

**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 14 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**

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**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)

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**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 \_\_\_\_\_