

# FACILITY & PARK RENTAL FORM

Parks and Recreation Services  
 1500 Jefferson Street, Napa, CA 94559  
 707-257-9529



Renter Name:		Date:		DOB:	
Organization:		Non-profit: <input type="checkbox"/> Yes <input type="checkbox"/> No 501c3 # _____			
Phone:		Email:			
Address:		City:	State:	Zip:	
Estimated Attendance:		Type of Activity:			
Amplified Noise/Music: <input type="checkbox"/> Yes <input type="checkbox"/> No		Fundraiser: <input type="checkbox"/> Yes <input type="checkbox"/> No			
Food Served: <input type="checkbox"/> Yes <input type="checkbox"/> No		Caterer: <input type="checkbox"/> Yes _____ <input type="checkbox"/> No			
Alcohol Served: <input type="checkbox"/> Yes <input type="checkbox"/> No		Sold: <input type="checkbox"/> Yes <input type="checkbox"/> No		If yes, Purchasing our Insurance: <input type="checkbox"/> Yes <input type="checkbox"/> No	
Alcohol Service Start Time:		End Time:		(Alcohol service must end ½ hour before clean-up)	
Facility / Park	Day	Date	Set Up Time	Departure Time	Total Hours
Room Name / Area			Start Event Time	End Event Time	
<b>OFFICE USE ONLY:</b>			Hourly rental rate:		
			Total rental fees:		
Insurance fee:			Non-resident fee:		
			Other Charges:		
			Grand total:		
Rental Fees amount: \$			Paid on:            /        /		
Insurance amount: \$			Insurance due on:    /        /		

I have received and read the rentals rules and regulations provided by the Parks and Recreation Services Department. As the applicant, I hereby agree to comply with the City and State Laws and Rules and Regulations. Non-compliance of the rules and regulations may result in a forfeit of future reservations. As the applicant, I agree to hold harmless and indemnify the City of Napa and its officers, employees, and agents for any loss, damage, liability, cost or expense arising from the use or occupation of the park, facilities and equipment relating to this application. The cost of any special cleaning or damage to the facility, equipment, or grounds, due to the event, will be charged to the applicant.

\_\_\_\_\_  
 Signature of applicant

\_\_\_\_\_  
 Date

<b>OFFICE USE ONLY:</b> Permit #: _____ Date Entered in Civic Rec: _____ Insurance Rvd: _____			
Comments: _____			