

**TRUCKEE DONNER RECREATION & PARK DISTRICT**  
**8924 Donner Pass Rd, Truckee, CA 96161 (530) 582-7720 Fax: (530) 582-7724**

**APPLICATION FOR USE OF A FACILITY**

1. Name of Applicant \_\_\_\_\_ Site Requested \_\_\_\_\_
2. Organization/Group Name: \_\_\_\_\_ Tax ID# (if non-profit): \_\_\_\_\_
3. Phone: Work (\_\_\_\_) \_\_\_\_\_ Home: (\_\_\_\_) \_\_\_\_\_ Fax: (\_\_\_\_) \_\_\_\_\_
4. Address: \_\_\_\_\_ City/State/Zip: \_\_\_\_\_
5. Type of Event: \_\_\_\_\_ Group Size: \_\_\_\_\_
6. Contact Person During Event: \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_\_
7. Electricity Needed: Yes \_\_\_\_\_ No \_\_\_\_\_ E-mail address \_\_\_\_\_
8. Date Function: \_\_\_\_\_ Time Requested: \_\_\_\_\_

9. Please check if the event will involve any of the following:

- |  |  |   |
|--|--|---|
| <input type="checkbox"/> Fees to be charged    | <input type="checkbox"/> On-site event publicity | <input type="checkbox"/> Large displays, machinery, or objects which  |
| <input type="checkbox"/> 500 or more people    | <input type="checkbox"/> Carnival or rodeo       | could come in contact with people or property                         |
| <input type="checkbox"/> Public Event          | <input type="checkbox"/> Use of Animals          | <input type="checkbox"/> Vehicle or animal racing                     |
| <input type="checkbox"/> Inflatable Jump House | <input type="checkbox"/> Tent                    | <input type="checkbox"/> Amplified Music (other than personal stereo) |

10. Check all that apply. Food or beverages will be:  Served  Sold  Not Served  Not Sold  
Alcohol will be:  Served  Sold  Not Served  Not Sold

11. a) I understand that a Certificate of Insurance is required, with an additional insured endorsement, for any event where alcohol is served, or if there are more than 500 participants, or if the event is open to the public.  

**Please initial** \_\_\_\_\_
- b) I understand that smoking is not permitted at any of the Truckee Donner Recreation & Park District Buildings and most parks, and I will be responsible for informing the participants of that policy.  

**Please initial** \_\_\_\_\_
- c) I understand that a an endorsed liquor liability insurance certificate and an ABC permit are required if alcohol is sold.  

**Please initial** \_\_\_\_\_
- d) I understand that if the above conditions are not met, my event is subject to cancellation with no refund of fees.  

**Please initial** \_\_\_\_\_

12. Notice to Applicant: ***THIS IS NOT A CONTRACT***, it is an application only and confers no rights and does not confirm your reservation. Once we generate your contract, it must be returned with rental fees within 2 weeks, a minimum of two weeks before your event. Deposit is due one month in event and may also be due immediately.

The reservation fee is due at the time of application. If you would like us to generate a contract, you must pay with this application the reservation fee.

Credit Card \_\_\_\_\_ Expiration Date \_\_\_\_\_ Check#: \_\_\_\_\_  
(Visa or Mastercard)

\_\_\_\_\_  
**Signature** of Applicant or Representative

\_\_\_\_\_  
Date

\_\_\_\_\_  
**Print Name** of Applicant or Representative

\_\_\_\_\_  
Date