



Facility Rental Packet

Chico Area Recreation and Park District
545 Vallombrosa Ave, Chico, CA 95926
530-815-4197
Rentals@chicorec.gov



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Welcome

Thank you for considering Chico Area Recreation and Park District for your special event. With a variety of facilities including The Creekside Rose Garden, Dorothy F. Johnson Center, Chico Creek Nature Center, Pleasant Valley Recreation Center, and The Lakeside Pavilion, you're sure to find the best venue for your unique event.

For detailed information about each facility, including rental fees, please see the attached pricing guide or visit our website at www.chicorec.gov/facility-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, 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.

Facility Reservation Procedure

1. Check availability: Email or call the Rental and Events Department for availability or to schedule a viewing of the facility at Rentals@chicorec.gov or (530)815-4197.
2. Application: Complete our electronic application form.
3. Processing: Once your application is submitted, it will be reviewed by staff. If approved, a contract will be created and sent via email for signature.
4. 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.
5. Rental fees: All fees are due no later than 30 days prior to your event. Major credit/debit cards, cash, or checks are accepted.
6. Required documents (details for each item are within this packet):
 - a. Certificate of Insurance
 - b. Alcohol certification/licensing (if applicable)
 - c. Floorplan
 - d. Vendor list

General Policies & Information

- Reservations are accepted up to two years in advance of the rental date. To secure your reservation, an application and Security Deposit are required.
- Tours of the facilities must be pre-scheduled with a CARD staff member.
- **Rental times must include your set-up and take-down/clean-up time.** Please note: all CARD tables and chairs will be set up by CARD staff.
- 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. Subleasing is not allowed.
- Renter is required to check in with CARD staff before the event and check out with staff before leaving. Renter must be on-site during the duration of the event.

- **Set-up and teardown must occur within the reserved time. All equipment and decorations must be removed by the end of the rental; overnight storage is not allowed unless pre-approved. Items left without approval may result in a partial or whole Security Deposit forfeiture.**
- Event attendance may not exceed the maximum capacity for each room.
- Smoking is prohibited inside the building and within 25 feet of entrances.
- Parking availability is not guaranteed and may be limited.
- Under certain circumstances, as determined by the General Manager, CARD reserves the right to negotiate fees, General Liability Insurance Limits, as well as the amount of the Security Deposit, and any other applicable fees.
- Fights, vandalism, destructive behavior, and underage drinking are grounds for immediate termination of the event. The party will be asked to leave the facility, and in such cases, all fees, including the deposit, will be forfeited.
- Outdoor barbecues are allowed but require a protective mat under the grill; no fires are allowed directly on venue grounds. Grilling is allowed only in designated areas and must be pre-approved by CARD.
- CARD is not responsible for any property lost or stolen, or any items left behind.

Security Deposit

- 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, including:
 - **Cleaning beyond the normal daily maintenance: Renter is responsible for leaving the premises in the same condition in which it was provided, which includes removal of all decorations, food, and supplies prior to the expiration of the reserved time.**
 - Repairs or replacement due to structural or equipment damage.
 - Fire Department response due to false alarm or exceeding building capacity per the Fire Code.
 - Police Department response due to failure to follow all laws and ordinances, including, but not limited to, the City's sound ordinance and laws related to disturbing the peace.
- If staff are required to stay for any additional amount of time. The Security Deposit will be used to pay for any additional fees. If fees exceed the amount of the deposit, the Renter will be required to pay the additional amount.
- CARD reserves the right to cancel any reservation and retain the entire Security Deposit if the Renter has knowingly made a false statement of material fact or has knowingly omitted to state a material fact in the rental application and/or contract.

Rental Fees and Changes

- All rental fees are due at least 30 days prior to the scheduled event.
- Failure to pay all fees in full at least 30 days prior to the scheduled event may result in automatic **cancellation** of the reservation and CARD's retention of the entire Security Deposit.
- Any changes to the rental contract – including event type, timing, or attendance – must be submitted in writing to CARD at least 30 days before the event. Only the person(s) listed on the contract may request changes. All modifications require CARD approval and may result in adjusted fees; CARD may refuse any changes. Any added fees must be paid in full no later than 30 days before the event or immediately if the change occurs within the 30-day window.
- Rescheduling of the reservation is subject to the following conditions:
 - Whatever compensation that was not retained by the District will be credited to the account for future rental use.
 - The new event date must fall within one year of the original date.
- There is no refund on unused reservation time.
- 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 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, weather, health and safety, pandemic, Federal, State or local mandates, power outages, other acts of God, criminal acts or acts of war or terrorism.
- Should the facility become unavailable due to any such circumstances, CARD may, in its sole discretion, 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:
 - Weddings
 - 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.
- Event Packages/Meetings
 - Notice received 31 days or more before the event date - The District will retain 50% of the security deposit.
 - Notice received 30 days or less before the event date - The District will retain 100% of the Security Deposit.
 - Notice received 7 days or less of event date - The District will retain 50% of the rental fee and 100% of the security deposit.
- 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.

CARD/Creekside Rose Garden
545 Vallombrosa Avenue Chico,
CA 95926

Lakeside Pavilion
2565 California Park Drive
Chico, CA 95928

Chico Creek Nature
Center 1968 E 8th Street
Chico, CA 95928

Pleasant Valley Recreation Center
2320 North Avenue
Chico, CA 95926

Dorothy F. Johnson
Center 775 East 16th
Street Chico, CA 95928

- 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 thirty (30) days prior to the event. If alcohol is served, or a guest brings alcohol to the event without notification, CARD staff will notify the renter to remove all alcohol from the premises within fifteen minutes. Failure to comply will result in police intervention, a \$250 penalty deducted from the security deposit, shutdown of the function, and forfeiture of all rental fees.
- If alcohol is served but NOT sold at event:
 - Any event serving alcohol requires RBS (Responsible Beverage Service) Certified server(s)/bartender(s) and proof of certification must be provided.
 - If using a bartending service or vendor, a copy of the vendor's liquor license or proof RBS Certification for server(s)/bartender(s) is required.
- 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 is responsible for obtaining and paying for all required licenses, and must comply with all Alcoholic Beverage Control Board Rules and provide all necessary permits to CARD.
 - Any event serving alcohol requires RBS (Responsible Beverage Service) Certified server(s)/bartender(s), and proof of certification must be provided to CARD.
- **No open bottles of alcohol are allowed on tables. All alcohol must be served by the bartender.**
- Renters serving alcohol will be charged a \$500 deposit for all venues.
- 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 and be kept in a designated area.
- Drinking games (e.g. beer pong, keg stands, etc.) and any other activities that promote the excessive use of alcohol are prohibited. This includes the use of anything that causes someone to consume large quantities of alcohol in a short amount of time.
- **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 being 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.

Decorative Material

- **Prohibited materials: Confetti, Fake Flower Petals (outdoors), Bird Seed, Glitter, Hay, Orbeez, Rice, Sequins, Straw, Fog Machines, and Bubble Makers.**
- **Command strips, duct/cellophane tape, adhesives, nails, screws, staples, tacks, or any other devices, which may mark or leave a residue, are prohibited on walls, floors, woodwork, windows, doors, fixtures and furniture. Carpenters, painters, and masking tape are acceptable but must be removed immediately following use. No tape of any kind is to be used on the floors.**
- All indoor decorative materials (including hangings, curtains, drapes, and Christmas trees) must be either made of nonflammable material or treated with a State Fire Marshal-approved flame-retardant solution or process.
- Balloons:
 - Must be weighed down and removed immediately after the event.
 - Must be placed in trash receptacles and not discarded outdoors.
- Decorations and/or any type of wire or cord may not be hung or draped on any light fixture inside or outside the facility.

- All exits must always remain clear.
- Open flames are prohibited (including but not limited to torches, candelabras, fire pits, and hibachis).
- Candles: Must be in metal, glass, or ceramic holders, self-contained in an enclosure that fully extends beyond the flame height, and placed where they cannot be easily knocked down/over.
 - All candles are prohibited on gift tables or near any flammable materials. If a candle is deemed unsafe, CARD staff will extinguish it and ask the renter to remove it immediately.
- Renters must remove ALL decorations prior to leaving the building and are subject to a charge for items not removed from the facility within the reserved time.
- **Renter must furnish their own decorating supplies (i.e., scissors, tape, ladders, etc.).**

Vendors

- Food & Caterers
 - Caterers or renters must furnish all cooking and serving utensils; all equipment and food must be removed by the end of the rental, and the kitchen must be cleaned and returned to its original state. No items can be stored overnight unless pre-approved by CARD.
 - Caterers or renters are required to dispose of all cooking oil properly and remove it from the premises. If oil is splattered on the ground or dumped on site, the renter's deposit will be retained. Additional fines may be charged for illegal dumping.
 - Caterers should not put large amounts of food in the garbage disposal. Repairs and maintenance related to this will be Renter's responsibility.
 - Empty refrigerator and freezer of all food and beverages.
- Rental Equipment from Outside Vendors
 - All rented equipment from outside vendors needs to be removed by the designated rental time. **No items may be left overnight unless otherwise stated in the contract.** Renter will need to set drop off/pick up times with vendors that are within the designated rental times.

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.

CARD Responsibilities

- CARD staff will open the facility at the time indicated on the contract, only if the Renter listed on the application or other designated persons are present. CARD staff will be on-site during the event and will monitor the facility.
- The primary duty of CARD Staff is:
 - To assist in making your event a pleasant one.
 - To open and close the facility.
 - To set up the tables and chairs inside the facility as specified in the floor plan previously provided and approved by Renter and CARD.
 - To ensure that trash cans are emptied and that bathrooms remain clean and appropriately stocked.
 - To enforce the rules and regulations of CARD.
- At the conclusion of your event, staff will submit a report that will indicate:
 - If the premises were left in the same condition as received by Renter, with all decorations, food, etc. removed by Renter.
 - If there was any damage caused by your activity, such as damaged tables or chairs, broken equipment, etc.
 - If equipment has been returned.
 - If Renter arrived and left at the times listed in the contract.
 - If there were any rule violations.
- This report will help determine the amount of the Security Deposit to be refunded. **The Renter should check with CARD staff to ensure the facility was returned to its original state before leaving. This will help the Renter get the maximum amount of their deposit returned.**
- CARD staff is **not** there to perform physical labor for the Renter, such as loading and unloading cars, making coffee, setting tables, decorating, etc.
- CARD staff is **not** permitted to accept "tips" or other gifts, participate in the event or celebration, or drink alcoholic beverages.

Renter Responsibilities

- **Renter must set up and remove all personal and rented items during the rental period and leave the facility in the same condition as 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.
- Guests must remain in the room(s) rented.

- 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. Vehicles may use rear entrance to deliver supplies only and must be removed immediately.
- All bands and music must be indoors, not outside on the lawn or patio area. **All music must stop one (1) hour prior to the end of the rental.** Renter is responsible for complying with all City noise ordinances. Notwithstanding the foregoing, if CARD staff determines that the noise level is too high, Renter will be instructed to reduce the volume. If this is not accomplished within fifteen (15) minutes, CARD staff will call the Police Department. This will incur a \$250.00 penalty that will be deducted from the Security Deposit, the function will be shut down, and all rental fees will be forfeited.
- All food and drink must remain in specified areas.
- Under no circumstances shall CARD-owned equipment or property be removed from the facility. 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 facility.
- Empty refrigerator and freezer of all food and beverages.
- All trash must be placed in receptacles provided. CARD staff will provide additional trash liners if needed. **Boxes must be broken down before being placed in the proper dumpster.**

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: _____

Pricing Sheet

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, which promote youth, educational, civic, and alike 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.

Off-Season Discount (January-March)

Host your event between January and March and receive 30% off your rental fees. This special rate is perfect for hosting your event during the quieter months while still enjoying the same exceptional service and beautiful facilities.

Wedding Packages

\$500 Deposit

Creekside Rose Garden (capacity 200)		Hours
Friday OR Sunday	\$3,100	12
Saturday	\$4,000	15
Friday AND Saturday	\$4,450	6-Friday, 15-Saturday
Friday, Saturday, and Sunday	\$5,200	6-Friday, 15-Saturday, 6-Sunday
Saturday AND Sunday	\$4,450	15-Saturday, 6-Sunday
Lakeside Pavilion (capacity 275)		
Friday OR Sunday	\$3,850	12
Saturday	\$4,975	15
Friday AND Saturday	\$5,500	6-Friday, 15-Saturday
Friday, Saturday, and Sunday	\$6,350	6-Friday, 15-Saturday, 6-Sunday
Saturday AND Sunday	\$5,500	15-Saturday, 6-Sunday
Nature Center (capacity 100)		
Friday OR Sunday	\$850	4
Saturday	\$1,150	6
Lakeside Reception/Nature Center Ceremony (capacity 275/100)		
Saturday	\$5,725	15hr LP, 4hr NC
Sunday	\$4,400	12hr LP, 3hr NC

Rates & hours indicated are to include set-up, ceremony, clean-up, rehearsals, etc. (Multi-day packages include additional hours for decorating, rehearsal, clean-up, etc.)

Event Packages

\$150 Deposit (\$500 if alcohol is served)

	4-hours or less	5-8 hours	9-10 hours
Creekside Rose Garden (capacity 200)			
Monday-Thursday	\$600	\$850	\$1,225
Friday-Sunday	\$900	\$1,400	\$2,150
Lakeside Pavilion (capacity 275)			
Monday-Thursday	\$825	\$1,200	\$1,700
Friday-Sunday	\$1,250	\$1,950	\$3,100
Dorothy F. Johnson / PV Recreation Center (capacity 100)			
Monday-Thursday	\$450	\$625	\$900
Friday-Sunday	\$625	\$950	\$1,450

Rates & hours indicated are to include set-up & clean-up times.

Please note: The Wedding and Event packages include the support of our event attendants who will set up and clear the tables and chairs, maintain the property spaces, and clean during and after your event.

Meeting/Classroom Packages

\$50 Deposit

Creekside Meeting Room (capacity 30 dining/60 assembly)	
Monday-Friday	\$70/hour
DFJ Computer Lab (capacity 35)	
Monday- Sunday	\$60/hour
PV Recreation Center Classrooms (capacity 20 dining/40 assembly)	
Monday-Friday	\$60/hour

No staff is included in the Meeting/Classroom packages, spaces will be set prior to arrival and cleared following. If staffing is required, an hourly fee will be added to the rate. Staffing requirements would be determined by the type of event, number of attendees, and type of equipment needed.

Facility Amenities List

Creekside Rose Garden			
Chairs	300	Microphone - Wireless	4
Round Tables - 48"	45	Projector & Screen	1
Rectangle Tables - 72" x 30"	27	Podium	1
Square Tables - 36" x 36"	13	Up Light (\$)	8
Cocktail Tables - 24" wide x 42" tall	4	Disco Ball (\$) - 20"	1
Speaker - 2 mounted, 1 portable	3		

Dorothy F. Johnson Center			
Chairs - 92 black, 47 brown	139	Microphone - Wired	2
Rectangle Tables - 72" x 30"	15	Projector & Screen - Portable	1
Speaker - Portable	1	Podium	1

Lakeside Pavilion			
Chairs	317	Speaker - Mounted	1
Round Tables - 60"	40	Microphone - Wireless	2
Rectangle Tables - 72" x 30"	17	Projector & Screen	1
Rectangle Tables - 96" x 30"	2	Podium	1
Square Tables - 36" x 36"	4	Up Light (\$)	8
Cocktail Tables - 30" wide x 42" tall	8	Arch (\$) - Hexagon	1

Pleasant Valley Recreation Center			
Chairs	102	Speaker - portable	1
Round Tables - 48"	30	Microphone - Wired	2
Rectangle Tables - 72" x 30"	19	Projector & Screen	1
Square Tables - 36" x 36"	2	Podium	1

Nature Center			
Chairs	100	Picnic Tables - 72" x 30"	8
Rectangle Tables - 72" x 30" - with benches in Kristie's Lab	4	Arch (\$) - Hexagon	1

(\$) = Additional Fee