TOWN OF LOOMIS

5775 Horseshoe Bar Road
Loomis, CA 95650
916-652-1840

LOOMIS DEPOT

SPECIAL EVENT/RENTAL APPLICATION

Please Print

Applicant's Name _____ Date _____

Parking Lot Use for the Event ☐ Yes ☐ No **Please Attach a diagram of set up in lot.**

Room(s) requested _____

Chairs requested _____

Rental date(s) requested _____

Rental time(s) requested _____

Business/Renter Name _____

Name of Person(s) Responsible _____
(Only those listed on application can make changes to rental application)

Address _____

City _____ State _____ Zip _____

Day/Business Phone _____ Fax _____

Home Phone _____ Cell Phones _____

Email address _____

Type of group or function (circle one) Resident Non-Profit Non-resident Commercial

Non-profit ID number _____

Number attending event (Maximum 90 for use of Depot) _____

Name of event and description and list the activities you will be having at the Depot:

_____

_____

_____

If a Wedding, name of the Bride & Groom _____

How many Public Works cones/barricades requested & where: _____

Please answer Yes or No to the following questions as they pertain to your use of the Loomis Depot.

My Rental of the Loomis Depot /Parking Lot.....	**Yes**	**No**
Will be open to the public		
Will have an admission charge		
Will be a fundraising event		
Will have alcohol		
Will be selling alcohol		
Will be selling food		
Will be selling merchandise		
Will have vendors		
Will be using the food prep area		
Will be serving food		
Will be a catered event Name of Caterer:_____		
Will be having entertainment (DJ, band, clown, etc.) If yes, what type of entertainment:_____		
Will be an educational or sales seminar		
Will have minors at event		
Will provide own insurance with the Town of Loomis additionally insured		

RENTAL POLICIES AND GENERAL INFORMATION
Please SAVE pages 3 – 6 for your REFERENCE and
Return pages 1, 2 & 7 only.

I. GENERAL RENTAL INFORMATION

1) Reservations are taken at the Loomis Town Hall, 6140 Horseshoe Bar Road, Ste. K, Loomis, CA 95650 (916) 652-1840 Monday – Friday, 8:00 a.m. – 5:00 p.m. Inquiries may be made in person, by telephone or visit us on the web at www.loomis.ca.gov . Telephone inquiries are not considered confirmed reservations.

   Reservations are accepted on a first come, first serve basis, up to one year in advance of the rental date.

2) You may tour the Depot during hours of operation, provided that an event is not in progress. To talk with a staff member regarding your event plans, please call (916) 652-1840.

4) Rental times must include ALL set-up and take-down/clean-up time.

5) **Insurance is required for all rentals**. (Item V #1 for details)

6) **To secure your reservation, a Booking/Cleaning & Damage Deposit is required**. (Please see item II below for details)

7) **All rental fees are due 60 days before your rental date.**

8) Rental permits for groups of persons under the age of 21 will be issued only to adults who accept supervisory and liability responsibilities for the rental contract. A 10:1 ratio of youth to adult chaperones is required.

9) **Renter is required to check-in and check-out with Town Hall staff.**

II. BOOKING/CLEANING & DAMAGE DEPOSIT

1) A **Deposit** is required for all facility rentals.(depending on the time, the room, or lot that is rented).
   - Use of parking lot only will be a $100 deposit.
   - Use of bathrooms only will be $65 deposit plus $35 cleaning fee.
   - Use of Depot building will be a $100 deposit plus $35 cleaning fee.

   Funds will be returned (except for a cleaning fee for the building) if no damages or violations occur, two to four weeks after the event date.

   If your event causes the need for:
   a. Cleaning beyond the normal Depot maintenance,
   b. Repairs or replacement due to structural or equipment damage,
   c. Fire Department response due to false alarm or exceeding capacity of the building per the Fire Code, or
   d. Sheriff's Department response due to failure to follow all laws and ordinance, including, but not limited to, the Town's sound ordinance and laws related to disturbing the peace.

The security deposit will be used to pay for the additional fees. If fees exceed the amount of the deposit, renter will be required to pay the additional amount.

2) Facility inspections are conducted immediately following events by the Town Staff to determine the condition of the facility, including the assembly areas, restrooms and the food prep area. If all clean up requirements are met, no damage has occurred, and the rental time was not exceeded, staff will recommend that your *Booking/Cleaning & Damage Deposit be refunded.*

3) The Town reserves the right to retain the entire security deposit if the applicant has knowingly made a false statement of material fact or has knowingly omitted to state a material fact in the rental application.

III. RENTAL FEES/POLICIES

1) **All rental fees are due at the time the application is submitted.** Payments may be in the form of a check or cash.

2) Incomplete, inaccurate or false information by the renter on the contract may result in cancellation of the contract and loss of the security deposit and any fees paid.

8) The Town reserves the right to adjust fees at any time.

9) Renter acknowledges that the facility may be rendered unusable or otherwise unavailable due to circumstances beyond the Town's control, including but not limited to flooding, fire, natural disaster, other acts of God, criminal acts or acts of war or terrorism. In the event that the facility should become unavailable due to any such circumstances, the Town will refund any fees received from renter. The Town shall not be liable for renter's consequential damages, including but not limited to other costs incurred in connection with renter's event, lost profits, and lost opportunity.

IV. CANCELLATIONS

1) Cancellation of reservation may be subject $50 administrative fee.

2) All cancellations are required to be in writing by the person named on the contact. Written cancellations may be faxed, mailed or hand delivered.

V. RENTER/RENTAL POLICIES & CONDITIONS

1) For all events held, renters are required to submit with application, a certificate of insurance showing the Town of Loomis as **additionally insured** for general liability in the amount of $1,000,000.00. The original certificate and additional endorsement page must be mailed to: **Town of Loomis, 6140 Horseshoe Bar Road, Ste. K, Loomis, CA 95650.** All persons, groups and organizations shall agree to hold the Town of Loomis, its' elective and appointive boards, commissions, agents and employees harmless from any liability for damages and claims for personal injury including death as well as from claims for property damage which might arise from the use of the depot or furnishings. Failure to obtain proper insurance can result in cancellation of event and all fees forfeited.

2) **The person in charge of the event must be available** to the Town staff the entire time, and is required to check in before the event and check out with staff before leaving.

3) If renter is using **vendors (DJ, Caterer, Businesses, etc.)** at event, the Town Hall staff must be notified. Rental with vendors may require additional insurance.

4) Renter is responsible for securing all required **permits** and shall present copies of permits to the Town staff prior to rental date.

5) Rentals serving any type of alcohol must provide licensed and insured uniformed security guards during their event. If attendance is 90, two guards are required. **A copy of the contract** with the **security company** is due to the Town Hall before the event. Guards are required to be on site while alcohol is available for consumption. A temporary license from California State Department of Alcoholic Beverage Control (ABC) is required and a copy given to Town staff.

6) Renter accepts responsibility for the use of alcohol in the facility and agrees to prohibit use of alcohol by minors. **Alcohol is to be consumed only in the rented room(s). No consumption of alcohol outside building or in the parking lot is permitted.**

7) Renter is responsible for any of their guests that bring alcohol into the facility without obtaining the proper insurance and security requirements for alcohol. Events may immediately be cancelled if alcohol is consumed without meeting the insurance and security requirements.

8) When selling alcohol, renter is required to provide all required permits from the Alcohol Beverage Control **30 days** before the event, and additional insurance is required.

9) Guests are to remain in the room rented. The main lobby, bathrooms and hallways are only to be used as needed. Excessive gathering in these areas will result in the loss of your deposit and/or cancellation of the rental.

10) Subleasing is not allowed.

11) The Town staff may, at anytime, instruct renter to turn music down or discontinue due to abuse of the noise permit rules and regulations.

12) The renter is responsible for providing all equipment. A list of the equipment must be submitted to the Town staff for approval. The Town may provide chairs (limited quantity) and side table on request.

13) Any unauthorized use of equipment belonging to the Town of Loomis will result in rental fees automatically being charged to your rental.

14) **Children** are not allowed outside rented facility without adult supervision.

15) **Smoking is prohibited** in all the Town facilities and within 20 feet of any door.

16) Fire code does not permit open flame devices. **NO SMOKE/FOG MACHINES are ALLOWED.** All renters and their guests are required to follow safety rules for public buildings. Occupants will be evacuated during a fire alarm. Renter will forfeit entire deposit if alarm was the result of rental party or any group hired by the renter.

17) Renter is responsible for all rental guests' behavior. Violence, excessive drinking, loud behavior and unsupervised children are not permitted and will not be tolerated. Guests are to abide by all facility policies and procedures. The Town may cancel any event for violations of disturbing the peace laws.

18) **Decorations** must be UL approved (flame retardant). The use of nails, tacks, scotch/duct tape or staples are not permitted. **ONLY masking tape or painters blue tape can be used and must be removed immediately after use.** Decorations and/or any type of wire or cord may not be hung or draped on any light fixture inside/outside the facility. **Candles** cannot be used.

19) **Rice, birdseed, confetti, hay, straw, sand, glitter, etc. are not permitted.**

20) Parking availability is not guaranteed and may be limited.

21) Storage is not available.

22) The Town of Loomis is not responsible for lost or stolen items and will not be responsible for any items delivered before or left after an event.

23) Sitting or standing on tables or chairs, provided by the Town, is not permitted. Renter will be fully responsible for any damaged tables/chairs.

24) The Town staff reserves the right to photograph events for promotional purposes.

25) Renter assumes full responsibility for the communication to its attendees for events held. The Town of Loomis will not be listed as a contact for your event.

26) **The Town reserves the right to cancel any event if the renter knowingly made a false statement of material fact or has knowingly omitted to state a material fact in the rental application.**

VI. RENTERS CLEANING RESPONSIBILITES

The renter is responsible for the following cleaning duties:

1) Any tables and chairs provided by the Town must be cleared and cleaned.

2) **Sweeping and mopping the Depot is not the renter's responsibility** and will be done by the staff. The facility should be free of debris/spills. If excess trash, food or spills are left on the floor, the security deposit may be withheld to cover the clean up.

3) All trash must be placed in receptacles provided. If any trash will not fit in the receptacles, it must be taken with the renter.

4) Decorations must be taken down and removed from the Depot within the rental time.

Renter(s) must sign page 7 and return to Town Hall staff, along with application (pages 1, 2, and 8).

Signature of Renter(s) Required below:

The consequence of not following the Town of Loomis's rental policies may result in loss of your deposit and/or your event being cancelled completely or early.

- My signature below signifies that I have read and understand the rental policies/rules outlined on pages 3 through 6.
- I agree to abide by all of the conditions of this application and any permit(s) issued based upon this application.
- I also agree to pay the Town of Loomis all costs the Town may incur as a result of any failure to fully comply with all these conditions.
- I understand that the Town of Loomis reserves the right to photograph facilities, activities and participants for its own use.
- I agree to defend, indemnify and hold harmless the Town of Loomis, its officers, agents and employees from any liability resulting from my intentional or negligent acts while renting the Loomis Depot.
- I declare that the information contained in this rental application is true and correct to the best of my knowledge. I further acknowledge that the security deposit may be forfeited and/or my event may be cancelled if this application contains any intentional misrepresentations.

Print Name_____

Signature_____Date_____

TOWN OF LOOMIS

Loomis Depot
5775 Horseshoe Bar Road
Loomis, CA 95650
Phone – (916) 652-1840
Fax – (916) 774-5959
www.loomis.ca.gov

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FOR OFFICE USE ONLY

Reviewed by:	Date:	Signature:
Sheriff's Department	_____	_____
Planning Department	_____	_____
Public Works Department	_____	_____

Fax a copy to Fire Department FYI ☐

Public Works equipment returned.	Yes ☐	No ☐
Building/Street cleaned.	Yes ☐	No ☐
Deposit returned.	Yes ☐	No ☐

TOWN OF LOOMIS

BANNER PERMIT

Name of Event:_____Date:_____

Name of permittee:_____Phone #_____

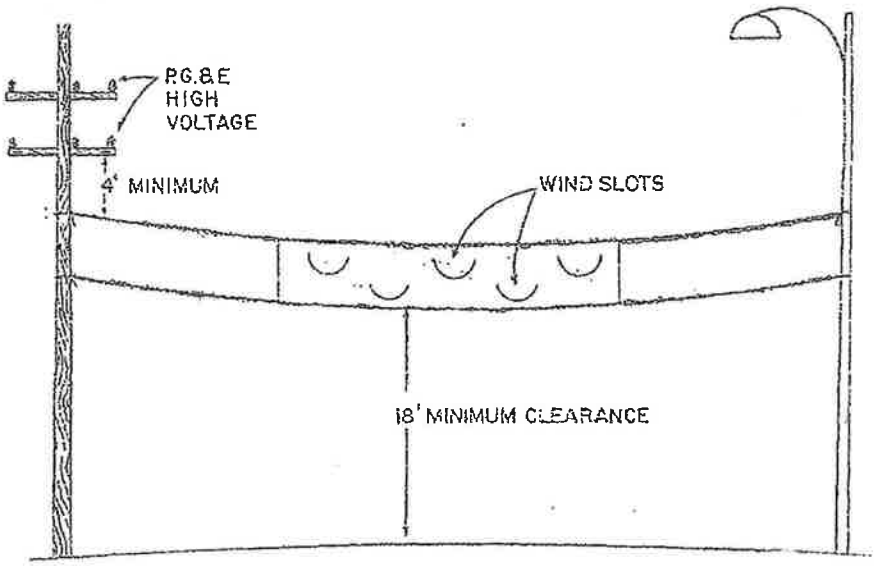
Location banner will be installed at _____

Date banner will be installed _____Date banner will be removed_____

Requirements for banners that are to be put up in the Town of Loomis:

- ☐ Only non-profit
- ☐ All supplies for banners and hanging are the responsibility of the applicant.
  You will need to 2 strands of 100' rope (5/8 twisted poly thick)
- ☐ We will need a Certificate of Insurance with the Town of Loomis as "additionally insured."
  You will indemnify the Town, It's officers, agents, and employees against all loss, damage expense, and liability resulting from injury to or death of person or injury to property arising out of or in any way connected with the banner.
- ☐ It is your responsibility to contact PG&E for permission to use their poles: 530-889-3215
  We will need an approved letter from PG&E before approval.
- ☐ A $100 deposit. Receipt #_____

Guidelines for banners that are put up in the Town right of way:



We hereby consent to the conditions set forth in the foregoing letter as the basis upon which we shall exercise the permission therein granted.

Permittee _____ Date:_____

Approved:_____Date:_____