



Park Rental Packet

Chico Area Recreation and Park District
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Welcome

The Chico Area Recreation and Park District (CARD) has a responsibility to the community to provide outdoor recreation areas that are safe and well-maintained. A large-scale event located at one of our parks requires additional preparation, support, and oversight by CARD. Large-scale events follow either a **Public Gathering** or **Park Rental** fee structure, depending on what the event entails. Large-Scale Events are dependent on availability and CARD programming will take priority for use of space.

If your event has one or more of the following characteristics, it qualifies as a large-scale event.

- ✓ Expected attendance is over 80
- ✓ It's an advertised event
- ✓ There will be an impact to parking
- ✓ There will be an impact to daily park users
- ✓ There will be vendors and/or sponsors

CARD is currently offering **DeGarmo Community Park, 20th Street Community Park, and Sycamore Field** for your large-scale event needs.

What is a Public Gathering?

A Public Gathering is a free, non-profit event that promotes community recreation and wellness. Reduced rates apply and are available to groups with approved Joint Use Agreements or nonprofit organizations that foster youth, educational, civic, or similar public-benefit activities.

What is a Park Rental?

A Park Rental is an event that requires admission to attend and generates profit to the organizer. These events tend to be large in attendance and will restrict the public's access to the park during its operation. A Park Rental would also include the sale of alcohol, which requires fencing around the event.

For detailed information about each facility including rental fees, please see the attached pricing guide or visit our website at www.chicorec.gov/park-rentals. We encourage you to read through this application packet regarding policies, procedures, and other requirements. **To check date availability or to schedule a tour/walkthrough, please email us at Rentals@chicorec.gov or call us at (530) 815-4197.** All dates are on a first-come, first-served basis and no dates will be held without an application.

Reservation Procedure

A Large-Scale Community Park Application and site map must be submitted at least 60 days before the event, along with site map and application fee. Applications received less than 60 days prior to the event may be denied. Please note that the application fee is non-refundable and partially covers the costs of reviewing your application and coordinating the event review process.

1. **Check availability:** Email or call the Rental and Events Department for availability or to schedule tour at Rentals@chicorec.gov or (530)815-4197.
2. **Application:** Complete and submit the application, the supporting documents, *and* the application fee.
3. **Walkthrough:** Following the submission of your application, CARD may request a walk-through with you to determine your event needs and its impact to the park.
4. **Processing:** Once your application is submitted *and* your application fee has been paid, it will be reviewed by the Parks Division, the Recreation Division, and the Administrative Division.
 - a. If there are no objections to the application within four weeks, your event may be approved. If additional information is required, Department staff may schedule a separate meeting with the applicant and relevant Division representatives to discuss the event.
 - b. If approved, a price quote will be provided to the renter, depending on the type of event, and a contract will be created and sent via email for signature.
5. **Security Deposit:** This will be due one week from the date the contract is sent. Deposits will only be accepted once an application has been processed and approved.
6. **Rental fees:** All fees are due no later than 30 days prior to your event. Major credit/debit cards, cash, or checks are accepted.
7. **Required documents** (details for each item are within this packet):
 - a. Certificate of Insurance
 - b. Alcohol certification/licensing (if applicable)
 - c. Site map and supporting documents
 - d. Vendor list

General Policies and Procedures

- Reservation and Booking Policies
 - Reservations are accepted on a first-come, first-served basis, up to one year in advance of the rental date. To secure your reservation, a Security Deposit is required.

- Reservation requests will not be accepted less than 60 days prior to the date requested. For reservations received less than 60 days, CARD will make an effort to accommodate those requests.
- Reservations may be made via email (Rentals@chicorec.gov) or over the phone (530-815-4197).
- Tours of the parks must be pre-scheduled with a CARD staff member.
- Rental Requirements and Regulations
 - **Rental times must include your set-up and take-down/clean-up time.**
 - Renter must be on-site during the duration of the event.
 - Insurance is required and must be in the name of the person(s) who has/have signed the rental contract.
 - Additional documentation is required for all non-profit rentals.
 - **Set up and teardown must occur within your reserved hours, and all decorations and equipment must be removed by close. No items may be left overnight without prior approval. If items are left behind without permission, the security deposit will be partially forfeited.**
 - Smoking (including the use of e-cigarettes or vapor devices) is prohibited in all CARD parks. Smoking refers to inhaling, exhaling, burning, or carrying any lighted or heated tobacco, cannabis, or other plant or chemical substance for inhalation, except for FDA-approved nebulized medication.
 - Subleasing is not allowed.
 - All music must stop 1 hour prior to the end of the rental. Renter is responsible for compliance with city noise ordinances. If sound levels are deemed excessively loud by CARD staff, you will be asked to lower the volume. You will have 15 minutes to comply, otherwise, staff will call the Police Department, apply a \$250 penalty (deducted from the security deposit), cancel the event, and forfeit all rental fees.
- Facility Use and Planning
 - Event attendance may not exceed the maximum capacity of the facility.
 - Amplified sound is prohibited without prior written authorization from CARD and is only available at some locations. Renter is responsible for complying with all City of Chico noise ordinances.
 - No later than 30 days before the event, Renter needs to provide a completed site map of the setup for District's review and approval. Renter is responsible for completing their own set-up. **CARD staff can be hired on a case-by-case basis (if available) for an additional fee. Requests for additional staff must be received at least 30 days prior to the event.**
 - Any reservations having special equipment such as inflatable bounce houses must provide their own power/electricity such as a generator.
 - Parking availability is not guaranteed and may be limited. No motorized vehicles are allowed on the grass, sidewalks, infields, etc. Parking lots at some parks may be reserved for an additional fee.

- Restrictions:
 - Dogs must have all current vaccines and remain on a leash at all times.
 - No campfires are allowed.
 - Do not stake anything into the lawn as this could break underground irrigation.
 - Defacing of trees, nature, vegetation, benches, tables, any park fixture, open ground, or paved roads/paths with markings, staples, tacks or signs is prohibited.
 - No piñatas or accessories shall be affixed to trees.
 - Do not tape, glue, staple or nail flyers or any other items to trees, building, poles, etc.
 - No glass containers are allowed in any CARD park.
- Liability and Conduct

Fights, vandalism, destructive behavior, and underage drinking are grounds for immediate termination of the event. The party will be asked to leave the facility immediately. In such cases, all fees, including the deposit, will be forfeited.

 - At the General Manager's discretion, CARD may negotiate fees, security deposit amounts, insurance limits, and other applicable charges.
 - CARD is not responsible for any property lost or stolen, or any items left behind.
 - In any action to enforce or contest any provision of this agreement, the prevailing party shall be entitled to recover all costs and expenses, including reasonable attorneys' fees incurred by such party in connection with such action.

Security Deposit

- Deposit is separate from rental fees.
- Security Deposits are processed immediately upon receipt and will be returned within 30 business days after the event date if no damage or violations occur. Security Deposits will not be returned if your event causes the need for any of the following:
 - **Cleaning beyond the normal daily maintenance: Renter must leave the premises in the same condition it was found by the end of the rental period.**
 - Repairs or replacement due to structural or equipment damage.
 - Police response due to violations or ordinances, including the City's sound and disturbing the peace regulations.
- **If vehicles are parked on the lawn, the security deposit is immediately forfeit.**
- The Security Deposit will be used to pay any additional fees. If fees exceed the amount of the deposit, the Renter will be required to pay the additional amount.
- CARD may cancel a reservation and keep the full security deposit if the renter

knowingly provides false or incomplete information on the application or contract.

Rental Fees and Changes

- All rental fees are due at least 30 days prior to the scheduled event. Payments may be in the form of a check, cash, or credit card.
- Failure to pay all fees in full at least 30 days prior to the event may result in automatic **cancellation** of the reservation without prior notice and CARD's retention of the entire Security Deposit.
- There is no refund on unused reservation time.
- Event changes – including the type, timing, or attendance – must be submitted in writing by the person(s) on the contract to the CARD office at least 30 days before the event. All changes require CARD approval and may result in adjusted fees. Any additional changes must be paid either 30 days before the event or immediately if incurred within that period.
- If an event is rescheduled and subsequently canceled, the cancellation fees specified below shall apply.
- Renter may be charged additional fees if it is determined that additional staff and/ or security guards are needed for an event.
- Renter agrees to pay any additional costs and fees, including damage to the Facility or District property, staying past the rental time, and/or extra staff time.
- Renter acknowledges that the facility may be rendered unusable or otherwise unavailable due to circumstances beyond CARD's control, including but not limited to flooding, fire, natural disaster, severe weather, health and safety, pandemic, Federal, State or local mandates, power outages, other acts of God, criminal acts or acts of war or terrorism. In the event the facility should become unavailable due to any such circumstances, CARD in its sole discretion reserves the right to cancel the reservation and refund all fees paid by Renter. The renter acknowledges and agrees that CARD shall not be liable for any costs, expenses, or consequential damage the renter may experience, including but not limited to, lost profits, lost opportunity, and/or any costs or expenses incurred.

Rental Cancellations

- Cancellation of the reservation must be submitted in writing. Cancellations are subject to the following conditions and fees:
 - Customer Cancellation:
 - Notice received 180 days or more in advance of event date – The District will retain 50% of the security deposit.
 - Notice received 179 days or less before the event date – The District will retain 100% of the security deposit.
 - Notice received 30 days or less before the event date – The District will retain 50% of the rental fee and 100% of the security deposit.

- Weather: Refunds will not be issued due to weather (rain, extreme heat, etc.)
- Air Quality: In the event that the AQI is 151 or higher, a credit will be issued to the account and the reservation will need to be rescheduled.
- Reschedule: Reservations can be rescheduled up to 30 days in advance.
 - Rescheduling is subject to the conditions identified above with the inclusion of:
 - Whatever compensation that was not retained by the District will be credited to the account for future rental use.
 - The rescheduled date must be no later than one year after the original event date.
- CARD reserves the right to cancel any activity due to weather, unsafe conditions, or other risks to health, safety or property. If such a cancellation occurs before the event date, CARD will refund all rental fees and deposits.
 - If CARD cancels the event once in progress due to uncontrollable circumstances not caused by the renter or participants, rental fees will be refunded minus staff and service costs.
 - If CARD cancels the event once in progress due to reasons that are caused by the Renter or participants, no rental fees or deposits will be refunded.
 - Incomplete, inaccurate, or false information listed on the rental application and/ or contract may result in cancellation of the rental and loss of the entire Security Deposit and any fees paid.

Insurance

- All groups, organizations, and individuals who sign a contract to rent a facility agree to indemnify and hold harmless the Chico Area Recreation and Park District, its elected and appointed boards, directors, commissions, officers, agents, employees, and volunteers from and against all costs from injury or death to persons or damage to property (including the persons at the event or property of the Renter and persons at the event), how so ever caused, arising out of Renters use in any manner of CARD's facilities.
- No later than thirty (30) days prior to the event, Renter will obtain, at Renter's sole expense, carry and pay all premiums upon a policy of General Liability Insurance for bodily injury and property damage in the amount of one million dollars (\$1,000,000) combined single limit (CSL) of each occurrence. Renter must provide a "Certificate of Insurance" with an attached endorsement indicating that the Chico Area Recreation and Park District is an additional insured with the rented facility specifically identified on the policy.

Community Park
1900 Dr Martin Luther King Jr
Pkwy, Chico, CA 95928

DeGarmo Park
3428 Esplanade,
Chico, CA 95973

Sycamore Field
South Park Drive,
Chico, CA 95926

- The insurance policy must include all days that are reserved. If the reservation is until Midnight, the following day must also be added
- **For all events serving alcohol, the Certificate of Insurance must include a Liquor Liability policy.**
- Additional insurance is required for the sale of alcohol at the event. Proof of any additional insurance must be provided no later than thirty (30) days prior to the event.
- A copy of the "Certificate of Insurance" is due thirty (30) days prior to the event or the reservation may be canceled.
- **The Chico Area Recreation and Park District is not responsible for actions, injuries, or loss of property as a result of the event.**

Alcohol Usage

- Consumption of alcoholic beverages by minors is prohibited and will result in immediate termination of the event. All fees, including the deposit, will be forfeited.
- Renters serving alcohol at their event must provide CARD with notice no less than 30 days prior to the event. Unapproved alcohol will require staff to notify Renter to remove it within 15 minutes or the police will be called, the event shut down, and \$250 deducted from the security deposit, with all rental fees forfeit.
- ABC barrier requirements for serving alcohol:
 - All alcohol must be sold and consumed within a fenced area (ABC license will dictate size and shape).
 - Chain link or vinyl fencing are acceptable barriers, and may not contain openings that would allow items to be passed through.
 - Fencing or Barriers: Events with fencing must have at least two exits, each 16 feet wide and labeled as Emergency Exits per Fire and Rescue Department regulations. Exits may be closed but not locked.
 - Entry and Exit Points: Mark all entry and exit points and keep them clear.
 - Include "No alcohol allowed beyond this point" signage.
- If alcohol is served but NOT sold at event:
 - Any event serving alcohol requires RBS (Responsible Beverage Service Certified) servers/bartenders and proof of certification must be provided for each server.
 - Bartenders must provide a copy of the vendor's liquor license and proof of RBS certification for each server/ bartender.
- If alcohol is SOLD at event:
 - If alcoholic beverages are to be sold, or if tickets, tokens or anything else are sold and redeemed for alcoholic beverages, an ABC (Alcoholic Beverage Control) license must be purchased. Renter shall make all arrangements for obtaining this license and is responsible for all license fees. Renter must follow all rules set up by the Alcoholic Beverage Control

Board and must provide CARD with a copy of all required permits from the Alcohol Beverage Control.

- Any event selling alcohol requires RBS (Responsible Beverage Service) Certified servers/bartenders and proof of certification must be provided for each server.
- Renter accepts full responsibility for the use of alcohol in the facility and agrees to prohibit the use of alcohol by minors. Alcohol must be consumed and served only in designated areas.
- Failure to comply with ABC regulations will result in the immediate cancellation of the contract and termination of the event and Renter's loss of all fees and Security Deposit. To obtain a permit, contact the Department of Alcoholic Beverage Control by visiting www.abc.ca.gov.
- **Alcoholic beverages must stop being served one (1) hour prior to the end of the event.**
- Keg beer
 - Renter must provide a container for beer kegs.
 - All beer kegs must be kept in a designated area. CARD staff will direct the group to the designated location (kitchen and/or specified bar area).
- Drinking games and any activities or devices that encourage rapid drinking or excessive alcohol consumption (e.g., beer pong, funnels, keg stands) are prohibited.
- **Individuals who are serving alcohol at the event:**
 - **Must be RBS Certified and experienced servers/bartenders.**
 - Must be pre-approved by CARD staff.
 - Must be at least 21 years of age.
 - May not consume alcohol during the event.
 - Are responsible for checking identification to ensure alcohol is not served to minors, as well as verifying that identifications are valid and not fraudulent.
 - Are responsible for monitoring excessive drinking.
 - Are responsible for restricting alcohol to anyone who is inebriated.
- If CARD staff become aware of guests who have been overserved, they will ask the bartender to cut off serving to the specific individuals. If more than half of the guests have been overserved, staff will ask the bartender to shut down serving the entire party.

Decorative Material

- **Command strips, duct/cellophane tape, adhesives, nails, screws, staples, tacks, or any other devices, which may mark or leave a residue, are prohibited. Carpenters, painters, and masking tape are acceptable but must be removed immediately following use.**
- **Prohibited Materials: Confetti, Fake Flower Petals, Bird Seed, Glitter, Hay, Orbeez, Rice, Sequins, Straw, Fog machines, and Bubble Makers.**

- All balloon decorations must be weighed down and removed immediately after the event.
- Decorations and/or any type of wire or cord may not be hung or draped on any light fixture.
- All exits must always remain clear.
- Open flames are prohibited (including but not limited to torches, candelabras, fire pits, and hibachis). According to the California Fire Code and CCR Title 19, Section 3.25 (B), candles on tables must be securely supported on substantial noncombustible bases, and candle flames must be protected.
- Candles:
 - All candles must be:
 - In sturdy metal, glass, or ceramic holders.
 - Contained in an enclosure that fully extends beyond the flame height.
 - Placed where they cannot be easily knocked down/over.
 - Candles are not allowed anywhere near flammable materials. Liquid, gas, and solid-fueled candles are prohibited. If it is determined that any of the candles are deemed unsafe, CARD staff will extinguish the candle and notify the renter to remove the candle(s) immediately.
- Renters must remove ALL decorations prior to leaving the park.
- A fee will be deducted from the Security Deposit for any decorations not removed within the contracted time.
- **Renter must furnish their own decorating supplies (i.e., scissors, tape, ladders, etc.).**

Food

- If the Renter plans to sell or serve food to the general public, a permit is required. All food trucks, caterers, and outside providers must submit an application for a permit to CARD no later than two weeks prior to the event. Applications can be submitted here: <https://www.chicorec.gov/vendor-application>.
 - Fee: \$0 application fee for one event. \$50 annual fee for recurring events.
- Caterers or renters must remove and properly dispose of cooking oil. Deposits will be withheld for spills or illegal dumping, and additional fines may apply.
- Barbecue grills are available for use at certain picnic sites. Only charcoal briquettes from manufactured sources can be used in said devices.
- Personal propane barbecues are allowed only in designated picnic areas. Other personal barbecues are prohibited unless approved in writing by the District. All devices must be commercially manufactured, in good condition, and used as intended.
- Thoroughly quench the fire after using the barbecues. Live coals must NOT be put on the grass or into trash receptacles.

Vendors and Admission Costs

- If items are going to be sold or admission fees are going to be charged, prior written approval must be received by CARD, and all necessary permits must be received two weeks prior to the event date.
 - A list of Vendors (anyone who promotes, sells or exchanges goods or services) and applicable fees must be submitted 14 days before the event. All vendors require CARD approval, and CARD may deny any vendor. Providing false information will result in immediate cancellation and forfeiture of all fees and deposits.
 - Renter is fully responsible for vendors, who must be properly licensed and follow all CARD rules and regulations in the rental contract. Vendor agreements are solely between the renter and vendors, and all communication must go through the renter, not CARD.
- Rental Equipment from Outside Vendors
 - All vendor's equipment must be removed by the end of the rental period. **Nothing may remain overnight unless stated in the contract**, and delivery and pickup times must occur within the rental period.

Restroom Facilities

- Depending on expected attendance, event duration, and public restroom availability, you may need to rent portable chemical toilets for participants.
- Two portable toilets are required for the first 100 people, with one additional portable toilet for every extra 100 attendees beyond that.
- For every ten portable toilets rented, one must be ADA-approved to comply with the Americans with Disabilities Act of 1990. If fewer than ten are rented, at least one must be ADA-compliant.
- The number of toilets needed is based on the maximum attendance during peak times and will be determined on a case-by-case basis.
- Portable restrooms must be removed within two days after the event.
- If park assistance is needed for removal, the cost will be charged to the renter.

Trash Disposal and Recycling

- Additional trash cans and dumpsters may be required for your event based on:
 - Anticipated number of participants
 - Nature of activities
- It is the renter's responsibility to secure any additional trash cans.
- Proper waste disposal is required throughout the event:
 - The area must be returned to a clean condition immediately after the event.

- Failure to maintain cleanliness may result in:
 - Denial of future Park rentals
 - Retention of Security Deposit fees
- Recyclables generated at your event (e.g. aluminum cans, cardboard) must be recycled.
- Event organizers must provide enough recycling and organic material containers:
 - CARD does not offer commercial waste or recycling services.
 - For waste collection services, refer to the City's list of waste haulers: <https://chico.ca.us/City-Services/Trash--Recycling/index.html>.

Photo Release

- CARD reserves the right to photograph and/or videotape events for promotional purposes. Such reproduction may be edited as desired and used in whole or in part. CARD also reserves the right to use written or quoted statements. No remuneration will be provided for the use or reproduction of said photographs, videos, and/or statements.

Renter Responsibilities

- **Renter must set up and remove all personal and rented items during the rental period and leave the park in the same condition it was presented to them.**
- Renter assumes full responsibility for the conduct and actions of the guests and vendors at their function. Violence, excessive drinking, loud behavior, and unsupervised children are not permitted and will not be tolerated.
- Renter and guests must follow all rules in this agreement and the rental contract.
- Renter assumes full responsibility for communication between them and attendees for events held. CARD should not be listed as a contact for your event.
- Sponsors of activities designed to accommodate minors must always provide adequate supervision by an adult while they are using the facilities.
- All renter, caterer, and visitor vehicles must remain clear of all no parking areas including bike paths, footpaths, and passenger loading zones.
- All food and drink must remain in specified areas.
- Under no circumstances shall CARD-owned equipment or property be removed from the park. Renters will be liable for the cost of necessary repairs and/or replacement of any equipment or property lost, damaged, or stolen during the Renters use of the park.

My signature below signifies that I have read and understand ALL the rental policies and rules outlined in the application. I agree to abide by all the conditions outlined in this application and any contract(s) issued associated with this application. Failure to comply with all CARD rental policies and procedures may result in the loss of security deposit and/or the event being canceled early or entirely.

Signature: _____

Date: _____

Park Rentals Pricing Sheet

Categories of Use

- Categories are based on an organization's legal status and the specific activity for which they are renting the facility.
- **Joint Use Agreements and Non-Profit Groups**
 - Rates will be reduced by 20% for groups whose usage and fees are defined by approved Joint Use Agreements and nonprofit organizations and clubs or associations, that promote youth, educational, civic, and similar activities benefiting the district or the public.
 - *All non-profit groups must provide a copy of IRS Form 501c (Certificate of Exempt Status) and copies of the group's constitution and by-laws.*

FEE STRUCTURE

Please note, that the playgrounds are not rentable and will remain open to the public. For information about renting softball fields, please contact info@chicorec.gov.

Public Gatherings (free to the community, not-for-profit)

Public Gathering Fee Structure		4 hours or less	5-8 hours	9+ hours
DeGarmo	Capacity			
Pavilion and Bowl	400	\$400	\$600	\$960
Field 2, behind Jerry Hughes	400	\$200	\$300	\$480
Fields 5-8	700	\$250	\$375	\$600
Community Park	Capacity			
Heffren Field (North)	400	\$350	\$525	\$840
Booth Field (South)	250	\$250	\$375	\$600
Sycamore Field	Capacity			
Recreation Area	400	\$200	\$300	\$480

Park Rentals (requires admission to attend and generates profit)

Park Rental Fee Structure		4-hours or less	5-8 hours	9+ hours
DeGarmo	Capacity			
Pavilion and Bowl	400	\$800	\$1,200	\$1,920
Field 2, behind Jerry Hughes	400	\$400	\$600	\$960
Fields 5-8	700	\$500	\$750	\$1,200

Community Park	Capacity			
Heffren Park (North)	400	\$700	\$1,050	\$1,680
Booth Field (South)	250	\$500	\$750	\$1,200
Sycamore Field	Capacity			
Recreation Area	400	\$400	\$600	\$960

Additional Fees

Application Fee (non-refundable)	\$100
Refundable Deposit	\$500

Park Amenities List

<u>Amenities</u>	<u>Fee</u>	<u>Notes</u>
Community Park		
Restroom Facilities		Accessible restrooms located near Bocce Complex and North Parking Lot
Parking Spaces (paved)		Field House Lot: 52 East Lot (softball fields): 78 North Lot 1 (tennis/pickleball courts): 125 North Lot 2 (Heffren Field): 100
Walking/Biking Trail		Paved trail around perimeter of park
Water Access		Locations: Restrooms and water fountains only
Lighting	\$37/hour	Locations: All softball fields
DeGarmo Park		
Restroom Facilities		Accessible restrooms located near the playground
Parking Spaces (paved)		Main Lot (playground/Pavilion): 110 Dog Park Lot: 114
Walking/Biking Trail		Paved trail through and around perimeter of park
Water Access		Locations: Throughout and around all park areas (quick coupler)
Lighting	\$37/hour	Locations: All fields; Pavilion picnic site
Sycamore Field		
Restroom Facilities		ONLY at 1-Mile recreation area (City of Chico)
Parking (dirt)		Spaces along South Park Drive
Walking/Biking Trail		Paved trail around perimeter of park. Connects to Bidwell Park trail
Water Access		Locations: (quick coupler)