



CITY OF STANTON

Facility Use Application and Agreement

STANTON CITY HALL: (714) 890-4270
7800 Katella Avenue

STANTON CENTRAL PARK: (714) 890-4268
10660 Western Avenue

Applicant Name: _____ **Business Name:** _____

Today's Date: _____ **Event Date:** _____

Phone Number: _____ **Email Address:** _____

Address: _____

FACILITY REQUESTED

<p>Stanton Central Park</p> <p><input type="checkbox"/> Multipurpose Room</p> <p><input type="checkbox"/> Shelter 1</p> <p><input type="checkbox"/> Shelter 2</p> <p><input type="checkbox"/> Shelter 3</p>	<p>Stanton Civic Center</p> <p><input type="checkbox"/> Banquet Hall</p> <p><input type="checkbox"/> Activity Room</p> <p><i>Non-profit Meetings Only</i></p>	<p>Dotson Park</p> <p><input type="checkbox"/> Shelter 1</p>
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Event Type		Event Start Time		Event End Time		Anticipated Attendance		Clean Up End Time	
Set Up Start Time		Event Start Time		Event End Time		1-100 Guests: \$85 OR \$125 (Alcohol)		101+ Guests: \$119 OR \$217 (Alcohol)	
Insurance Fee <i>Indoor Facilities</i>		Yes No		Alcohol Serve Time*					
Alcohol Approved?		Yes No		Supervisor Hours					
Supervisor Required?		Yes (1) (2) (3) No		Security Guard Hours					
Security Guards Required?									

FACILITY RENTAL CLIENT QUESTIONS

	Yes	No
Will your event be open to the public?		
Will admission be charged?		
Will you, or outside vendors be <u>selling</u> food, alcohol or other items at this event?		
If yes, please list the name and contact information for your vendors. They may be required to submit a health permit, ABC license or business license to the City.		
If using an indoor facility, will you be using the City-provided tables and chairs? <i>All City-provided tables must be covered for the entirety of your event.</i>		
Will you have any outside vendors at your event (band, balloon artist, food, etc.)?		
If yes, what type and what are their electrical needs:		
If renting the Civic Center Banquet Hall, will you be requesting any of the following:		
<input type="checkbox"/> Podium <input type="checkbox"/> Kitchen <input type="checkbox"/> Stage <input type="checkbox"/> Projection Screen <input type="checkbox"/> Microphone		

Facility Rental Agreement, Rules and Regulations

The City of Stanton gladly offers indoor and outdoor facilities to the community to host private events and celebrations. The Facility Use Application & Agreement is provided to ensure that rental clients are fully aware of proper use of facilities before their event. The person signing this agreement, and any organization affiliated with the event, is responsible for compliance with the agreement and must be present during the entirety of the event. The City reserves the right to adjust any of the below and may refuse entry into any City facility at any time if the City determines that the renter is not in compliance with this agreement.

Cancellations

All cancellations must be completed in person with Community Services Staff. If you need to cancel or change a reservation, the following rules will apply:

- Cancellations made 30 days or more in advance will incur a \$35 service charge.
- Cancellations made less than 30 days in advance will forfeit their security deposit.
- If a client does not show up to their event, no refund will be available.
- Changes to reservations are approved at the discretion of Community Services Staff.

Payment and Deposits

Payments must be paid in full at the time of booking, with the exception of the Banquet Hall at City Hall. Banquet Hall deposits must be paid in full at the time of booking, with remaining fees paid completely two weeks prior to the reservation date.

Deposits are processed on alternating Mondays and will be returned within two weeks of the event date. Deposits made with a credit card will be returned to the credit card used, all other payment methods will be returned via a mailed check. A portion, or the entirety, of a deposit can be held by the City to recover the cost of any damage incurred, additional time used by the client or at the discretion of the Community Services Director.

Set Up and Clean Up Time

All clients must check in with staff or contracted security upon their arrival to their facility. No client will have access to their facility prior to the set-up start time listed on the permit. Overnight storage is not permitted before or after an event. For indoor facilities, clients are required to add at least one hour to the end of the event for clean-up. All set up, event and clean up hours will be included when calculating the hourly fee. Picnic shelter rentals may start as early as 9am and must end by sunset.

Parking

Reservation guests are expected to abide by posted parking rules and refrain from loitering in parking lots during event hours. The City of Stanton is not liable for any loss or damage to vehicles in any City parking lot. At Dotson Park Picnic Shelters, 24 one-day permits will be issued for guests to park in the neighborhood.

Insurance

Event insurance is required for indoor facility rentals. You may purchase insurance through the City of Stanton or provide your own through your insurance provider. Insurance purchased through the City provides coverage for the remainder of the calendar year.

Smoking

Smoking, of any kind, is not permitted inside any indoor facility or within any City park per Municipal Code 14.04.075.

Animals

No animals, except for service dogs, will be allowed in indoor facilities. Dogs attending outdoor events must be kept on a leash.

Decorations

- Clients may use non-damaging adhesives to attach decorations (i.e. blue painters tape).
- The following items are not permitted for use in City indoor or outdoor facilities: bubbles, smoke and fog machines, confetti, rice, glass, glitter, candles or other open flames (chaffing trays are okay).
- All décor is provided by the client and must be removed by the end of the event.

End of Event Responsibilities

- All rental clients must check out with security/City staff before vacating their facility and must complete and sign a Post Event Checklist with event staff.
- It is the client's responsibility to ensure that the facility and parking lot are in the same condition as received and that City equipment is properly cleaned and put away.

Kitchen - Civic Center Banquet Hall ONLY

The Civic Center kitchen is available for all Banquet Hall rental clients. This kitchen is a warming kitchen only, and no raw food should be prepared inside. The stove, sink and refrigerator are available for use; however, no pots, pans or other utensils are available. The kitchen should be thoroughly cleaned at the end of your event.

Alcohol - Civic Center Banquet Hall ONLY

- Alcohol may only be served if approval has been given by the City. Approval will only be given when the guest of honor, or majority of attendees, are over the age of twenty-one.
- Only beer and wine may be served, hard alcohol (over 20% ABV) is not allowed.
- Glass bottles are not allowed inside the facility; however, champagne and wine may be served from the kitchen into individual **plastic** glasses and served to guests.
- Security is required at all events in which alcohol is served or sold. For parties with over 100 attendees, two security guards are required. Alcohol may not enter the facility until security arrives, and consumption may not begin until the scheduled start time of the event.
- *Alcohol may be consumed for 4 hours or must end one hour prior to the event end time (whichever is first).
- Only persons 21 years of age and older may consume or serve alcohol, ID cards will be checked by security. Underage drinking is grounds for terminating your event and revocation of your deposit.
- Alcohol is only allowed in rented rooms and is not permitted in lobbies, hallways or parking lots.
- Beer kegs may not be placed directly on the floor. Kegs should be placed in a tub with a towel underneath to prevent damage to the floor or kept in the kitchen.
- If alcohol is to be sold, a State Alcoholic Beverage Control (A.B.C.) License will be required.

Security - Civic Center Banquet Hall ONLY

- One event supervisor and one security guard will be required for all Civic Center Banquet Hall rentals. **If your event supervisor does not arrive on time, please call (626) 858-7188.**
 - Two security guards will be required for all parties with over 100 attendees.
 - An additional guard is required for any party serving alcohol.
- The City will schedule the event supervisor to arrive at your designated set-up time. Security guards will be scheduled to arrive thirty minutes before the event's start time. The supervisor and security guards will be scheduled through the end of clean up time.
- Renters agree to the Security Agency's right to immediately revoke renter's right to use the facility should renter fail to comply with any provision of this agreement, or if their conduct is deemed to be not in the public's best interest or detrimental in any way.

Outdoor Picnic Shelters

Some additional regulations apply to outdoor facility rentals:

- Picnic shelter clients may bring up to 4 tables in addition to provided tables. Additional canopies within the rented area are also allowed.
- Picnic shelters may be rescheduled due to forecasted inclement weather.
- Rental clients may not drive onto the grass or park for any reason.
- No items may be staked into the grass.
- The following are not permitted at picnic shelters: piñatas, glass, jumpers, carnival rides, alcohol, petting zoos/pony rides, water balloons or chalk, food or game trucks, and mechanical rides are not permitted. Other requests are reviewed on a case-by-case basis and additional insurance may be required.
- Vendors and additional personal BBQs are permitted with prior department approval.
- Personal Charcoal BBQs are permitted at Stanton Central Park so long as the ground beneath is protected (tarp, etc.). Hot coals must be disposed of in their dedicated bin.
- Personal propane BBQs are permitted at Dotson Park.
- Music should be kept at a reasonable volume and not disrupt the experience of other park users.
- The City reserves the right to relocate or modify reservations to meet safety requirements, or to ensure equitable access to all members of the public. Installation of temporary structures that may substantially impair the rights of the public in general to use the park in favor of specific individuals or groups are not permitted.

By signing below, the renter acknowledges that they have read and understood the above City of Stanton Facility Use Agreement and agrees to hold the City of Stanton free and harmless from any liability whatsoever arising out of, or connected with, the facilities use approved hereby.

Signature

Date

For Civic Center Banquet Hall: A walk-thru meeting must be scheduled at least two weeks prior to the event. The client signing this agreement must be present but is free to bring friends or family. A walkthrough may also be requested for clients reserving the **Stanton Central Park Multi-Purpose Room.**

Walk-thru appointment: _____

Date

Time