



# FACILITY USE APPLICATION

RECREATION, ARTS & COMMUNITY SERVICES



## GENERAL POLICIES & PROCEDURES

1. Application can be submitted up to one year in advance. **Reservation requests submitted under 30 days are not guaranteed.**
2. Completed application and deposit are required to process application. Deposits are charged separately and can not be applied to rental fees.
3. Deposit and full payment is due at time of booking for reservations made under 60 days.
4. 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.
5. All facilities rentals must provide a Certificate of Liability Insurance through the applicant's homeowners' policy or organization policy, or a purchased certificate through the Town of Danville.
6. All applications are tentative until approved reservation permit is issued. Reservations will not be confirmed over the phone.
7. 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.
8. Please submit your application to [facilities@danville.ca.gov](mailto:facilities@danville.ca.gov) and call 925-314-3405 with any questions.

## APPLICATION INFORMATION

**Applicant Name:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**Address:** \_\_\_\_\_ **City/State/Zip:** \_\_\_\_\_

**Contact #:** \_\_\_\_\_ **Date of Birth:** \_\_\_\_\_

**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 promote a business' purpose, have an admissions fee or includes 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**

**Building access is granted at the requested start time. Please include all set up/clean up time required. Please be advised, deliveries will not be accepted outside the reservation time. (Extra time will be charged at twice the hourly rate plus \$50.00 per hour attendant fee)**

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

No. Attending: \_\_\_\_\_ Name of Event: \_\_\_\_\_

**Please check which facility/area you are requesting:** *A refundable security deposit is required for each facility, deposit amount listed online. If booking multiple locations, only the high of the deposits is required.*

**Danville Community Center**

**420 Front Street**

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

**Town Meeting Hall**

**(Director Approval Required)**

**201 Front Street**

- Auditorium

**Oak Hill Park**

**3005 Stone Valley Road**

- Ballroom w/ Kitchen
- Classroom ABC
- Classroom AB or BC
- Classroom A or B or C

**Hap Magee Ranch Park**

**1025 La Gonda Way**

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

**Veterans Memorial Building**

**400 Hartz Avenue**

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

**Danville Library**

**400 Front Street**

- Mt. Diablo Room

**Additional Equipment Rental (subject to availability):** *Rental fees for indoor facilities include the use of our tables/chairs and AV equipment installed in the facility. The below items are additional items for rent.*

- LCD Projector/screen \$131/use
- Podium (Relocation Fee) \$34/use
- Cocktail Tables (max 8) \$11/table How many? \_\_\_\_\_
- White Outdoor 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 business address: **500 La Gonda Way, Danville, CA 94526**. You may purchase liability insurance coverage through the Town of Danville for an additional cost.

**Insurance Rates:**

- Attendance of 1 – 100 people: \$87; **OR** \$128, if serving alcohol
- Attendance of 101 – 500 people: \$122; **OR** \$222, 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. Please email proof of insurance to [facilities@danville.ca.gov](mailto:facilities@danville.ca.gov).

I request the Town of Danville to purchase insurance on my behalf.

**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](mailto:facilities@danville.ca.gov). Any checks cancelled without alerting the Town of Danville beforehand, will be subject to a \$25.00 fee. 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:** \_\_\_\_\_