



APPLICATION FOR USE OF CITY FACILITIES

200 S. School Street, Ukiah, CA 95482
 P: (707) 463-6701 F: (707) 462-2088
 Emergency Call Out: (707) 463-6262

GENERAL INFORMATION

NAME OF APPLICANT		NAME OF ORGANIZATION	
MAILING ADDRESS			
TYPE OF ACTIVITY		ESTIMATED ATTENDANCE	
PHONE	CELL	EMAIL	
DATE OF EVENT(S)			
START AND END TIME OF EVENT(S)		TIME OF ARRIVAL	
FACILITY REQUESTED (SEE BELOW)			

- | | | |
|-----------------|----------------|---------------------------------|
| Todd Grove Park | Orchard Park | Alex R. Thomas Plaza |
| Vinewood Park | Oak Manor Park | Grace Hudson Museum Public Room |
| McGarvey Park | | Civic Center Council Chambers |

RELEASE OF LIABILITY AND INDEMNIFICATION: The permit may be revoked by the City of Ukiah at any time if, by reason of disaster, public calamity, riot or other emergency or exigent circumstances, the City determines the safety of the public or property requires such immediate revocation. The City may also revoke permit issued if the City finds that the permit has been issued based upon materially false information or if the event exceeds the scope of the permit or fails to comply with any condition of the permit.

RELEASE OF LIABILITY AND INDEMNIFICATION: In consideration of and as a condition for use of above stated facility, applicant and/or organization hereby agrees to assume and all risks arising out of or incident to the use of said facility, and expressly waives any claim that the applicant/and or organization may otherwise have against the City of Ukiah based on the use of the City owned property or otherwise. Pursuant to this application, applicant and/or organization further agrees to defend, indemnify and hold harmless the CITY OF UKIAH, it's officers, agents employees and volunteers from any and all claims, damages, losses or expenses, including bodily injury, property damage, or other loss resulting from the applicant's conduct of third parties, or the joint conduct of the applicant and the City of Ukiah. The applicant and/or organization further agrees to pay the City of Ukiah any cost incurred in defending against any such claim, including reasonable attorney's fees. The applicant and/or organization shall be responsible for leaving said facility in the same condition as found. Any costs for clean up or damages, as determined by the representative of the City Community Services Department, will be charged to the applicant and/or organization. The applicant and/or organization further agrees to provide a Certificate of Insurance and Additional Insured Endorsement naming the City of Ukiah, its officers, agents, employees and volunteers as additionally insured.

SIGNATURE OF APPLICANT: _____ **DATE:** _____

ADDITIONAL EVENT INFORMATION

- Non-Profit Organization? Yes No
- Will alcohol be sold (beer only)? Yes No
**If yes, a license from the Department of Alcoholic Beverage Control (ABC) is REQUIRED*
- Will alcohol be served (beer only)? Yes No
**If yes, a Certificate of Insurance is REQUIRED*
- Request for electricity at Todd Grove Park? Yes No
** If yes, an additional \$75 fee is REQUIRED WITH A \$250 REFUNDABLE DEPOSIT*
- Request for electricity or street closure at Alex Thomas Plaza? Yes No
** If yes, an additional \$125 fee is REQUIRED*
** If yes, a Special Event Permit is REQUIRED*
- Renting Alex Thomas Plaza OR Council Chambers OR Grace Hudson Museum Public Room? Yes No
** If yes, a Certificate of Liability Insurance is REQUIRED*
** If yes, an additional security deposit is REQUIRED, which will be refunded after the event following a cleaning assessment by staff*

** Facility will be reserved only when fees and/or deposits are paid*

**Keys and/or park reservation signs MUST be picked up at the Conference Center 1-2 days prior to your event*

**Keys MUST be returned the next business day following your event*

****No amplified sounds in parks, including, but not limited to boom-boxes, bands, karaoke, DJ' without prior written approval by the Director of Community Services***

** Bounce-houses are allowed at Todd Grove Park; however, the applicant/company must provide insurance with the City of Ukiah*

**** No water slides are permitted in parks.***

For Office Use Only:

Fee: _____ **Deposit:** _____ **Certificate of Insurance:** _____

Application Approved By: _____ **Date:** _____