\_

Facility \_\_\_\_\_

Date Requested \_\_\_\_\_

Room(s) \_\_\_\_\_

Entrance/Set up \_\_\_\_\_ am/pm

Event \_\_\_\_\_ am/pm to \_\_\_\_\_ am/pm

Contract End Time \_\_\_\_\_ am/pm

Alcohol to be served

☐ Yes ☐ No

Bar Opens @ \_\_\_\_\_ am/pm

Last Call @ \_\_\_\_\_ am/pm

*Alcohol must stop  
one hour prior to  
guests departing.  
Additional fees will  
apply.*

Is this event open to the public? Yes ☐ No ☐ Is this event for a minor? ☐ Yes ☐ No Is this a recurring event? \_\_\_\_\_

Will this event be catered? ☐ Yes ☐ No Kitchen? \_\_\_\_\_ am/pm to \_\_\_\_\_ am/pm Anything Delivered? ☐ Yes ☐ No

Will admission be charged? Yes ☐ No ☐ How will you be advertising? \_\_\_\_\_ Entertainment? ☐ Yes ☐ No

How many guests (over 21yrs. old) \_\_\_\_\_; (16-20 yrs. old) \_\_\_\_\_; (under 15 yrs. old) \_\_\_\_\_

Brief Description of Event: \_\_\_\_\_

I hereby state the information above is correct to the best of my knowledge Applicant Signature \_\_\_\_\_

## EVENT SERVICES USE ONLY

Deposit Received: \$ \_\_\_\_\_ ☐ Cash ☐ Check # \_\_\_\_\_ ☐ Credit Card ☐ Other \_\_\_\_\_

Address Verified ☐ Yes ☐ No Over 25 Verified ☐ Yes ☐ No Group 1 2 3 4 5

Accepted by: \_\_\_\_\_ Date \_\_\_\_\_

*Signature only acknowledges receipt of request and deposit - it does not guarantee approval*

Coordinator: \_\_\_\_\_

Security ☐ Yes ☐ No

Insurance ☐ Yes ☐ No

Date: \_\_\_\_\_

Supervisor: \_\_\_\_\_

Security ☐ Yes ☐ No

Insurance ☐ Yes ☐ No

Date: \_\_\_\_\_

Superintendent: \_\_\_\_\_

Security ☐ Yes ☐ No

Insurance ☐ Yes ☐ No

Date: \_\_\_\_\_

Final Approval: \_\_\_\_\_  
Signature Date

Permit: \_\_\_\_\_

**City of Rancho Cucamonga Community Services Department  
Event Services**

**T E R M S   a n d   C O N D I T I O N S**

1. No advertisement shall be permitted until the facility reservation request form has been approved and the applicant has been given written notice. The Event Services Division must also approve all advertisement prior to distribution. Any unapproved or false representation of the event, the applicant will forfeit full security deposit and rental fees. The Event Services Division reserves the right to cancel an event for the above. Any sign placed outside the facility must be freestanding, not attached to any permanent object or structure, blocking any right-of-way (sidewalk, street, parking space, etc.), nor blocking any City sign. All signage provided by client must be approved by the Event Services Coordinator.
2. The applicant must be no less than 25 years of age and must be present for the duration of the contracted time. If the event is misrepresented in any way the Event Services Department reserves the right to cancel or shut down the event and the client will forfeit all fees.
3. Applicant may be required to show proof of residency, age, and liability insurance naming the City of Rancho Cucamonga as additionally insured in the amount of one million dollars.
4. Hours requested should include all times needed for set-up, decorating, deliveries, band set-up, clean up, etc. The Applicant will be charged for rental of the facility from the moment they or designated representative occupy the facility. Applicants or vendors may not enter the facility prior to time listed on contract.
5. Tables and chairs are included in the rental fee for interior rooms and are subject to availability.
6. All decorations and visual aids must be freestanding and may not be nailed, stapled, taped or tacked to the walls, ceiling or other fixtures. Removal of any facility decorations is not allowed.
7. Alcohol service requires an additional \$500.00 alcohol security/damage deposit, insurance and security fees. **Alcoholic beverages must be served only by a TIPS certified bartender. If alcohol is served or consumed by applicant or applicant's guests without prior approval, applicant will forfeit the \$500.00 alcohol deposit. Security is required for all events serving alcohol. Applicant will be responsible for all costs.**
8. Maximum number of participants allowed in the facility must be strictly adhered to. Staff will limit attendance.
9. A Certificate of Insurance is required for all reservations.
10. Storage of personal property or rented items will not be permitted at the facility.
11. There is no smoking on any City owned and operated facility. This applies not only to the Applicant but their guests and vendors as well. It is the Applicant's responsibility to see that their guests and vendors are informed of this policy.
12. The Event Services Division reserves the right to cancel any function and reject future applications if there is misrepresentation of the event. Also, if at any time the Applicant or Applicant's guests do not follow the policies or the above stated regulations or act in an unlawful manner and/or damage City property or equipment your function will be promptly canceled without refund.
13. Applicants are responsible to clean up their personal belongings, including but not limited to food and beverage, third party contracted items, decor, etc.
14. Candles, any type of fire devices or smoke/fog machines are not allowed at any City facility. This includes barbeque's, deep fryers, gas and butane grills.

**Requirements and Payment Information**

1. A security/damage deposit is required to hold the reservation and is refunded if all policies and conditions are adhered to, and if there is no damage to the facility or equipment. If additional staff or service costs are incurred due to extra Applicant needs, the costs will be billed to the Applicant. If there is misrepresentation of the event, the applicant's deposit and all rental fees will be forfeited.
2. Department Staff will be assigned to work all reservations. The number of staff needed to safely supervise the event will be determined by the Event Services Division. Applicant will be responsible for all staff costs.
3. The security/ damage deposit refund will be issued to the name and address on the original request by mail within thirty (30) days.
4. Additional security may be needed as determined by Event Services, at the full expense of the Applicant.
5. All fees must be paid thirty (30) days in advance of a reservation, sixty (60) days in advance for event halls.
6. Personal checks will not be accepted within thirty (30) days of the reservation.
7. Reservations with unpaid fees are subject to cancellation by Event Services.
8. In the event of a cancellation at any time, a cancellation fee will be withheld for each venue reserved. See Department's Cancellation policy for details.

**Photography and Video Waiver**

I acknowledge and agree that any photographs and video footage that have been taken with my or my guests image(s) or likeness(es) by an representative of the City of Rancho Cucamonga may be used for print, video and internet marketing uses by Event Services Division and the City of Rancho Cucamonga. I understand that the Event Services Division and the City of Rancho Cucamonga is not required to provide advanced notice of use of these photographs or video footage, to receive approval, and will not provide any type of payment for use of my image in the photographs. Please initial that you have read and understood the Photography and Video Waiver. \_\_\_\_\_ (please initial)

Applicant shall be bound by all rules and regulations and all applicable ordinances of the City of Rancho Cucamonga. The violations of any of the above Terms and Conditions or falsifying any other provisions of the application shall constitute grounds for immediate revocation of permission to use City facilities and shall constitute grounds for refusal of future permits to use City facilities. The Applicant shall be liable for loss, damage or injury sustained by the City or any person whatsoever by reason of negligence of the persons to whom such permit is issued. Applicant agrees to hold harmless and indemnify the City of Rancho Cucamonga or agents, and employees from any and all liability to person or property occurring as a result of the activity sponsored by the Applicant. Said persons shall be liable to the City for any and all damage to facilities and buildings owned by the city which results from activity of Applicant or is caused by any participant or guest in said activity.

**Applicant Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_



## Event Guidelines

The following is a list of some of the most critical information, including facility standards and procedures to assist in planning your special event. This is not a complete list of all facility standards and procedures. The applicant is expected to follow all facility standards and procedures while planning and executing their event. *Please check each box and sign the last page.*

### **Facility Reservation Request**

The Facility Reservation Request is not a permit and does not guarantee the space is available; it is only a request for use of space. Permit must be signed by the Applicant and Event Services Division.

### **Fees**

All fees must be paid thirty (30) days in advance, sixty (60) days for event halls.

A 4% non-refundable service fee will be applied to all financial transactions.

All fees quoted verbally, in writing or otherwise are subject to change to comply with the approved Community Services Department Fees & Procedures, *updated every January and July.*

### **Certificate of Insurance**

A Certificate of Insurance is required for all reservations. Applicant cost is dependent on the size and nature of the event as identified by Alliant's Tenant/User Program Hazard Schedule. Applicant may provide their Certificate of Insurance. *See Insurance Requirements.*

### **Supervision**

Applicant is responsible for supervision of all event attendees at all times and is responsible for any damage or occurrence they may cause, which includes, but is not limited to alcohol use in the facility including parking lots. Children must always be supervised. *1 adult to every 6 children (ages 1-5); 1 adult to every 14 children (ages 6-12); and 1 adult to every 20 children (12-17) is required.*

### **Security**

Security may be required for events depending on the size of the event, the nature of the event and the impact on the facility and surrounding park. The necessity for security may be determined at any point during the event planning process, even after the permit has been approved and issued to the applicant. The applicant shall bear all costs for security. Security is required for all alcohol use and youth events (*Guest of Honor under the age of 21*)

### **Health and Safety Standards**

The City of Rancho Cucamonga is following the California Department of Public Health and CDC Guidelines in our facilities and programs. For everyone's health and safety, we continue to ask our residents and patrons to stay home if they are exhibiting signs of COVID-19. It's important to note that the California Department of Public Health and Center for Disease and Control Prevention require face coverings for all unvaccinated individuals and optional for vaccinated individuals.

## Event Guidelines *continued*

### Health and Safety Standards continued

We ask that all patrons respect the choices of others when it comes to mask wearing. We also encourage everyone to wash their hands with soap and water to help decrease the spread of germs.

### Pre and Post Event Walk Through

The applicant is responsible to check-in and check-out with Event Services staff and inspect all areas and equipment used for the event. These inspections are to occur immediately before and after the event. The applicant is required to leave the facility in the same condition as it was found, including removal of all decorations and equipment from the room/hall.

### Alcohol Service

- Requests for Alcohol Services must be **approved** by the Event Services Division.
- Only Beer, Wine, and Champagne is permissible. Alcohol of any other type is not permitted.
- If alcohol is consumed at the facility during non-approved times or without a permit the client will forfeit their deposit. We reserve the right to immediately cancel an event if the Alcohol Policy is not being followed.
- Additional fees, Insurance and Security are required if the use of Alcohol is approved.
- Alcohol service will only be permitted for events when the Guest of Honor is over the age of 21.

### Contracted Time

The applicant, their contractors, vendors, guests, etc. may not enter or occupy the rented space prior to the contracted time detailed on the approved permit. The applicant must account for their set-up time, decorating, deliveries and clean-up time when submitting the original request. The applicant and all associates will be permitted entry into the rented space at the time indicated on the approved permit. If applicant or designee stays after contracted time, over time charges will incur at the rate of time and half (1.5) for the room, staff and if applicable, security and any third-party vendor fees.

### Deliveries

Any deliveries for your event must occur during your contracted time. All rental equipment must be removed immediately following your event, within your contracted time. Staff will not accept any deliveries.

### Vendors

All vendors contracted by the applicant must have a Certificate of Insurance with a Separate Endorsement naming the City of Rancho Cucamonga as additional insured and a City of Rancho Cucamonga Business License. *See attached Vendor Requirements*

## Event Guidelines *continued*

### Vendors continued

**Food & Beverage:** For your convenience, you are welcome to choose your own caterer or provide your own food and beverage.

If you hire a caterer or wait staff to cook or serve food onsite, they are required to provide a current San Bernardino County Health Permit and a Food Handlers Card issued by San Bernardino County, Environmental Health Services for all staff working on site. *\*Grills, Barbeques, Gas or Butane grills are prohibited.*

**Music:** DJs and live bands are welcome. Sound should be at an appropriate level as to not disturb neighboring events. *Smoke and fog machines are prohibited.*

### Decorations

Decorations and visual aids must be freestanding and may not be nails, taped, stapled, or tacked to the walls or structures. Any vendors providing a décor service must comply with Vendor Requirements. *Candles and open flame are prohibited.*

### Tables and Chairs

The facility provides standard tables and chairs for all events inside the building. The applicant may bring their own tables and chairs, during their contracted time. Tables and chairs provided by the applicant will not be set-up or handled by facility staff. No more than 8 chairs per banquet table provided by the facility.

### Clean Up

Applicant is responsible for all cleanup of the reserved space after the event and prior to the contracted end time.

All trash must be placed in provided trash bins.

All decorations and personal property must be removed by end of contracted time.

Kitchen must be left in the condition it was provided.

All third-party vendor items contracted by the applicant must be removed by end of contracted time.

Failure to comply with cleanup procedures may result in additional charges.

**Changes to the Permit;** including layout, contracted times and amenities must be made no later than fourteen (14) days of the scheduled event.

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Applicant Name (please print)

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Applicant Signature

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Date



## Cancellation & Rescheduling Fees

### Indoor Facility Rentals:

In the event the applicant requests a cancellation or rescheduling of their rental event after seven (7) calendar days from the time of the approval of the Permit, a cancellation or rescheduling fee is withheld from any fees paid and/or the rental deposit.

Refunds of facility rental fees (excluding the Application and Cancellation/Rescheduling Fee) will be processed as listed below.

- \$25 for all Small Room Rentals
- \$50 for all Medium and Large Room Rentals
- \$75 for all Event Hall Rentals
- \$50 for all Courtyard Rentals
- Non-refundable Application Fee \$35 or \$50 Alcohol Application Fee

There will be a 4% non-refundable service fee for each financial transaction processed thorough the Active Net software system. The fee will be charged to all facility rentals.

Room Size	Days Prior to Scheduled Rental		
	30 or more calendar days	15 to 29 calendar days	Less than 15 calendar days
Small Medium Large Courtyard	Full refund of rental fees and equipment fees.  Full refund of rental deposit*	50% refund of all rental and equipment fees.  Full refund of rental deposit*	Full forfeiture of all fees, including rental fees and equipment fees.  Full refund of rental deposit*

*\*All or a portion of the rental deposit may be retained to cover any unpaid fees.*

Room Size	Days Prior to Scheduled Rental		
	60 or more calendar days	30 to 59 calendar days	Less than 30 calendar days
Event Hall (Medium) Event Hall (Large)	Full refund of rental fees and equipment fees.  Full refund of rental deposit*	50% refund of all rental and equipment fees.  Full refund of rental deposit*	Full forfeiture of all fees, including rental fees and equipment fees.  Full refund of rental deposit*

*\*All or a portion of the rental deposit may be retained to cover any unpaid fees.*

**Rental Applicant understands and agrees to these Cancellation & Rescheduling requirements**

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Applicant Date



# Vendor Requirements

All vendors (*Caterer, DJ, Band, Florist, etc.*) that are working on and/or providing a service on a City property are required to have the following documents. It is the applicant's responsibility to provide these documents to the Event Services team at least fourteen (14) days in advance of the event date.

## City of Rancho Cucamonga Business License

A copy of your **City of Rancho Cucamonga Business License** is required. The Event Services division will not accept a business license for another City.

*If your vendor needs to apply for a City of Rancho Cucamonga Business license, they can visit our website at, [City of RC Business License Online Services](#)*

## Certificate of Insurance with an Endorsement Page

Document 1:

A **Certificate of Insurance** that shows a **\$1,000,000.00 policy aggregate** and that also lists the City of Rancho Cucamonga as the certificate holder. The address that should be referenced on the certificate should be:

**City of Rancho Cucamonga  
10500 Civic Center Drive  
Rancho Cucamonga, CA 91739**

Document 2:

An **Endorsement page** that lists the City of Rancho Cucamonga as additionally insured. Unlike the Certificate of Insurance, this page changes the insurance policy and is required for your event to move forward. *Specific verbiage MUST appear on the **Endorsement Page** to make it valid.*

### **Exact Verbiage Required on Separate Endorsement Page:**

The City of Rancho Cucamonga, its officers, officials, employees, designated volunteers, and agents serving as independent contractors in the role of City or its officials.

## San Bernardino County Health Permit, *if applicable*

Any caterer or restaurant serving food on site are required to provide a Current **San Bernardino County Health Permit**. *If applicant is providing their own food, a health permit is not required.*

## Food Handler Card from San Bernardino County, *if applicable*

Any caterer or restaurant serving food on site are required to provide a **Food Handler Card** issued from **San Bernardino County, Environmental Health Services** for all staff on property. *If applicant is providing their own food, a Food Handler Card is not required.*





## Alcohol Use Requirements

The distribution or consumption of alcoholic beverages shall be in compliance with all applicable laws, including Alcoholic Beverage Control Commission regulations. All request for alcohol use must be approved by the Event Services Division.

### Application Responsibility:

Initial: \_\_\_\_\_

- Submit a Facility Reservation Request Packet
- A request to serve alcohol must be submitted no later than sixty (60) calendar days prior to event date.
- Additional Fees:
  - ☐ \$50.00 non-refundable application fee
  - ☐ \$500.00 refundable alcohol deposit
  - ☐ Certificate of Insurance with Liquor Legal Liabilities Premium *Cost determined by guest count and event type.*
  - ☐ Security, minimum of 2 Deputies as charged by SBC Sheriff's Department. *Additional Deputies may be required at the discretion of Community Services Department and San Bernardino County Sheriff's Department.*
- Applicants must contract a caterer or bartender service that utilizes TIPS Certification (Training for Intervention Procedures) to provide all alcohol services for the duration of the event. Proof of Certification is required. *A City established list of pre-approved vendors is available to applicants.*
- Sales or requests for donations for alcoholic beverages are prohibited without a Temporary Use Permit secured from the Alcohol Beverage Control (A.B.C.).

*To obtain a Temporary Use Permit (TUP), the applicant shall apply in person with the Alcohol Beverage Control (A.B.C.) and fulfill all requirements as set forth by the A.B.C. Department of Alcoholic Beverage Control (A.B.C.)*

Department of Alcoholic Beverage Control (A.B.C.)  
3737 Main Street  
Suite 900  
Riverside, CA 92501  
951.782.4400
- Service of alcohol must not extend a maximum of four (4) consecutive hours and must end one (1) hour prior to guests departing, not contracted end time.
- Guest(s) of Honor are required to be at least 21 years of age for alcoholic use to be permitted. Alcohol is prohibited at youth events.
- Alcoholic beverages are prohibited from being served to any person under the age of 21.
- Applicant is required to remove all alcoholic beverages and empty containers immediately following event.
- Failure to abide by the above policies will result in forfeiture of all or a portion of deposit.

### Alcohol Use Requirements

Initial: \_\_\_\_\_

- Only beer, wine, and champagne may be served at Central Park. Hard alcohol is not permitted, if consumed at the facility the applicant will forfeit their alcohol deposit.
- All alcoholic beverages are required to be served and consumed inside the contracted space(s).

### Caterers/Bar Service Company Requirements

Initial: \_\_\_\_\_

- Applicants are required to provide copies of each of the following for each contracted vendor to the Event Services Division at least fourteen (14) business days prior to event date:
  - ☐ City of Rancho Cucamonga Business License, *other city business licenses will not be accepted.*
  - ☐ Certificate of Insurance with a separate endorsement naming the City of Rancho Cucamonga as additionally insured
  - ☐ TIPS Certificate for Bartender
  - ☐ Current County of San Bernardino Health Permits and Food Handlers Card for all servers.
- Alcohol must be served and consumed from clear plastic cups.
- Beer, wine, and champagne bottles may only be open in the kitchen or behind the bar. *(No bottles allowed on tables or in public areas).*

Rental Applicant understands and agrees to these requirements.

Failure to abide by the above policies will result in forfeiture of all or a portion of deposit.

Applicant Signature: \_\_\_\_\_

Date: \_\_\_\_\_

We are **not providing** any alcohol service at our event.

Print Name: \_\_\_\_\_

Date: \_\_\_\_\_





City of Rancho Cucamonga's Community Services Department Event Services

## Verified Bartenders

The City of Rancho Cucamonga does not recommend or endorse one company over another. The companies listed below have complied with the City of Rancho Cucamonga Business License, Insurance requirements, & TIPS Certification.

### **Central Park Recommended Bartender List:**

- Keith Lee (909) 874-4832 or (909) 210-5364
- Ron Rosenberg (951) 295-5272 or James Rosenberg (626) 991-0016
- Raul Fernandez (909) 279-5277
- Dolores Holguin (909) 559-4853



City of Rancho Cucamonga's Community Services Department Event Services

## Certificate of Insurance Requirements

All reservations request a Certificate of Insurance, a one day certificate can be purchased from the Event Services Division for an additional fee or you may provide your own. Should you provide your own, the following requirements must be met.

The City of Rancho Cucamonga requires **two documents** to make your insurance acceptable to our Risk Management Division:

### Document 1

A **Certificate of Insurance** that shows a **\$1,000,000.00 policy aggregate** and that also lists the City of Rancho Cucamonga as the certificate holder. The address that should be referenced on the certificate should be

**City of Rancho Cucamonga  
10500 Civic Center Drive  
Rancho Cucamonga, CA 91739**

### Document 2

An **Endorsement page** that lists the City of Rancho Cucamonga as additionally insured. Unlike the Certificate of Insurance, this page changes the insurance policy and is required for your event to move forward. *Specific verbiage MUST appear on the **Endorsement Page** to make it valid.*

**Exact Verbiage Required on Separate Endorsement Page:**

The City of Rancho Cucamonga, its officers, officials, employees, designated volunteers, and agents serving as independent contractors in the role of City or its officials.

Listing this verbiage in the Certificate Holder section of the Certificate of Insurance will not be acceptable. The verbiage must appear on the separate Endorsement page.



## Sample of Endorsement Page

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

### ADDITIONAL INSURED – OWNERS, LESSEES OR CONTRACTORS – SCHEDULED PERSON OR ORGANIZATION

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART

#### SCHEDULE

Name Of Additional Insured Person(s) Or Organization(s):	Location(s) Of Covered Operations
The City of Rancho Cucamonga, its officers, officials, employees, designated volunteers and agents serving as independent contractors in the role of City or officials.	
Information required to complete this Schedule, if not shown above, will be shown in the Declarations.	

A. Section II – Who Is An Insured is amended to include as an additional insured the person(s) or organization(s) shown in the Schedule, but only with respect to liability for "bodily injury", "property damage" or "personal and advertising injury" caused, in whole or in part, by:

1. Your acts or omissions; or
2. The acts or omissions of those acting on your behalf;

in the performance of your ongoing operations for the additional insured(s) at the location(s) designated above.

B. With respect to the insurance afforded to these additional insureds, the following additional exclusions apply:

This insurance does not apply to "bodily injury" or "property damage" occurring after:

1. All work, including materials, parts or equipment furnished in connection with such work, on the project (other than service, maintenance or repairs) to be performed by or on behalf of the additional insured(s) at the location of the covered operations has been completed; or
2. That portion of "your work" out of which the injury or damage arises has been put to its intended use by any person or organization other than another contractor or subcontractor engaged in performing operations for a principal as a part of the same project.