



ARCADE CREEK
RECREATION & PARK DISTRICT

Arcade Creek Recreation & Park District

4855 Hamilton Street Sacramento, CA 95841

(916) 482-8377 * info@ArcadeCreekrpd.gov

www.ArcadeCreekrpd.gov

RENTAL APPLICATION

Please fill out this form completely and submit this form and payment to the Arcade Creek Recreation & Park District office. Applications must be received no less than two weeks prior to your event and no more than one year in advance. It is understood that this application is only a request; submitting this application in no way indicates approval for use.

RENTAL CUSTOMER

Name of Individual: _____

Name of Organization (if applicable): _____

Authorized Representative: _____

To reserve on behalf of a company or organization, you must provide the District with a signed letter of authorization on official letterhead, granting you the right to act of the group's behalf.

If your organization is a non-profit group, please enter non-profit [501 (c) 3] ID #: _____

Address: _____ City: _____ Zip: _____

Phone number: _____ Fax number: _____ E-mail: _____

Alternate contact: _____ Phone number: _____

FACILITY AREA REQUESTED

• **Herzog Community Center - 4855 Hamilton Street**

Small Room (capacity 75 dining/150 theater)

Large Room (capacity 150 dining/300 theater)

• **Hamilton Street Park - 4855 Hamilton Street**

Group Picnic Pergola (capacity 40)

Soccer Field

Open Area

• **Arcade Creek Park Picnic Rental - 5613 Omni Drive**

Group Picnic Shelter (capacity 30)

Open Area

• **Oakdale Park - 3708 Myrtle Avenue**

Soccer Field

Baseball Field

Open Area

Amphitheater

Other facility: _____

Event Date(s): _____ Day(s) of week: M T W Th F Sat Sun

Type of Event: _____ Attendance: Adults _____ Children _____

RENTAL TIME

Your rental time is from the time you arrive at the facility, until the time you leave, Rental time must include an adequate amount of time for set up and clean up of the facility. All of the rental hours must be consecutive.

Set up time		Event time		Clean up time		Kitchen use time	
From:	am/pm	From:	am/pm	From:	am/pm	From:	am/pm
To:	am/pm	To:	am/pm	To:	am/pm	To:	am/pm

EQUIPMENT

Please indicate the equipment you will need (subject to availability). A fee may be a charged for some equipment.

Number of Chairs		Microphone (1 available)		Podium (1 available)		Other	
Number of Tables		Coffee Pot (2 available)		TV/DVD (1 available)		Other	

INSURANCE REQUIREMENTS

The District requires all facility users to provide a Certificate of Insurance in the amount of one million per occurrence and two million general aggregate in liability coverage, with the Arcade Creek Recreation and Park District named as additionally insured. You may provide your own insurance or purchase special event insurance through The Event Helper website.

- I will provide my **own insurance**.
- I wish to **purchase insurance** from Event Helper.

Please see insurance requirements form for more details.

EVENT INFORMATION

Please answer the following questions to help us determine your fees. Certain activities may be eligible for fee discounts.

- Is your event..... Public Private

If public, please give name and phone number for public event information: _____

- Will a charge, fee, or donation be collected for this event?..... Yes No

If yes, for what purpose will the proceeds be used?Financial gain Charity Fundraiser Cost of Event

Please list the type (i.e., admission, food charge) and amount of charge: _____

- Will there be religious, political, or union activities?..... Yes No

- Will food be served at the event?..... Yes No

If yes, and you are using a caterer, please list caterer’s name and phone # _____

- Will alcohol be served or sold at your event? Yes No

If yes, please note security is required for additional fee. What time alcohol will be served: _____

- Will you be bringing any apparatus, equipment, or additional tables and chairs to your event?..... Yes No

If yes, please list _____

- At your event, will there be a..... Live band Recorded music Public address DJ _____

Statement of Responsibility for Liability or Damage/Receipt of Rules & Regulations

User agrees to be solely responsible for any and all claims, loss, damages, costs and expenses, including attorneys’ fees, arising out of or resulting from any injury to persons or damage to property which arise out of its use of the District’s facilities. User agrees to defend, indemnify and hold harmless the District, its officers, agents, employees and volunteers against any and all such claims, demands, causes of action, suits and expenses, arising out of or resulting from its use of the District’s facilities.

I, (group representative), the undersigned, have received the rental policies and procedures, insurance requirements, cancelation guidelines, and have read and hereby agree to abide by all rules and regulations.

CUSTOMER SIGNATURE: _____ DATE: _____



REVIEWED BY ACRPD REPRESENTATIVE: _____ DATE: _____