



RECREATION & SENIOR SERVICES DEPARTMENT RESERVATION REQUEST- CIVIC CENTER COMMUNITY ROOM AND LAWN

This reservation contract is issued in accordance with the policies established by the City Council, Parks, Beaches & Recreation Commission, and the Recreation & Senior Services Director. 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.** Facility Reservations require a minimum of 10 working days to be processed. Please read the *Facility Use Regulations* before completing this form.

Reservation Issued To: _____

Organization: _____ President/Chairperson: _____

Street Address: _____ City: _____ Zip: _____

Phone: _____ Business Phone: _____ Cell Phone: _____

Email: _____ Fax: _____ Emergency Contact: _____

RESERVATION DATE: _____ **DAY OF WEEK:** _____ **TIME:** _____
Please include time for set up and clean up

Description of Event: _____

Please list any planned activities: _____

Will there be amplified sound? Yes / No If yes, please describe: _____

Bounce House or Gymnastics Groups? Yes / No Company Name: _____

Please note that the City of Newport Beach requires any provider of bounce houses, play structures, gymnastics activities, bungee jumps, or similar play activities must have current certified insurance documents on file with the Recreation & Senior Services Department. No park use permit will be issued for such activities until the insurance requirement is met. Train rides, pony rides, and petting zoos are NOT PERMITTED. Bounce houses are not permitted indoors.

Estimated Attendance: _____ % of Participants who live in Newport Beach: _____ Open to Public? _____

Will the facility be used for raising money? Yes / No If yes, what will the net proceeds be used for? _____

Will a catering service be used? Yes / No **(Note: Rentals must use sole onsite caterer for all food and beverages in the Civic Center**

Community Room. No exceptions. Please contact 24 Carrots at 800-717-1545 or www.24carrots.com

Are you serving alcohol? Yes / No Are you selling alcohol? Yes / No

I, the undersigned, on behalf of the above named organization, do hereby agree to indemnify and hold harmless the Director of the Recreation and Senior Services Department, its personnel, the City of Newport Beach, and any of their officers, agents or employees from any liability or claim or action for damages resulting from or in any way arising out of the use of the facility or equipment and will agree to abide and enforce the Rules, Regulations and Policies governing the facility as set forth by the City Council, Parks, Beaches and Recreation Commission and Recreation & Senior Services Department. Said organization will accept all responsibility for any damage to premises, furniture, equipment or grounds resulting from use of facility. **IN THE EVENT OF FACILITY CANCELLATION BY THE GROUP/PERSONS, A MINIMUM SERVICE FEE WILL BE CHARGED. IF THE INITIAL PAYMENT WAS MADE BY CHECK, A PHOTO COPY OF THE CANCELLED CHECK IS REQUIRED BY THE RECREATION & SENIOR SERVICES DEPARTMENT IN ORDER TO PROCESS A REFUND.**

I, the undersigned, have read the above statements and the Facility Use Regulations form, and understand them fully.

Applicant Signature: _____ Date: _____

Department Signature: _____ Date: _____

PAYMENT INFORMATION

Fee Required - Yes: _____ No: _____

Facility Fee: _____ \$ _____

Administrative Fee (\$5): _____ \$ 5 _____

Security Guards (Only for parties w/ alcohol, \$34 per hour, min. 4 hrs.): _____ \$ _____

Cleaning Fee: _____ \$ 150 _____

TOTAL FEES: \$ _____

SECURITY DEPOSIT (on file) \$ _____ Check ☐ Credit Card ☐ # _____ Exp. Date _____