



Recreation & Senior Services Department

100 Civic Center Dr
 Newport Beach, CA. 92658-8915
 Phone: (949) 644-3151 — FAX: (949) 644-3155

RS Staff Verification _____

MARIAN BERGESON AQUATIC CENTER FACILITY USE/RENTAL APPLICATION

The City Council, Parks, Beaches & Recreation Commission and Recreation & Senior Services Department issue this reservation contract in accordance with the policies as established. Please add any necessary additional information. ALL reservation forms must be signed and returned along with fees and deposits before consideration of use approval. SUBMISSION OF RESERVATION REQUEST DOES NOT CONSTITUTE APPROVAL. YOUR COPY WILL BE RETURNED TO YOU AFTER APPROVAL OR DENIAL. Reservations require at least five (5) working days to process. Full payment of rental fees is due at least fourteen (14) regular City business days prior to event date. Applicants must be at least 25 years of age.

Title of Event _____ Date Submitted _____
 Organization _____ Contact Representative _____
 Mailing Address _____ City _____ Zip _____
 Phone _____ / _____ Fax _____ Email _____

| Date Requested (list each date – use separate page if more space needed) | Day of Week (M-Su) | Rental Times w/ Setup and Tear Down | Event Start Time | Event End Time | Estimated Participants | Estimated Spectators | Amplified Sound?* |
|--|--------------------------|---|------------------------|----------------------|---------------------------|-------------------------|----------------------|
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- Check box if facility will be used to raise money/funds*: _____ If Yes, what will the proceeds be used for?

- Check box if there will be food concessions*: _____ If Yes, list concessionaire: _____
- Check box if vendors will be present*: _____ If Yes, list vendor(s): _____
- Certificate of Liability Insurance with a minimum of \$1,000,000 is required with application listing the City of Newport Beach and Newport Mesa Unified School District as additional insured and provide a Letter of Endorsement with said coverage. Event insured by: _____

***The use of amplified sound, fundraising, concessions or special parking arrangements requires a CITY SPECIAL EVENTS PERMIT.**

By submitting this form, I, the applicant, on behalf of the above-named organization, do hereby agree to defend, indemnify and hold harmless the City of Newport Beach and the Newport Mesa Unified School District, and their boards and commissions, officers, agents or employees from any and all claims, losses, injury, death, damages, liabilities, actions, costs and expenses whatsoever resulting from or in any way arising out of the use of facility or equipment. Said organization accepts all responsibility for any damage to premises, furniture, equipment or grounds resulting from use of facility. On behalf of the above-named organization, I do hereby agree to follow, abide by and enforce the Rules & Regulations, Participant Code of Conduct, and Policies governing the facility as set forth by the City Council, the Parks, Beaches & Recreation Commission, and the Recreation & Senior Services Department. **In the event of facility rental cancellation, a full refund of security deposit will be given. All cancellation requests must be submitted in writing. The following cancellation charges will be assessed:**

| Number of regular City business days' notice | Cancellation charge |
|--|---------------------|
| 30 or more | 0 |
| 14 to 29 | \$250 |
| 4 to 13 | 50% |
| 3 or fewer | 100% |

I, the applicant, have read the above statements and the applicable Rules & Regulations, Code of Conduct and City policies and understand them fully. I represent that I am authorized by the above-named organization to enter into this agreement.

Applicant Signature _____ Date _____

Approved By _____ Date _____

For Office Use Only

Total rental fees \$ _____ Deposit: Date: _____ Cash: _____ Check: _____

CC # _____ CVV: _____ Exp date: _____

Equipment fees deposit \$ _____ Date: _____ Cash: _____ Check: _____

Insurance/Endorsements submitted: _____ SEP? _____

Notify Eastbluff HOA: _____ Notify Police: _____

Comments: _____