



# City of Petaluma, Recreation Services Park Rentals

[www.cityofpetaluma.net](http://www.cityofpetaluma.net)

320 n. mcdowell blvd  
petaluma, ca 94954  
707-778-4380 • fax 707-778-4473

## **ITEMS NEEDED TO RESERVE A PARK & STEPS TO RESERVE A PARK**

### **ITEMS THAT MAY BE REQUIRED WHEN RESERVING A PARK:**

- Park Application & Use Policies (completed, initialed & signed)
- Alcohol Policy (signed)
- Deposit Paid
- Fees Paid
- Insurance
- ABC Permit

### **STEPS TO RESERVE A PARK**

#### DAY OF BOOKING:

- Complete **Park Application**
- Initial and Sign **Park Use Policies**
- Sign **Alcohol Policy** (if serving alcohol)
- Pay **Park Deposit** (if required) and/or rental **Fees in Full**

#### DUE 60 DAYS PRIOR TO EVENT:

- Pay rental **Fees in Full**
- Turn in **Insurance Certificate**

#### DUE 30 DAYS PRIOR TO EVENT:

- Turn in **ABC Permit** (if required)

## **TABLE OF CONTENTS**

### **INFORMATIONAL DOCUMENTS**

Park/Group BBQ Area Fees	5
List of Local Vendors	7
Certificate of Insurance Verbiage	9
Effects of Increased Blood Alcohol Consumption Levels on a Typical Person	10

### **FORMS TO BE COMPLETED BY CUSTOMER**

Park Use Application	11
Park Use Policies	13
Alcohol Policy (If serving/selling alcohol)	15



## City of Petaluma, Recreation Services

320 North McDowell Blvd. • Petaluma • CA • 94954 • 707.778.4380 • Fax 707.778.4473

### **PARK/GROUP BBQ AREA FEES**

Reservations are on a first come, first served basis. Completion of a Park/Facility Use Application is required for an organized event and/or when 20 or more people are using a park facility. The Petaluma Community Center handles all requests and reservations for the City of Petaluma's buildings/facilities and parks during business office hours. Your reservation date is not confirmed until reviewed and approved by the Recreation Supervisor in charge of facilities. Permittee must possess permit on site during event or function.

#### Group Area Rental Rates

**Kenilworth Park, Leghorns Park Gazebo, Lucchesi Park, McNear Park, and Walnut Park**

	Petaluma Non-Profit (no fees to attendees)	Petaluma Non-Profit (fees to attendees)	Petaluma Resident	Non Resident	Commercial
Per 200 people	\$103	\$139	\$103	\$180	\$361
Deposit (No Alcohol & up to 500 people per event)	\$100	\$100	\$100	\$100	\$100
Deposit (Alcohol Use & up to 500 people per event)	\$200	\$200	\$200	\$200	\$200
Deposit (over 500 people per event)	\$500	\$500	\$500	\$500	\$500

- All fees are due and payable sixty (60) days prior to scheduled use. Fees include electricity where available.
- **Leghorns Park Gazebo's** attendance is 35 maximum. Leghorns Park Bocce Ball Court is reserved with the Gazebo, unless there is a tournament taking place. Alcohol is NOT ALLOWED at Leghorns Park.
- **Jump Rooms and Dunk Tanks: Generators are not permitted in McNear Park.** Park/Facility use applications must be completed for the Group BBQ areas and all fees apply. Jump Rooms and Dunk Tanks are permitted in some parks, but to be used only in the group BBQ area in McNear. The electricity for the Jump Room is located in the BBQ area; generators are not permitted. Insurance provided by the jump room company listing the City of Petaluma as additional insured is required. All Jump Rooms must have a tarp or plastic under them to protect the area from damage. Designated areas are determined based on safety and other park uses. Water slides are not permitted in the parks. Jump Rooms, Dunk Tanks and Water Slides are not permitted in Leghorns Park.
- **Liability Insurance Coverage:** Liability insurance listing the City of Petaluma as certificate holder and/or additional insured is required for your event. Amounts of required insurance are based on the type and size of the event with coverage between \$300,000 and \$500,000.

- **Park Usage:** Parks open at 6:00 am and close at 10:00 pm. Your reservation at Kenilworth Park, Lucchesi Park, McNear Park, and Walnut Park is for the group BBQ area only. Leghorns Park Reservation is for the gazebo picnic area only. The gazebo holds a maximum of 35 people. All other picnic tables outside the gazebo area are for the general public on a first come first serve basis. Leghorns Park playgrounds, basketball and tennis courts are for general public use, with tennis and basketball courts subject to City or Junior College scheduled activities. In those cases, signs will be posted. When reserving all of our park group areas, permittee must have approved application in possession at all times.
- **Alcohol Usage:** Permittee planning to serve alcohol must receive special department approval in advance and may not serve alcoholic beverages more than 5 hours at any event. No glass containers allowed in City parks. Alcoholic beverages are prohibited in playing field areas of McNear Park. Alcoholic beverages are prohibited in Leghorns Park.
- **Clean-up Responsibilities:** Permittee must leave the park or facility restored to a clean condition, including the disposal of all trash and removal of all food and decorations.
- **First Aid or Sanitary Facilities:** Permittee may be required to provide first aid or sanitary facilities.
- **Field Use:** \$62/day – accompanied by an Athletic Field Application is required for McNear Park softball and baseball fields and Leghorns Park softball and baseball field. Leghorns Athletic Field can be reserved for a 4 hour block of time. The use of the Lucchesi Park Synthetic Turf and lighted playing field requires a separate application and an hourly rental fee.
- **Government & Schools:** \$77 Flat fee - per day during the school week. Deposit not required. Any public school requesting use of a park facility from 5 p.m. Friday through dusk on Sunday will be charged the regular rental rate. Any public school requesting use of a park facility for a fundraiser will be charged the regular rental rate.
- **Special Events Permit (Police Department):** Some events may require a Special Events Permit through the City of Petaluma, Police Department depending on the event activities. You may contact them at 707-778-4372. (13.32.040)
- For complete policy, please read carefully the back of the Park/Facility Use Application

## CERTIFICATE OF INSURANCE VERBIAGE

Please provide this page to your insurance agent. Additional requirements may be requested.

### CLASS I & II: CERTIFICATE OF INSURANCE VERBIAGE

<b>Description Block</b>	Name and Event Date
<b>Certificate Holder</b>	City of Petaluma Office of the City Clerk c/o 320 N. McDowell Blvd Petaluma, CA 94954
<b>Cancellation</b>	Should any of the above described policies be cancelled before the expiration date thereof, the issuing company will mail 30 days written notice to the certificate holder named above.
<b>Liability Amounts</b>	\$300,000 - \$500,000 based on the type and size of the event.  <i>07-04 Insurance not accepted.</i>

### CERTIFICATE OF INSURANCE WITH ADDITIONALLY INSURED VERBIAGE

<b>Description Block</b>	Name and Event Date
<b>Additional Insured</b>	The City of Petaluma, its officials, officers, employees, agents, and volunteers are listed as additional insured.
<b>Certificate Holder</b>	City of Petaluma Office of the City Clerk c/o 320 N. McDowell Blvd Petaluma, CA 94954
<b>Cancellation</b>	Should any of the above described policies be cancelled before the expiration date thereof, the issuing company will mail 30 days written notice to the certificate holder named above.
<b>Liability Amounts</b>	\$300,000 - \$500,000 based on the type and size of the event.  <i>07-04 Insurance not accepted.</i>
<b>Also Include</b>	Additionally Insured Endorsement


\*If serving/selling alcohol "Host Liquor Liability" must be included.


## Effects of Increased BAC Levels on a Typical Person


Blood Alcohol Concentration (BAC)	Effects
.02%	Reached after approximately one drink; light or moderate drinkers feel some effect; e.g. warmth and relaxation.
.04%	Most people feel relaxed, talkative, happy. Skin may flush.
.05%	First sizeable changes begin to occur. Lightheadedness, giddiness, lowered inhibitions, and less control of thought may be experienced. Both restraint and judgment are lowered; coordination may be slightly altered.
.06%	Judgment somewhat impaired; normal ability to make a rational decision about personal capabilities is affected; e.g. concerning driving ability.
.08%	Definite impairment of muscle coordination and a slower reaction time; driving ability suspect. Sensory feelings of numbness of the cheeks and lips. Hands, arms, and legs may tingle and then feel numb. (Since 1/1/90, it has been illegal in California to drive with a BAC of .08% or more.)
.10%	Clumsy; speech may become fuzzy. Clear deterioration of reaction time and muscle control.
.15%	Definite impairment of balance and movement. The equivalent of a half pint of whiskey is now in the bloodstream!
.20%	Motor and emotional control centers measurably affected; slurred speech, staggering; loss of balance, and double-vision.
.30%	Lack of understanding of what is seen or heard; individual is confused or stuporous. Consciousness may be lost at this level; i.e. individual "passes out."
.40%	Usually unconscious; skin clammy.
.45%	Respiration slows and can stop altogether.
.50%	Death can result.

### Drink Chart Guide

Body Weight	Number of drinks over a two hour period. One drink= 1 ¼ oz. 80 proof liquor, 12 oz. can of beer, or 4 oz. of wine							
	1	2	3	4	5	6	7	8
90-109	1	2	3	4	5	6	7	8
110-129	1	2	3	4	5	6	7	8
130-149	1	2	3	4	5	6	7	8
150-169	1	2	3	4	5	6	7	8
170-189	1	2	3	4	5	6	7	8
190-209	1	2	3	4	5	6	7	8
210-229	1	2	3	4	5	6	7	8
230 & up	1	2	3	4	5	6	7	8

 (.01%-.04%) May be DUI

 (.05%-.07%) Likely DUI

 (.08%-up) Definitely DUI

## City of Petaluma, Recreation Services

320 North McDowell Blvd. • Petaluma • CA • 94954 • 707.778.4380 • Fax 707.778.4473

### LOCAL VENDORS

*We, the City of Petaluma, cannot recommend any of the following companies. We have assembled this list for your convenience.*

#### CATERERS

- Preferred Sonoma Caterers, 707-769-7208  
www.sonomacaterers.com
- \*Sally Tomatoes, 707-665-9572  
www.sallytomatoes.com
- Jimmy Maestretti Catering, 707-763-4111
- Lombardi's BBQ, 707-773-1271  
www.lombardisbbq.com
- Angelos Meats, 707-763-9586  
moregarlic@aol.com,  
www.angelossmokehouse.com
- Adobe Harvest Catering, 707-795-2222  
bill@adobeharvest.com,  
www.adobeharvest.com
- Jim Braga Catering, 707-762-5282
- \*Ray's Catering, 415-883-4939  
[www.rayscatering.com](http://www.rayscatering.com)
- \*Traxx Bar & Grill, 707-781-3121  
chris@traxxbarandgrill.com  
[www.traxxbarandgrill.com](http://www.traxxbarandgrill.com)

*(\* denotes bar service)*

---

#### EVENT PLANNER

- Chemas Events, 707-758-3890 (Spanish), 707-338-3529 (English)

---

#### EVENT SUPPLIES

- Cal West, 707-763-5665  
www.calwestrentals.com
- Lace House Linens, 707-763-1515
- Big 4 Party, 707-588-7960  
www.big4party.com
- ATL, 707-528-3557  
www.atlevents.com

---

#### BOUNCE HOUSE COMPANIES

*(companies are required to provide the department a copy of their insurance certificate, 60 days prior to event)*

- Jubilee Jumps, 707-836-9200  
www.jubileejumps.com
- Party Jump, 707-528-7529  
www.partyinteractive.com
- Jumpin' Jacks, 707-578-1140  
www.jumpinjacks.com
- Astro Events of the North Bay  
707-202-9590, www.astrojump.com

---

#### AUDIO/VISUAL

- Thomas Savelli, 415-472-7201  
thomas@focusav.com, www.focusav.com
- ATL, 707-528-3557  
www.atlevents.com
- Corporate Media Systems  
415-457-9550  
www.cmsrents.com
- Crossfire Northwest, John Storck,  
800-844-1818  
info@crossfirenw.com, [www.crossfirenw.com](http://www.crossfirenw.com)
- Mosaic Entertainment,  
Music for All Occasions  
Peter Kelly Barrett, 707-971-9162  
peterbarrett@comcast.net

## PHOTOGRAPHY

- Lynette Joy Photography, 707-769-8587  
lynnelofgren@comcast.net  
www.lynettejoyphotography.com
- Jim Johnson, 707-778-2155  
www.studio7photo.com

---

## INSURANCE

- State Farm Insurance, Jovita Resendiz (*Se Habla Español*)  
620 State Farm Drive, Rohnert Park, CA 94928  
707-584-7585 • Fax 707-584-7598
- Larry Tencer Insurance, Larry Tencer  
55 Maria Drive, Suite 840, Petaluma, CA 94954  
707-763-7000 • www.tencerinsurance.com • larry@tencerinsurance.com
- Don Ramatici Insurance  
731 A Southpoint Blvd., Petaluma, CA 94954  
707-782-9200 • www.ramaticiins.com
- State Farm Insurance, Andre Morrow (*Se Habla Español*)  
7500 Commerce Blvd., Cotati, CA 94931  
707-794-8100 • Fax 707-794-7083 • andre.morrow.jyk4@statefarm.com
- Aslan Insurance Agency, Linda L. Sinkay  
2455 Bennett Valley Road., Ste 103C, Santa Rosa, CA 95404  
707-576-1713 • Fax 707-576-1728 • linda.sinkay@pacbell.net
- State Farm Insurance, Miguel Alfaro (*Se Habla Español*)  
1310 Commerce Street, Ste A, Petaluma, CA 94954  
707-763-9722 • www.sfalfaro.com • Miguel@sfalfaro.com

---

## SECURITY

(charge per hour varies)

- Security Code 3 707-206-0840 • www.securitycode3.com
- Praetorian Protective Services 707-780-8020 • www.praetorianprotectiveservices.com
- Nickerson Security Services 707-265-0504
- Weinstein Security Services 707-836-1022

## PARK USE APPLICATION

This reservation/contract is issued in accordance with the policies as established by the City Council, City of Petaluma. Failure to comply by any group/individual may cause reason to revoke this agreement. Reservations are on a first-come, first-served basis. Your reservation date is not confirmed until reviewed by the Recreation Supervisor.

### CUSTOMER INFORMATION

Contact Person \_\_\_\_\_  
Street Address \_\_\_\_\_  
City, State, Zip \_\_\_\_\_  
Email \_\_\_\_\_  
Home Phone \_\_\_\_\_  
Cell Phone \_\_\_\_\_  
Work Phone \_\_\_\_\_

### COMPANY INFORMATION

Company Name \_\_\_\_\_  
Street Address \_\_\_\_\_  
City, State, Zip \_\_\_\_\_  
Email \_\_\_\_\_  
Work Phone \_\_\_\_\_  
Website \_\_\_\_\_

- |   |   |
|---|---|
| <input type="checkbox"/> Commercial                       | <input type="checkbox"/> Government/School    |
| <input type="checkbox"/> Private, Resident                | <input type="checkbox"/> Private, NonResident |
| <input type="checkbox"/> Non-profit, with fees # _____    |   |
| <input type="checkbox"/> Non-profit, without fees # _____ |   |

*Please include a brief description of your event. If your event is a fundraiser or community event please include a complete agenda/description of your event.*

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### EVENT INFORMATION

Name of Event \_\_\_\_\_  
Date of Event \_\_\_\_\_  
Attendance \_\_\_\_\_ Adults (over 21)  
\_\_\_\_\_ Under 21 years old  
\_\_\_\_\_ Total # of Guests (include participants, guests, exhibitors, volunteers, performers, employees)

### PARK (All parks are open from 6am – 10pm)

- |   |  |
|---|--|
| <input type="checkbox"/> Leghorns Park Gazebo       | <input type="checkbox"/> Other _____   |
| <input type="checkbox"/> Lucchesi Park*             |  |
| <input type="checkbox"/> McNear Park #1* (lg group) |  |
| <input type="checkbox"/> McNear Park #2*(sm group)  | <input type="checkbox"/> Swim Center   |
| <input type="checkbox"/> Kenilworth Park*           | <input type="checkbox"/> Cavanagh Pool |
| <input type="checkbox"/> Walnut Park                |  |
| <input type="checkbox"/> Walnut Park Gazebo         | *Reservation is for BBQ area only.     |
| <input type="checkbox"/> Wickersham Park            |  |

### RESERVATION DATE

Arrival time to set up \_\_\_\_\_ am/pm  
Departure time after cleaning \_\_\_\_\_ am/pm  
Total Hours \_\_\_\_\_  
Arrival Time for guests \_\_\_\_\_ am/pm  
Departure time for guests \_\_\_\_\_ am/pm

### PLEASE ANSWER THE FOLLOWING QUESTIONS:

	YES	NO
Is this open to the public?	<input type="checkbox"/>	<input type="checkbox"/>
Is this a fund-raiser?	<input type="checkbox"/>	<input type="checkbox"/>
Commercial Caterer?	<input type="checkbox"/>	<input type="checkbox"/>
Name / Number _____		
Vendor/Booth Fee?	<input type="checkbox"/>	<input type="checkbox"/>
Entertainment Activities?	<input type="checkbox"/>	<input type="checkbox"/>
Admission charged / Tickets sold?	<input type="checkbox"/>	<input type="checkbox"/>
Donations requested?	<input type="checkbox"/>	<input type="checkbox"/>
Describe Donations _____		
Will alcohol be served?	<input type="checkbox"/>	<input type="checkbox"/>
Will alcohol be sold?	<input type="checkbox"/>	<input type="checkbox"/>
Type of alcohol: Beer / Wine / Hard Alcohol		
ABC Permit Number: _____		
Live Music	<input type="checkbox"/>	<input type="checkbox"/>
DJ	<input type="checkbox"/>	<input type="checkbox"/>
Name of Band/DJ _____		
Amplified Music	<input type="checkbox"/>	<input type="checkbox"/>

# City of Petaluma, Recreation Services

320 North McDowell Blvd. • Petaluma • CA • 94954 • 707.778.4380 • Fax 707.778.4473

## PARK USE POLICIES

This reservation/contract is issued in accordance with the policies as established by the City Council, City of Petaluma. Failure to comply by any group or individual may cause reason to revoke this agreement. Reservations are on a first-come, first-served basis. Your reservation date is not confirmed until reviewed by the Recreation Supervisor in charge of facilities.

Initials

### A. FACILITY USAGE

1. No vehicles in Parks except emergency vehicles. Vehicles may have access to Lucchesi BBQ area to unload using road behind little league fields. One vehicle only may remain at BBQ site: all others must use parking lot. Keys provided for electricity/water. Please lock after use.
2. No field use 72 hours after rain.
3. Hours requested should include time for any of your group's special setup and cleanup needs (e.g., decorations, caterers, bands). Individuals associated with your event will not be allowed to enter the park before the time indicated. All individuals associated with the event must vacate the park by the indicated ending time. **NO EVENTS CAN EXTEND BEYOND 10:00 PM.**
4. All permittees must accept the park and areas in the condition found. The City makes no warranty as to the safety and usability of any facility beyond that afforded to the general public.

Initials

### B. LIABILITY/INSURANCE COVERAGE

1. Each permittee shall take out, at their expense, and keep in force during the period covered by the agreement, broad form comprehensive general liability insurance listing the City of Petaluma as certificate holder and/or additional insured at least sixty (60) days prior to the event \*Specific verbiage must be included in the certificate of insurance to meet the insurance requirement. See attached.

Initials

### C. ALCOHOL

1. No glass containers allowed in City parks, beverages must be served in plastic cups.
2. Intent to serve and/or sell alcoholic beverages must be noted on the application and must receive departmental approval and is limited to 5 hours per event.
3. Serving alcohol to minors is strictly prohibited and it is the responsibility of the permittee to ensure that minors are not permitted to consume alcoholic beverages at the park.
4. Groups where majority (51%) of participants are under twenty-one (21) years of age will not be permitted to serve, consume or have alcohol. No alcohol shall be served or sold prior to the arrival of security and/or one hour prior to departure. Permittees who charge an admission fee or accept donations and serves alcohol must obtain temporary alcohol sales permit from the State of California Alcoholic Beverage Control Board. A copy of the license must be on file at the Department's office thirty (60) days prior to the event. The original ABC license must be posted on site during the entire event.
5. Only one keg of beer per one hundred (100) adults is permitted.
6. McNear Park Alcohol Policy – (per Ord.1586 NCS 2-Municipal code 13.28.185D) \*ALCOHOL at McNear Park is only permitted in paved BBQ area with prior approval from the Petaluma Parks and Recreation Supervisor.
7. Alcohol is not allowed at Leghorns Park.

Initials

### D. DAMAGE OR LOSS

1. Any damage or loss to park or equipment is the responsibility of the permittee. The permittee shall be liable for costs associated with call-outs of public safety officials and restoring and/or replacing any damages or losses.
2. The permittee's additional liability insurance shall not be limited to the amount of the deposit. If the permittee refuses to pay, legal action may be taken. In any case, the permittee will not be allowed to use any city facilities again until full payment has been made.

Initials

**E. CANCELLATIONS/RESCHEDULING**

1. If the nature of the event or the number of participants changes, the City of Petaluma, Recreation Services staff must be notified at least ten (10) working days in advance, and if necessary, fees will be charged in accordance with applicable rates. The department reserves the right to disapprove of any such changes.
2. A \$25 processing fee may be charged for any re-scheduled event.
3. **Cancellation Policy**
  - (a) Cancellations ninety (90) days or more will result in forfeiture of 50% of the deposit where applicable.
  - (b) Cancellations sixty-one to eighty-nine (61-89) days will result in forfeiture of 100% of the deposit.
  - (c) Cancellations less than sixty (60) days will result in forfeiture of 100% of all fees with deposit refunded where applicable.
4. All fees are due and payable sixty (60) days prior to scheduled use.
5. In the event of wet weather, where the picnic or park area cannot be used as determined by department staff, you may reschedule your event or receive a full refund.

Initials

**F. CANCELLATION BY THE CITY**

1. In addition to the right to terminate this rental agreement upon permittee's default, the Supervisor shall have the right to terminate part or all of this agreement at any time in the following circumstances:
  - (a) Upon thirty (30) days written notice.
  - (b) Immediately without notice if the City Council, City Administrative Officer, the County Emergency Services Director, supervisor, or local state or federal official determines that the facility is required for public necessity or emergency use.
  - (c) Immediately without notice if the facility is destroyed or damaged.
  - (d) Neither City nor any of its officers, agents or employees shall be liable to permittee for any damages that may be sustained by permittee through exercise by City of any of its rights to cancellation pursuant to this section. Upon such cancellation, any deposit and fees paid by permittee shall be refunded.

Initials

**G. PERMIT REVOCATION**

1. A permit may be revoked for failure to observe any rules, regulations and ordinances of the City of Petaluma, for improper conduct or cancellation by City (see "F. CANCELLATION BY CITY" section).
2. If incomplete or incorrect information regarding the nature of the event or expected attendance on application is given to department staff, immediate cancellation of permit may result with no refund of fees and/or deposit.
3. Any publication of the proposed activity that occurs prior to the permit being approved shall cause the permit to be denied.
4. Not being in possession of the ABC license/permit, if applicable, will result in the cancellation of the permit with no refund of fees and/or deposit.
5. Events that exceed attendance capacity may be immediately cancelled with no refund of fees and/or deposit.
6. Fights, vandalism or unacceptable behavior occurring during an event shall cause immediate cancellation of the permit and no refund of fees and/or deposit.

Initials

**H. AMPLIFIED SOUND (per ORD 1990 NCS)**

The use of amplified sound in a park is forbidden unless a facility permit has first been obtained pursuant to 13.28.050. The Director/Supervisor upon approval may impose reasonable conditions concerning the location of the sound system and the maximum decibel level for the sound system to minimize the amount of amplified sound audible in adjacent parks areas and neighborhoods.

**McNEAR PARK Music Policies** – (per Ord. 1990 NCS2, 1993: Ord.1924 NCS 1, 1993: Ord. 1586 NCS 2(part), 1984. Use of live music/amplified sound, with live music in McNear Park LIMITED TO 10 AM TO 3 PM.

**I. SALE OF FOOD AND MERCHANDISE**

No person shall sell or offer for sale any goods, wares, merchandise, or beverages without the prior written approval of the Parks and Recreation Supervisor.

Initials

**J. STAFF/SECURITY/CHAPERONES**

1. Based on the size and type of the event, additional staff/private security may be required. Arrangements and costs are the responsibility of permittee. Private security may be obtained by any security agency licensed and bonded by the State of California. A copy of the security contract must be provided at least sixty days prior to the event.
2. When applicable, the City of Petaluma, Recreation Services may require adult chaperones for youth activities. A list of these chaperones must be submitted to the Department at least sixty days prior to the event, including addresses and phone numbers.
3. City shall have the absolute right to enter premises herein specified, or any portion thereof, at all times.

Initials

**K. OTHER**

1. In compliance with the Americans with Disabilities Act of 1990, renters are prohibited from discriminating against individuals with disabilities in any events, programs, or activities. RECREATIONAL OPPORTUNITIES FOR PERSONS WITH DISABILITIES: We welcome persons with disabilities to participate in any class or activity offered by the Petaluma Parks and Recreation Department. We will make reasonable effort to accommodate the participants' special needs so that they may enjoy the recreational opportunities offered by our department.
2. The City of Petaluma prohibits discrimination in all its programs, facilities, activities, on the basis of race, color, national origin, age, disability, and where applicable, sex, marital status, familial status, parental status, religion, sexual orientation, genetic information, political beliefs, reprisal, or because all or a part of an individual's income is derived from any public assistance program.

**HOLD HARMLESS AND RELEASE AGREEMENT**

In consideration of participation in this rental, the Permittee agrees to indemnify and hold harmless, and to release, waive, and discharge, the City of Petaluma, and its agents, officers and employees, and any community organization co-sponsoring the program, from any and all liability to any person or entity for any injury, including death, or property damage, arising out of or in any way connected with participation by the undersigned and/or other persons pursuant to this permit, including injuries or property damage, except those arising from the established active sole negligence or sole willful misconduct of the City or the City's officials or employees.

**I have read the above Hold Harmless and Release Agreement and fully understand that I assume all risks for any injuries and property damage suffered.**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Today's Date

\_\_\_\_\_  
Printed Name

**My signature below signifies that: I am 21 years old or older; I agree to abide by all the conditions of this Facility Use Policy; and I also agree to pay to the City of Petaluma all costs the City may incur as a result of any failure to fully comply with all of these conditions.**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Today's Date

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Signature, Recreation Supervisor

\_\_\_\_\_  
Today's Date

## ALCOHOL POLICY

### ALCOHOLIC BEVERAGES:

**Alcoholic beverages may only be served at City Parks and Recreation facilities upon City approval in accordance with this policy. Alcohol is strictly prohibited at events attended predominately by minors.** Approval to sell liquor at City facilities must be obtained from the Director of Parks and Recreation or authorized representative and the Petaluma Police Chief or authorized representative. An **ABC** license is also required to sell alcohol at City facilities.

### THE USE OF ALCOHOL AT CITY PARKS AND RECREATION FACILITIES IS ALSO SUBJECT TO THE FOLLOWING:

- Giving, serving or selling alcoholic beverages to any person under age 21 is illegal. In addition to any sanctions under this policy, providing alcohol to minors is subject to criminal enforcement.
- The use of alcohol is restricted to five hours per event.
- All alcoholic beverage services must terminate one hour before the scheduled end of the event unless the event is 4 hours or less in duration.
- Beverage servers/sellers must refuse service/sale to anyone who appears to be intoxicated or under age 21.
- Proof of age must be required for anyone appearing to be 30 years of age or younger. Acceptable forms of identification are Military I.D., Passport, or Driver's License and must include date of birth, physical description, and photograph. Servers must confirm that the I.D. is that of the presenter.
- All beverages must be served in plastic cups. Alcoholic and non-alcoholic beverages must be served in distinctly different containers. Glassware may be used only with permission of the facility manager.
- Beer- Only one keg per 100 adults is permitted. (200 adults= 2 kegs, 300 adults = 3 kegs, etc.).
- For purposes of this policy, a **standard drink** is a 12-ounce beer, a 4-ounce glass of wine or a 1¼-ounce glass of distilled spirits. Serving practices will reflect this equivalency.
- Alcoholic beverage sales/services are not to exceed 2 standard drinks per person per visit to the point of service.
- Non-alcoholic beers and wines may not be sold or served to minors.
- No alcoholic beverages may be brought into or taken out of the event by guests or participants.
- Upon such cancellation or closure, all fees and deposits paid for the event will be forfeited and may be retained by the City.
- Possession of alcohol by minors may result in the event being canceled and closed immediately.
- The license holder/person(s) serving alcohol to minors during events held at the City Parks and Recreation Facilities are solely responsible for any criminal or civil penalties imposed.

**NON ALCOHOLIC BEVERAGES:**

1. Non-alcoholic beverages (sodas, juices, waters, etc.) will be promoted and made available for the duration of any event where alcoholic beverages are sold or served.

**FACILITY:**

- All alcohol must be presented to and inventoried by City staff and private security prior to the event. Once alcohol is inventoried no further alcohol will be permitted at the facility.
- No alcohol may be served or sold prior to the arrival of security.
- No alcohol may be allowed outside the area where alcohol is permitted as designated in the contract between the City of Petaluma and permittee.
- Alcohol is prohibited in the parking lot.

**STAFFING/SERVERS:**

- All events with 100 or more guests distributing alcohol, must either utilize the services of a caterer who is licensed and insured to serve alcohol at their client’s event or at least one person trained in **Responsible Beverage Service (RBS)** must be present for the duration of the event to assist servers and monitor the event. Depending on the type and size of event, all servers may be required to participate in **RBS** training. The **RBS** trained personnel will assume responsibility for insuring that alcohol related policies are enforced. The names (s) of the designated (**RBS**) person (s) will be submitted to facility management before the event.  
Contacts for RBS training can be obtained through the Parks and Recreation Department.
- Volunteers are not allowed to drink alcohol while working at the event.

**TRANSPORTATION:**

- At least one person present for the duration of the event will be designated to assist with arrangements for alternative transportation for alcohol impaired individuals, if requested by City staff or event participants. The name of this person will be submitted to City facility management before the event.

**ENFORCEMENT:**

- City facility management reserves the right to close any event that violates this policy or that poses a health or safety risk.
- A uniformed security guard must stand beside the bar and monitor all sales and distribution of alcoholic beverages.
- Uniformed security personnel must be posted at the alcohol serving area.
- Alcoholic beverage servers must be identified as such through the use of badges, buttons, pins, vests, etc.
- Conditions of sale including the ABC Permit if required must be posted in a conspicuous place visible to the public and available upon request by any peace officer.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date of Event