



FACILITY RESERVATION APPLICATION

Parks & Recreation Department

860 N. Sequoia Ave, Lindsay, CA 93247

Office: (559) 562-5196 | Email: parksandrec@lindsay.ca.us | Website: www.lindsay.ca.us

Applicants must submit a completed Facility Reservation Application no less than thirty (30) days prior to the requested reservation date. Approval of a reservation is contingent upon facility availability, compliance with all rental requirements, and payment of required fees. Submission of an application does not constitute approval or guarantee use of the facility. Reservations canceled within thirty (30) days of the scheduled event date shall forfeit all fees paid.

APPLICANT INFORMATION:			
PREFERRED COMMUNICATION METHOD (CHECK ONE)			
☐ RESIDENCE ADDRESS	☐ BUSINESS ADDRESS	☐ EMAIL	☐ PHONE
Business Name:			
Main Contact Name:			
Residence Address:			
Business Address:			
Contact Number:		E-mail:	
Date of Event:		Type of Event:	
Estimate Attendance:		Alcohol Use:	☐ Yes ☐ No
Set Up Time:	to	Event Time:	to
*Event must include set up and clean up time.		Clean Up Time:	to
Kitchen:	☐ Yes ☐ No	Security:	☐ Yes ☐ No

WELLNESS & AQUATIC CENTER	RATE	DEPOSIT	FEES TOTAL
Great Room or Pool Deck	\$159/hr	\$250	
Kitchen	\$125/flat rate	-	
ADDITIONAL CHARGES	RATE	DEPOSIT	FEES TOTAL
Liability Insurance <i>*Required for all events</i>	WWW.EVENTHELPER.COM		
Alcohol Permit	\$60	\$500	
Security Guard(s)	\$40/hr per 50 guests	-	
Microphone, Projector, & Screen	\$70/flat rate	-	
Facility Host <i>*Required outside of operational hours</i>	\$31.52/hr	-	

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

Maximum Capacity

Great Room: 150 with Tables and Chairs

Pool: 300



Applications for Facility Use

The applicant, Individual or group may reserve a particular date; a \$250 (\$500 for events with alcohol) deposit is required to secure the reservation date. Credit cards, money orders or checks are accepted and can be made payable to the **CITY OF LINDSAY**. Checks with insufficient funds are considered nonpayment and will void contract and cancel event. All fees **MUST** be paid in full 30 days prior to event to avoid cancellation of the event.

Reservation Time: Set-Up, Event Activities, Clean-Up Time

Reservation time must include all time required for event set-up, decorating, vendor access, guest arrival, event activities, clean-up, and departure. Access to the facility is permitted only during the approved reservation period. Additional time required before or after the event must be reserved and paid for in advance and is subject to facility availability.

Facility reservations may begin as early as 8:00 a.m. and conclude no later than 12:00 a.m. All event activities must end by 11:00 p.m. Clean-up activities must be completed, and all guests, vendors, and event personnel must vacate the facility no later than 12:00 a.m. Reservations extending beyond 12:00 a.m. are subject to approval and may incur an additional charge of \$45 per hour.

Rental Minimum

All facility reservations are subject to a minimum rental period of two (2) hours. Reservation time must include all event activities, set-up, decorating, vendor access, clean-up, and departure. Additional time may be reserved in increments established by the City and is subject to applicable rental fees and facility availability.

Facility Host Requirement

A Facility Host is required for reservations occurring outside of the Lindsay Wellness Center's regular operating hours. The Facility Host is responsible for opening and securing the facility, providing access to reserved areas, monitoring facility use, and ensuring compliance with facility policies and procedures. The Facility Host fee will be assessed for all reservation time occurring outside of normal operating hours, including approved set-up and clean-up time.

Insurance Requirements

The applicant and/or all organizations, businesses, and vendors associated with the reservation will be required to obtain a Certificate of Liability Insurance in the minimum amount of \$2,000,000 naming the City of Lindsay as an additional insured and must be submitted at least fifteen (15) days before the reservation date. The applicant/organization completing the form is responsible for providing the insurance certificate before rental fees can be paid. Insurance may be purchased through: **WWW.EVENTHELPER.COM**

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

Glass containers and glass beverage bottles are prohibited inside and outside the facility. Any damage, stains, or excessive cleaning resulting from food or beverage service may result in additional cleaning charges and deductions from the security deposit.

Security Guards

Security personnel are required for all events where alcohol is served. The Lindsay Wellness Center will coordinate licensed and insured security personnel for the event. Security personnel shall be scheduled to begin thirty (30) minutes prior to the event start time and remain on-site until thirty (30) minutes after the event conclusion. Overtime security costs may be deducted from the security deposit and/or billed to the renter. Alcohol may not be served, sold, or consumed until required security personnel are present and on duty.

Violations of alcohol-related policies may result in the immediate termination of the event, removal of attendees, forfeiture of the security deposit, and assessment of any additional costs incurred by the City.

Maintenance

The facility, parking areas, and surrounding grounds must be left in the same condition in which they were received. Excessive cleaning, damage, or misuse of the facility may result in additional charges, including labor costs of \$45.00 per hour and applicable repair or restoration costs. The following additional assessment fees may apply:

- Great Room: \$250
- Kitchen: \$250
- Restroom: \$100 each

Kitchen

Host must comply with all Health Department Laws. Young children are not allowed in the kitchen area. The Wellness Center will provide Kitchen Facility, trash bags and janitorial supplies. Refrigerator, Freezer and ice is limited. The host must provide all food, cooking supplies, pots and pans, cleaning, and drying rags. 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

The Lindsay Wellness Center does not provide on-site technical support during facility rentals. Renters utilizing facility audio/visual equipment are encouraged to schedule a testing appointment with staff prior to the event to verify equipment compatibility and functionality. Facility equipment settings may not be modified by renters or guests.

***Public Wi-Fi availability and connectivity are not guaranteed.**

Music & Entertainment

Music and entertainment activities must not interfere with normal facility operations or neighboring properties. The use of smoke machines, fog machines, haze machines, pyrotechnics, or similar special effects is prohibited at all times due to fire and life-safety systems.

INITIAL_____

Clean Up

Prior to departure, the renter shall:

- Remove all decorations, food, equipment, and personal belongings.
- Inspect all restrooms and remove any trash or debris.
- Restore the facility to its original condition.

Failure to properly clean the facility may result in additional cleaning fees of **\$45.00 per hour** plus the cost of repairs or restoration, if applicable.

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

The security deposit may be refunded if the facility is left clean, undamaged, and in compliance with all rental policies. Any costs associated with cleaning, repairs, damages, overtime staffing, or policy violations will be deducted from the security deposit.

Please allow up to fifteen (15) business days following the event for processing of any eligible refund.

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.

Applicant Signature:		Date:	
Wellness Center Signature:		Date:	

Lindsay Public Safety Notified:	C Yes C No	Spoke to:		Date & Time:	
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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:	
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