



FACILITY USE APPLICATION

RECREATION, ARTS & COMMUNITY SERVICES



GENERAL POLICIES & PROCEDURES

1. Applications will not be accepted less than 30 days prior to the request date. **Reservation request submitted under 30 days are not guaranteed.**
2. Completed application and deposit are required to process application.
3. For reservations made less than 60 days prior to the event date, full payment is due and payable to the Town of Danville at time of processing.
4. Deposits are due at the time of booking and **CANNOT** be applied toward rental fees.
5. All set up/clean up time must be included in the reservation request time. Access to the building is only granted at the requested start time.
6. All facilities rentals must provide a Certificate of Liability Insurance through their homeowners' policy or a purchased certificate through the Town of Danville.
7. All applications are tentative until approved reservation permit is issued. Reservations will not be confirmed over the phone.
8. All cancellation requests must be submitted in writing and will incur a minimum cancellation fee of \$75.00, or more for requests made 90 days or less prior to the requested date.

APPLICATION INFORMATION

Applicant Name: _____ Email: _____

Address: _____ City/State/Zip: _____

Home Phone: _____ Cell Phone: _____

Organization/Company Name (if applicable): _____

Address: _____ City/State/Zip: _____

CLASSIFICATION OF USE

Status determined by applicant's address for private; and organization's address for non-profit and commercial use.

Government includes events that are sponsored by government agencies such as a branch of the military, county or state agency, fire department, etc.

Non-Profit includes events sponsored by organizations with current 501(c) status. A copy of the letter granting the organization's non-profit status from the IRS or Secretary of State's office is required. *Please provide non-profit number:* _____

Individuals or other Groups includes individuals and private group events such as wedding receptions, birthday parties, social events, etc.

Commercial includes events that have an admission fee or include the sale of goods or services. *(The exchange of money is not permitted on Town property without prior approval of the Department Director.)*

RENTAL/EVENT INFORMATION

Please include all setup and cleanup time. Tables and chairs are NOT set up prior to your rental time. (Extra time will be charged at twice the hourly rate)

Reservation Date: _____ Start Time: _____ Ending Time: _____
 (include setup & cleanup)

No. Attending: _____ Name of Event: _____

Please check which facility/area you are requesting:

**Danville Community Center
420 Front Street**

- Valley Oak & Las Trampas w/ Kitchen
- Valley Oak Room w/ Kitchen
- Las Trampas
- Art Room
- Lounge
- Town Green w/ Bandstand

**Danville Library
400 Front Street**

- Mt. Diablo Room

**Hap Magee Ranch Park
1025 La Gonda Way**

- Magee House
- Cottage
- Swain House
- Meadow w/ Gazebo

Oak Hill Park Community Center

3005 Stone Valley Road

- Ballroom w/ Kitchen
- Meeting Room ABC
- Meeting Room AB or BC
- Meeting Room A or B or C
- Large Grass Area

**Veterans Memorial Building
400 Hartz Avenue**

- Community Hall ABC w / Kitchen
- Community Hall AB w / Kitchen
- Community Hall BC
- Community Hall A w / Kitchen
- Community Hall B or C
- Senior Meeting Room
- Senior Art Room
- Conference Room

**Town Meeting Hall
201 Front Street**

- Auditorium

Additional Equipment Rental (subject to availability):

- LCD Projector \$125/use
- Portable Screen \$12/use
- MiFi (HMRP Buildings Only) \$10/use
- Cocktail Tables (max 8) \$10/table How many? _____
- White Chairs (max 200) \$3/chair How many? _____

Additional Rental Information:

- Type of function: Youth Event Adult Event Fundraiser
- Will the event be catered? Yes* No *If yes, by whom? _____
- Will admission fee be charged? Yes* No *If yes, purpose of fee? _____
- Will you be serving alcohol? Yes* No ***ONLY** beer, wine, & champagne are permitted.
- Will you be selling alcohol? Yes* No *If yes, purpose of sale? _____
- Open to the Public? Yes* No *Subject to approval by Department Director.

INSURANCE REQUIREMENTS

The Town of Danville requires permit users to provide a “**Certificate of Liability Insurance**” with a minimum of **\$1 million in liability coverage**, and name the **Town of Danville as additionally insured**. Certificate must include the Town’s address, which is **510 La Gonda Way, Danville, CA 94526**. You may purchase liability insurance coverage through the Town of Danville for an additional cost. If you would like to purchase insurance through the Town, please select the appropriate box below.

Insurance Rates:

- Attendance of 1 – 100 people: \$83; **OR** \$119, if serving alcohol
- Attendance of 101 – 500 people: \$113; **OR** \$207, if serving alcohol

You may also provide insurance through your homeowner’s insurance carrier. Insurance coverage must be submitted 30 days prior to your scheduled event.

I will provide own certificate of insurance.

CHANGES TO HOURS/ROOMS/ SET-UP

Changes requests for time, rooms, and set-up requests after confirmation are subject to a \$15 change fee (per occurrence). Change request must be submitted in writing to the Facilities Management Department for approval. If approved, payment is due immediately.

CANCELLATION POLICY

If the facility will not be used after a reservation has been made, a written cancellation notice must be made to the Town of Danville by the permit holder. E-mail requests can be sent to facilities@danville.ca.gov. All requests made 91 days or more prior to the event date will be subject to a \$75 cancellation fee. Cancellation requests made under 90 days will be handled in the following manner:

Between 61 & 90 days	Between 60 & 31 Days	30 Days or Less
Forfeit Deposit	Forfeit deposit + 50% of rental fees	Forfeit deposit + 100% of rental fees

RENTAL AGREEMENT

My signature certifies that I have read the policies and procedures as set forth by the Town of Danville Community Services Department governing the use of the facility and any equipment described above, that I will take full responsibility for ensuring that the use of this facility and areas by the event I represent is in full adherence and compliance with these rules and regulations. I further understand that as the applicant, I assume full responsibility for any penalty fees assessed by the Town of Danville for any violations of these rules. I am also fully aware of the cancellation/refund policy and am aware that failure to properly clean the facility or any damage to the facility after my event may result in forfeiture of portions and/or all of my security damage deposit.

Signature of Applicant: _____ **Date:** _____

CLEANING REQUIREMENTS ACKNOWLEDGEMENT

I have read and understand the cleaning requirements of the Town of Danville Parks and Recreation Department. I further understand that even if I delegate these responsibilities to other members of service agencies for which I have contracted, such as caterers, etc., I still have the ultimate responsibility to return the facility into its original rental conditions. All set-up (decoration, food, caterer, etc.) and clean-up must be included within the hours contracted with the Town of Danville. Any deviations must be cleared with the Facility Attendant and will result in additional charges. Be sure that all decorations, food and personal equipment brought into the facility must be removed after the event. Storage is not allowed before or after the event. There will be an attendant on duty at the facility during all operating hours. He/she will check on groups periodically.

Cleaning Responsibilities

- Wipe off tables, chairs, and kitchen countertops
- Remove all accumulated trash to the outside dumpsters
- Clear all spills and stains from floors and carpeting
- Clean all kitchen appliances used including grill(s), ovens, burners, refrigerator, and sinks

Signature of Applicant: _____ **Date:** _____