

APPLICATION FOR USE OF FACILITY

City of Biggs (530) 868-5493, FAX (530) 868-5239 biggsar@biggs-ca.gov

SECTION I – To be completed by requestor. (Use typewriter or print in ink.)

Name/Group _____ Application Date _____

Name of Representative _____ Title _____

Address _____ City _____ State _____ Zip _____

Home Phone _____ Cell Phone _____ Fax _____

Email Address: _____

FACILITIES TO BE USED:

Biggs Community Hall (BCH): Main Hall Grounds Kitchen Small Meeting Room
 Family Park Rio Bonito Park _____

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DATE(S) AND HOURS REQUESTED: PLEASE NOTE: Unless you rent the site the day before your event, you are NOT guaranteed the site will be available EXCEPT on your rental date.

Setup: Date _____ From _____ To _____

Event: Date _____ From _____ To _____

Clean-up: Date _____ From _____ To _____

TYPE OF ACTIVITY: Wedding Reception Dinner/Luncheon/Breakfast
 Dance/Concert Family Reunion Baptism Celebration Bazaar/Market/Yard Sale
 Quinceanera Meeting Community Event Non-profit Organization
 Other (describe): _____

Anticipated Number Attending Event _____

Is Event Open to the Public? Yes No Serving Food and/or Beverages? Yes No
Charging Admission? Yes No Serving Alcoholic Beverages? Yes No
Accepting Donations? Yes No Selling Alcoholic Beverages? Yes No
Selling Goods to the Public? Yes No Need help on lights/electrical, etc.? Yes No

Are you using a bounce house, water slide or any other equipment on site? Yes No

FACILITY REQUIREMENTS:

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BUILDING: Sunday - Thursday - Function must end by 10:00 pm with lock-up and clean-up completed by 11:00 pm; Friday & Saturday: Function must end by 1:00 am with lock-up and clean-up completed by 2:00 am.

GROUNDS: Daily: Outside activities are limited to the hours between 6:00 am and 10:00 pm.

Insurance certificate, rental fees and security contract must be received by City Hall no later than 7 days prior to scheduled event.

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NOISE: It is unlawful and in violation chapter 7.40 to produce sound between the hours of 10:00 PM and 7:00 AM in such a manner that creates noise clearly audible across a residential or commercial zoned real property boundary. **QUIET TIME begins at 8:00 PM.**

NOISE PENALTY: If the event participants are notified of a noise complaint and in the sole judgement of a Police Officer or City Staff the event fails to reasonably correct the issue within 15 minutes, a \$150 charge will be made against the deposit.

If in the sole judgement of a Police Officer and/or City Staff the event becomes disorderly, the event may be ordered to cease immediately, and the entire deposit and rental fee will be forfeited.

OCCUPANCY LIMITS: Event attendance shall not exceed the posted maximum capacity.

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SMOKING – ABSOLUTELY NO SMOKING ALLOWED INSIDE THE BIGGS COMMUNITY HALL, NOR WITHIN 20 FEET OF A MAIN EXIT, ENTRANCE OR OPERABLE WINDOW, OR IN ANY PARKS (including Family or Rio Bonito Park).

Alcoholic beverages use, consumption, sales or disposal in the Biggs Community Hall requires a SEPARATE City Alcohol Agreement and SHALL COMPLY WITH THE REGULATIONS OF THE STATE OF CALIFORNIA DEPARTMENT OF ALCOHOLIC BEVERAGE CONTROL.

Alcoholic beverage use, consumption, sales or disposal at any City facility other than the Biggs Community Hall is PROHIBITED unless undertaken IN COMPLIANCE WITH THE REGULATIONS OF THE STATE OF CALIFORNIA DEPARTMENT OF ALCOHOLIC BEVERAGE CONTROL.

Indemnity and hold harmless agreement: The applicant agrees to indemnify and hold harmless the City of Biggs and its agents, employees and officers from and against any injury, damage, claims, actions or suits arising out of the use of the City facility to the fullest extent provided by law, and further agrees to defend and indemnify the City of Biggs from and against any injury, damage, claims, actions or suits arising out of or connected with the use of the City facilities. All City of Biggs insurance requirements are incorporated herein.

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APPLICANT GUARANTEES THAT ALL INFORMATION PROVIDED HEREIN IS A TRUE AND CORRECT REPRESENTATION OF THE INTENDED EVENT. FALSIFICATION OF ANY DISCLOSURE FOR THE PURPOSE OF AVOIDING THE HIRING OF SECURITY PERSONNEL, MANIPULATING THE COSTS OF RENTAL FEES OR DEPOSITS OR CIRCUMVENTING ANY OF THE OTHER REQUIREMENTS OF THE LEASE SHALL RENDER THIS APPLICATION AND ANY SUBSEQUENT RENTAL AGREEMENT VOID WITH FORFEITURE OF THE RENTAL FEES AND ANY PORTION OF THE SECURITY DEPOSIT AS DEEMED NECESSARY. A \$50.00 NONREFUNDABLE APPLICATION FEE IS INCLUDED IN THE RENTAL FEES. CANCELLATIONS MUST BE MADE AT LEAST 30 DAYS PRIOR TO EVENT TO RECEIVE A FULL REFUND MINUS THE \$50.00 APPLICATION FEE.

SIGNED: _____ DATE: _____
(Must be 21 years of age or older)

PRINT NAME: _____

*****UPON COMPLETION OF SECTION I, REMIT THIS APPLICATION BY E-MAIL, MAIL, FAX OR HAND DELIVERY TO: CITY OF BIGGS
465 C STREET, P.O. BOX 307, BIGGS, CA 95917-0307, FAX (530) 868-5239, biggsar@biggs-ca.gov**

SECTION II – For City Use Only.

Action by The City of Biggs: _____ The Request is Approved Denied

Reason for denial: _____

Additional Comments: _____

Signature _____ Date _____
(City Administrator, Mark Sorensen)

SECTION III – For Office Use Only.

Application Received by _____ Date _____

Rental Fee \$ _____ CK # _____ Receipt # _____ Date _____

Security Deposit \$ _____ CK # _____ Receipt # _____ Date _____

Refund Approved \$ _____ Date _____ Warrant # _____ Date _____