



Think Inside the Triangle™

# FACILITY RENTAL & EVENT PERMIT APPLICATION

City of Tracy  
Parks & Community Services

400 East 10<sup>th</sup> Street  
Tracy, CA 95376

Telephone: (209) 831-6200  
Fax: (209) 831-6218

<b>Facility/Location:</b> <small>(Write the Name of the Facility Requested)</small>	<small>[W]</small> Check one: <input type="checkbox"/> Bldg/Room <input type="checkbox"/> Picnic Area <input type="checkbox"/> Grass / Field <input type="checkbox"/> City Street <input type="checkbox"/> Other: _____	<b>Event Hours:</b> <small>(This is when your guests will be present)</small>  Start Time:                      End Time:	<b>Reservation (Rental) Hours:</b> <small>(Include Set-up/Clean-up Time; Rental Minimums Apply)</small>  Start Time:                      End Time:
Event Date:		Event Title:	
Event Contact Person:		Organization: <input type="checkbox"/> <small>I have Written Authorization to act on behalf of the org</small> <small>[X]</small>	
Event Websites (or Online Postings):			
Phone:		Fax #:	
Mobile:		Email:	
Address:		State:	Estimated Attendance: <small>[Z]</small>
		Zip:	

**INSTRUCTIONS:** Check all that apply; One mark per square. **FAST TRACK:** All "NO" answers are in CAPITAL LETTERS. Form Updated on 6/1/11

<b>Classification of Event</b>	<b>Status of Group</b> <small>[A]</small>		<b>Fundraiser</b> <small>[B]</small>	<b>Dancing</b> <small>[C]</small>	<b>Concessions</b> <small>[D]</small>	<b>Tickets/Admission</b> <small>[E]</small>	<b>Participants</b> <small>[F]</small>
	<input type="checkbox"/> Non-Profit Org	<input type="checkbox"/> School District	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Items Sold	<input type="checkbox"/> Advance Sales	<input type="checkbox"/> Adults (21 yrs +)
	<input type="checkbox"/> Private Citizen	<input type="checkbox"/> Place of Worship	<input type="checkbox"/> NO	<input type="checkbox"/> NO	<input type="checkbox"/> NO SELLING	<input type="checkbox"/> On-site Sales	<input type="checkbox"/> Teens (14 - 20 yrs)
	<input type="checkbox"/> Commercial	<input type="checkbox"/> Government Entity			<input type="checkbox"/> NO TICKETS: FREE EVENT	<input type="checkbox"/> NO TICKETS: FREE EVENT	<input type="checkbox"/> Children (Under 14)
	<input type="checkbox"/> Free Speech Event						
<b>Type of Event</b>	<b>Picnic</b> <small>[G]</small>		<b>Concert</b> <small>[H]</small>	<b>Party</b> <small>[I]</small>	<b>Meeting</b> <small>[J]</small>	<b>Sports Activity</b> <small>[K]</small>	<b>Specialized Event</b> <small>[L]</small>
	<input type="checkbox"/> Family/Friends	<input type="checkbox"/> Church	<input type="checkbox"/> Jazz / Blues	<input type="checkbox"/> Wedding/Anniv.	<input type="checkbox"/> Meeting	Sport: _____	<input type="checkbox"/> Street Parade or Run
	<input type="checkbox"/> Reunion	<input type="checkbox"/> Rock / Pop	<input type="checkbox"/> Quinceanera	<input type="checkbox"/> Training	<input type="checkbox"/> Public Forum	<input type="checkbox"/> Practice	<input type="checkbox"/> Street Event or Festival
	<input type="checkbox"/> Community	<input type="checkbox"/> Rap / Hip-Hop	<input type="checkbox"/> Birthday	<input type="checkbox"/> Conference	<input type="checkbox"/> Business	<input type="checkbox"/> Game	<input type="checkbox"/> Park Event or Festival
	<input type="checkbox"/> Class/School	<input type="checkbox"/> Gospel / Church	<input type="checkbox"/> Banquet/Dinner	<input type="checkbox"/> Prayer	<input type="checkbox"/> Other (specify):	<input type="checkbox"/> Tournament	<input type="checkbox"/> Show (Art/Theatre/Trade)
	<input type="checkbox"/> Commercial	<input type="checkbox"/> Country Western	<input type="checkbox"/> Graduation	<input type="checkbox"/> THIS IS NOT A MEETING	<input type="checkbox"/> THIS IS NOT A SPORTS ACTIVITY	<input type="checkbox"/> Skill Assmt	<input type="checkbox"/> Car Show (Restrictions)
	<input type="checkbox"/> Other (specify):	<input type="checkbox"/> Heavy Metal	<input type="checkbox"/> Class/School			<input type="checkbox"/> Camp	<input type="checkbox"/> Free Speech
	<input type="checkbox"/> THIS IS NOT A PICNIC	<input type="checkbox"/> Other (specify):	<input type="checkbox"/> Other (specify):			<input type="checkbox"/> Other (specify):	<input type="checkbox"/> Other (specify):
		<input type="checkbox"/> THIS IS NOT A CONCERT	<input type="checkbox"/> THIS IS NOT A PARTY			<input type="checkbox"/> THIS IS NOT A SPECIALIZED EVENT	
<b>Food &amp; Beverage</b>	<b>Food</b> <small>[M]</small>		<b>Alcohol</b> <small>[N]</small>		<b>Open Flame</b> <small>[O]</small>	<b>BBQs (cooking trailers)</b>	<b>County Health Permit</b> <small>[P]</small>
	<input type="checkbox"/> Food Sold	<input type="checkbox"/> Food Served	<input type="checkbox"/> Alcohol Sold	<input type="checkbox"/> Alcohol Served/Consumed (City Permit)	<input type="checkbox"/> Deep Fat Frying	<input type="checkbox"/> I want to Bring in my own BBQ unit	• Food is prepared on-site
	<input type="checkbox"/> NO FOOD		• Time Alcohol is Available: From: _____ To: _____	<input type="checkbox"/> Cooking with Open Flame	<input type="checkbox"/> Outdoor Heater	(See Special Requests on back side of form)	• Not in an approved kitchen (such as TCC or LHSC)
	<input type="checkbox"/> Cooked on-site		(Requires Council Approval if on City Streets)	<input type="checkbox"/> Non-Cooking Open Flame	<input type="checkbox"/> NO OPEN FLAME	<input type="checkbox"/> Use Park BBQ Unit	• Given or sold to general public
	<input type="checkbox"/> Prepared offsite		<input type="checkbox"/> NO ALCOHOL AT THIS EVENT		<input type="checkbox"/> NO BBQ AT THIS EVENT		<input type="checkbox"/> Health Permit Required (Due 20 Days Prior to Event)
	<input type="checkbox"/> NO FOOD						<input type="checkbox"/> NO: HEALTH PERMIT IS NOT REQUIRED
<b>Entertainment &amp; Equipment</b>	<b>Publicized</b> <small>[Q]</small>	<b>Amplified Sound</b> <small>[R]</small>	<b>Power Source</b> <small>[S]</small>	<b>Tent / Canopy / Booth / Vendor</b> <small>[T]</small>		<b>Stages</b> <small>[U]</small>	
	<input type="checkbox"/> Flyers (Must Provide Copy)	<input type="checkbox"/> Speaking	<input type="checkbox"/> Generator Output (kw): _____	<input type="checkbox"/> YES ~ Describe Size/Quantity: _____		City Mobile Stage (Non-Profits Only)	
<input type="checkbox"/> Printed Ads (Must Provide Copy)	<input type="checkbox"/> Singing	Quantity: _____	_____		<input type="checkbox"/> Size "A" 36'x14' (Requires Supplemental Permit)		
<input type="checkbox"/> Websites or Online Postings: (Provide Address)	<input type="checkbox"/> Live Instruments	(Supplemental Permit Req if output > 10kw)	_____		<input type="checkbox"/> Size "B" 36'x18'		
<input type="checkbox"/> NO: ONLY BY INVITATION	<input type="checkbox"/> DJ	<input type="checkbox"/> Premises Power (Supplemental Permit may be required)	_____		<input type="checkbox"/> Size "C" 36'x22'		
	<input type="checkbox"/> Radio/CD		_____		Permit		
	<input type="checkbox"/> Recorded Music		_____		<input type="checkbox"/> Bring in Manufactured Stage: Size: _____ x _____ Height: _____		
	<input type="checkbox"/> Non-amplified music only	<input type="checkbox"/> NO POWER NEEDED	<input type="checkbox"/> NO TENTS, CANOPIES, BOOTHS, OR VENDORS		(Provide Specifications with Supplemental Permit) (Requires Inspection if over 30")		
	<input type="checkbox"/> NO AMPLIFIED SOUND				<input type="checkbox"/> NO STAGES AT THIS EVENT		

SUPPLEMENTAL DOC ID#:

SPECIAL REQUESTS FROM RENTER		INTERNAL USE ONLY	
		Yes	No
<b>Temporary Structures:</b> (In addition to Tents/Stages)			
• Amusements (Not allowed in Parks or Bldgs)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Arches	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Other (specify: _____)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>BBQs or Cooking Trailers:</b> (From Front; Restrictions)			
Size: _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Outdoor Electrical Access:</b> (Req. Supplemental Permit)			
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Street Closure(s):</b> (Requires Supplemental Permit; Fee)			
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Vehicle Permit(s):</b> (Limited Access on Park Turf; Fee)			
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Animals At Event:</b> (Strict Restrictions Apply)			
List: _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Signs/Decorations During Event:</b> (Restrictions Apply)			
Size: _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Street Banner Hanging:</b> (Restrictions Apply)			
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Indoor Audio/Visual Access:</b> (Limited Availability)			
List: _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Channel 26 to film event:</b> (Limited Availability)			
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Water in containers exceeding 20 gal in capacity:</b> (City water not available; State Requirements Apply)			
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Additional City Services:</b> (Additional Fees Apply)			
List: _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Cancellation Policy** [AA]

I understand, that upon receipt of the written cancellation request, the refund, if applicable, will be processed as follows:

- 90 Days + = No Penalty
- 89-61 Days = Forfeit 50% of Fees
- 60-31 Days = Forfeit 75% of Fees
- 30 Days or less = Forfeit 100% of Fees

Please provide a written Description of event, or any other details that the city may need to know about:

.....

**Insurance Requirement** [BB]

Requires, unless otherwise stated, a Certificate of Insurance, naming the City of Tracy as "Additionally Insured."

- \$1,000,000 Per Occurrence General Liability Insurance

Provide my own Insurance Certificate (See Information Page, "INS")

Purchase the Insurance Certificate from the City of Tracy. Note: Rates vary based on number of Attendees and "Risk" Level of event. (See Information Page, "INS")

**Deposits Requirement** [CC]

Location / Participants	No Alcohol	W/Alcohol
Meeting Rooms	<input type="checkbox"/> \$200	<input type="checkbox"/> \$600
Large Rooms	<input type="checkbox"/> \$400	<input type="checkbox"/> \$800
Park 1-50 (Trad.)*	<input type="checkbox"/> \$0	-----
Park 1-50 (Non Trad.)*	<input type="checkbox"/> \$100	<input type="checkbox"/> \$100
Park 51-100	<input type="checkbox"/> \$100	<input type="checkbox"/> \$100
Park 101-200	<input type="checkbox"/> \$200	<input type="checkbox"/> \$200
Park 201-300	<input type="checkbox"/> \$300	<input type="checkbox"/> \$300
Park 301+	<input type="checkbox"/> \$500	<input type="checkbox"/> \$500
Street Event/Parade	<input type="checkbox"/> \$500 Deposit	

\* Note: Traditional Activity is defined as being normal park usage. Alcohol or anything requiring "further review" requires Deposit for the rental.

**INTERNAL USE ONLY**

**SUPPLEMENTAL PERMITS REQUIRED**

	Yes	No	Done
01 <b>Street Closure Permit</b> [LVW] (All Street Events, Parades)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
02 <b>Tent/Canopy Permit/Inspection</b> [TO] (Tent/Vendor/Flame)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
03 <b>Stage Permit</b> [U] (All stages, As indicated on front)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
04 <b>Generator/Electrical Permit</b> [SV] (Output 10kw+/Request)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
05 <b>Business License</b> [ABDMN] (if Selling or Fundraising, not NP)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
06 <b>Internal Event Permit</b> [DD] (Internal Events, not meetings)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
07 <b>Sports Field Permit</b> [K] (For Field Reservations)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Health Permit</b> [P] (Required if indicated on front)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>ADDITIONAL REQUIREMENTS</b>			
<b>Written Auth To Act on Behalf of Org</b> [Y] (All Org)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Proof of Non-Profit Status</b> [A] (All Non Profit Org)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10 <b>Event Map</b> [LOTUVW] (Outdoor events, Except simple picnic)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11 <b>Notice to Property Owners</b> [LVW] (All street events)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Recycling Bins</b> [EFHLNQWZ] (May be required)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Security</b> [CEFHNLQWZ] (May require Bonded Contract)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Port-A-Pots</b> [EFHLNQWZ] (May be required)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>EMT – Medical Personnel</b> [EFHLNQWZ] (May be required)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Emergency Vehicles Access</b> [LVW] (All outdoor events)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Council Approval</b> [LNVZ] (All street events with alcohol)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Additional City Services</b> (May be required at your expense)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Limit Attendance</b> (May be required for your event)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**City Sponsored Event?** [DD]

NO  MOU

Hosting City Department (List Contact):

- MCYSN \_\_\_\_\_
- CMO \_\_\_\_\_
- DES \_\_\_\_\_
- ED \_\_\_\_\_
- FD \_\_\_\_\_
- FIN \_\_\_\_\_
- HR \_\_\_\_\_
- PCS \_\_\_\_\_
- PD \_\_\_\_\_
- PW \_\_\_\_\_

Requires Supervisor Review & Routing, if:

- Selling or Fundraising is to occur (BL)
- All Outdoor, except simple picnic (Map)
- Any Supplemental Permits Required

**INDEMNITY, HOLD HARMLESS, AND DEFENSE AGREEMENT**

Permitee shall indemnify, defend, and hold harmless the City of Tracy (including its elected officials, officers, agents, volunteers, and employees) from and against any and all claims, demands, damages, liabilities, costs, and expenses (including court costs and attorney's fees) resulting from or arising out of Permitee's performance of the activities permitted under the Permit to which this Agreement was required as part of the application process.

I declare that I am authorized to make this application and to agree to this Indemnity, Hold Harmless, and Defense Agreement, and, to the best of my knowledge and the belief, all the information given herein is true, accurate, and complete. I have read and understand the above Indemnity, Hold Harmless, and Defense Agreement and understand that if this application is approved, that this agreement shall be binding upon myself and the organization or group I represent.

By signing this Agreement, I ACKNOWLEDGE THAT I HAVE BEEN AFFORDED THE OPPORTUNITY TO HAVE COUNSEL OF MY CHOOSING ADVISE ME, AND THAT I HAVE READ AND UNDERSTAND AND VOLUNTARILY AGREE TO THIS INDEMNITY, HOLD HARMLESS AND DEFENSE AGREEMENT.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_