



FACILITY RESERVATION APPLICATION

Recreation Services Department

860 N. Sequoia Ave, Lindsay, CA 93247

Office (559) 562-5196

wellnesscenter@lindsay.ca.us

Website: www.lindsay.ca.us

All potential clients must submit a request to obtain approval from the City of Lindsay Recreation Services Department to reserve an area at the Wellness and Aquatic Center. No applications shall be issued without city approval and the required facility deposit upon approval. Facility Reservation Application must be submitted 30 days prior to requesting a date(s) and time(s). Submitting a Facility Reservation Application does not guarantee a reservation. NO REFUNDS will be issued if reservation is canceled within 30 days of reservation date(s) and time(s).

APPLICANT INFORMATION:			
PREFERRED COMMUNICATION METHOD (CHECK ONE)			
<input type="checkbox"/> RESIDENCE ADDRESS		<input type="checkbox"/> BUSINESS ADDRESS	
<input type="checkbox"/> EMAIL		<input type="checkbox"/> PHONE	
Business Name:			
Main Contact Name:			
Residence Address:			
Business Address:			
Contact Number:		E-mail:	
Date of Event:		Type of Event:	
Estimate Attendance:		Alcohol Use:	<input type="checkbox"/> Yes <input type="checkbox"/> No
Set Up Time:	to	Event Time:	to
		Clean Up Time:	to
Kitchen:	<input type="checkbox"/> Yes <input type="checkbox"/> No	Security:	<input type="checkbox"/> Yes <input type="checkbox"/> No
Round Tables:		Rectangle Tables:	

WELLNESS & AQUATIC CENTER	RATE	DEPOSIT	FEES TOTAL
Great Room	\$159/hr	\$100	
Kitchen	\$125/flat rate		
ADDITIONAL CHARGES	RATE		FEES TOTAL
Liability Insurance	WWW.EVENTHELPER.COM		
Security	\$40/hr per 50 guests		
Mic, Projector, & Screen	\$70/flat rate		

FACILITY HOST	RATE	DEPOSIT	FEES TOTAL
Facility Host	\$31.52/hr		
POOL RENTAL	RATE	DEPOSIT	FEES TOTAL
Swim Teams & Meets	\$28/hr	\$100	
0 – 25 Guest	\$143/hr	\$100	
26 – 50 Guest	\$179/hr	\$100	
51 – 75 Guest	\$215/hr	\$100	
76 – 100 Guest	\$250/hr	\$100	
101 – 125 Guest	\$286/hr	\$100	
126 – 150 Guest	\$322/hr	\$100	
151 – 175 Guest	\$358/hr	\$100	
176 – 199 Guest	\$394/hr	\$100	
200 – 300 Guest	\$430/hr	\$100	
	TOTAL:		

Maximum Capacity

Great Room: 175 with Tables and Chairs

Pool: 300



Reservations

Individuals or groups may reserve a particular date; a \$100 reservation deposit is required to secure the date. We do accept personal checks. Checks with insufficient funds are considered nonpayment and will void contract and cancel event. Credit cards or money orders made payable to the **CITY OF LINDSAY** are accepted. All fees **MUST** be paid in full 30 days prior to event to avoid cancellation of the event.

Insurance Requirements

I. Insurance

- A copy of the Certificate of Liability Insurance for two million dollars (\$2,000,000) per occurrence and two million (\$2,000,000) in aggregate.
- Certificate of Liability Insurance must show the City of Lindsay as the Certificate Holder.
- Please visit the following website for Liability Insurance: **WWW.EVENTHELPER.COM**
- Sporting Leagues: Due to the Assumption of Risk, a Waiver of Liability must be signed by all participants with parent or legal guardian signature and one for all coaches, parents, spectators, and staff that will be present on the pool deck and turned in with a contract.

II. All Coverages

- Each insurance policy required by the agreement shall be endorsed to state that coverage shall not be suspended, voided, cancelled, or reduced in limits except after thirty (30) days' prior written notice has been given to the City, except that ten (10) days' prior written notice shall apply in the event of cancellation for nonpayment of premium.

SET UP

Cost includes the set up and take-down of tables and chairs for up to 150 people.

Rental Times

Rental time begins when staff opens the door for cooking or decorating until facility is cleaned by host and everyone has left the building. The building may be open as early as 8:00 a.m. and locked as late as 1:00 a.m. Event must finish at 11:00 p.m. Client and guest must be finished with clean up by 12:00 a.m. and must exit the Wellness Center by 12:00 a.m. Facility rentals later than 12:00 a.m. are subject to an additional charge of \$45 per hour.

Alcohol

Alcohol is allowed for special events at the Wellness Center. Alcohol must NOT be sold at any event UNLESS by either a licensed caterer or a group that has obtained an ABC License for the sale of alcohol. A copy of the ABC License is required and must be presented 14 days prior to the event. A permit must be signed by the administration at Lindsay Department of Public Safety.

- Alcohol must be consumed responsibly by those of legal drinking age.
- No glass bottles are allowed inside or outside. Any beverages in bottles MUST be poured into cups from the kitchen area.

Food & Beverage

To keep our facility clean, we ask that you do NOT bring in any glass bottle beverages. In doing so may result in your cleaning deposit being affected. Any stains requiring professional carpet cleaning will be charged to your deposit.

Security

Security is required for events when alcohol is served. Wellness Center Staff will arrange for outside licensed and insured security. All costs associated with security will be the responsibility of the group host and expected to be paid in full when balances are due. Alcohol may NOT be sold or consumed until security is on site. Security fees begin half an hour PRIOR to the event and time stops one half hour AFTER event is over. Additional time (DUE TO EVENT RUNNING LATE) will result in additional fees at time and a half price (PER Guard) deducted from cleaning deposit. Security has the right to stop the consumptions of alcohol to anyone not drinking responsibly and will notify Lindsay PD. Canceling the event or removal of guest due to violation of alcohol rules will result in forfeiture of deposit and all associated cost and fees.

Maintenance

The building, the parking lot and the surrounding grounds and lawns must be left in the condition they were found. Damage or excessive cleanup will result in additional charges of \$30 per hour plus a fee assessment of \$250 each Kitchen and Great Room, \$100 each Bathroom and Classroom.

Kitchen

Rental of the kitchen is included for event; host must comply with all Health Department Laws. Food prep must be done in the food prep area and proper hand washing is required. Young children are not allowed in the kitchen area. The Wellness Center will provide Kitchen Facility, trash bags and janitorial supplies. The host must provide all food, cooking supplies, pots and pans, cleaning, and drying rags. Refrigerator and Freezer space along with ice is limited. Check with facility prior to event if these items will be availability.

- Kitchen sinks and counters must be cleaned and sanitized before departure.
- Stove, microwave, coffee pot, refrigerator and freezer must be cleaned, and all personal items removed.
- All trash must be taken out to dumpster.
- Floor must be swept and mopped with proper floor cleaner.

Audio/Video

Please note we do NOT have an IT tech on staff. We strongly advise you to schedule an appointment with staff a few days in advance to practice any video program to assure equipment, cables, cords, and programs are compatible and ready to use. Our Equipment is dialed in for our day-to-day business and we will not allow non-employee guest to adjust our equipment.

Please note we CANNOT guarantee public WI-FI

Music

During business hours, music must NOT interfere or be a distraction with the flow of business.

We do not allow **SMOKE MACHINES** at any time due to alarm systems. **INITIAL**_____

Clean Up

Prior to departure of the building

- All personal belongings MUST be removed including decorations, food, and equipment.
- All Bathrooms must be checked and floor free of trash.
- Damage or excessive cleanup will result in additional charges of \$45.00 per hour plus the cost of damage repair.

Decorations

The following items are not allowed in the facility: **Confetti, Balloons, Tape on the floors** and/or **nails** on any walls.

INITIAL_____

Deposit Refund

If the facility is left damaged free and/or with no issues and/or no afterhours cleaning is needed, client may receive a refund of their \$100 deposit.

I agree to the above agreement and understand that failure to comply may result in the cancellation of an event without return of payment or deposit. The renter may be subject to any damage or repair charges. The renter also agrees that the City of Lindsay, the Lindsay Wellness Center and its partners are NOT responsible for lost damaged or stolen property and each guest is participating willingly and will not hold the city at fault for any injury or illness that may arrive while on City Property. I agree to the terms listed on the contract and recognize the fees and responsibilities associated with the facility rental.

It is very important that when renting the Lindsay Wellness Facility, that you are aware that the front entrance is not a play area, and all guests will need to remain in the Great Room area only.

Please allow up to 15 business days after the event for the processing of any deposit refund owed. Any Additional cleaning or damages will be deducted from deposit.

Applicant Signature:		Date:	
Wellness Center Signature:		Date:	

Lindsay Public Safety Notified:	C Yes C No	Spoke to:		Date & Time:	
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Security Company Notified:	C Yes C No	Date & Time:		# of Guards:		Cost:	
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OFFICE USE ONLY					
Received by:				Date:	
Approved by:				Date:	
PAYMENTS					
Payment:		Received by:		Date:	
New Balance:		Notes:			
Payment:		Received by:		Date:	
New Balance:		Notes:			
Payment:		Received by:		Date:	
New Balance:		Notes:			
Payment:		Received by:		Date:	
New Balance:		Notes:			
Notes:					