

\_\_\_\_\_ Arakelian Park \_\_\_\_\_ Memorial Park \_\_\_\_\_ Memorial Park Stage \_\_\_\_\_ Memorial Park Kitchen  
\_\_\_\_\_ Max Foster Sports Complex \_\_\_\_\_ Joseph Gallo 1 \_\_\_\_\_ Joseph Gallo 2 \_\_\_\_\_ Joseph Gallo 3



**Rental Requests must be made a minimum of 7 days prior to usage with payment in Full. NO EXCEPTIONS**

Rental Date \_\_\_\_\_ Time: \_\_\_\_\_ am/pm to \_\_\_\_\_ am/pm  
Arrival Time Includes set up/Departure Time is After Clean up

Renter's Name/Organization: \_\_\_\_\_

Address \_\_\_\_\_

Number \_\_\_\_\_ Street \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_  
Telephone \_\_\_\_\_ Work \_\_\_\_\_ Cell \_\_\_\_\_

Additional Contact Person \_\_\_\_\_ Phone \_\_\_\_\_

What will facility be used for? \_\_\_\_\_ Is Your Activity open to the public? Yes / No

Do you have a bounce house or waterslide: Yes / No if yes who is the provider: \_\_\_\_\_

Will there be amplified music: Yes / No Number of People expected? (Including players and spectators) \_\_\_\_\_

Will concessions or merchandise be sold? Yes / No Is extra insurance needed? Yes / No (if yes attach policy to this agreement)

Please Describe your Event: \_\_\_\_\_

**READ BEFORE SIGNING**

1. The group or organization using the facility will comply with the laws of the State of California, the City of Livingston and the codes and rules established by the Livingston Recreation Department.
2. The rental group will be responsible for all persons in the group or organization and liability for all persons in attendance.
3. The rental group must assume liability for any damages done to the facility or equipment, and will leave the facility in the satisfactory condition. Groups leaving the facility without cleaning satisfactorily will lose their deposit.
4. The rental group will be responsible to see that no one in attendance to the facility during their rental is under the influence of or has in their possession, alcoholic beverages or drugs. (Please note that should any alcohol or drugs be found on the premises, the rental will be terminated and NO money will be refunded!!)
5. The group will vacate the facility at the time designated on this application. RENTAL TIME INCLUDES SET UP AND CLEAN UP.
6. All activity shall be under control and shall be operated and supervised to the satisfaction of the Recreation Department. If the activity is not operated or supervised to the satisfaction of the Recreation Department Staff, it may result in the loss of consideration of future requests from the sponsoring organization and /or cancellation of the activity at that time.
7. The Recreation Department reserves the right to shift activities to other facilities if available and necessary. Renter shall not sublet reservation booking to any other party. Renter must have a copy of a use permit in their possession during reservation hours.

**Insurance:** Insurance will be required for all fundraising events and all events that are open to the public or that have an anticipated attendance of over 500 people (whether public or private). Insurance may be provided by a private carrier in the form of a Certificate of Insurance. Proof of insurance must be provided at least thirty (30) working days prior to an event or the event is subject to cancellation. Policy must state the following: This insurance policy will not be cancelled without thirty (30) days prior written notice to the City of Livingston. The City of Livingston is not liable for the payment of any premium or assessments on this policy. The City of Livingston is named as additionally insured. Name and date(s) of events being covered. GENERAL LIABILITY: Policy showing limits of \$1,000,000 comprehensive general liability insurance, and \$50,000 damage to property. PRODUCTS LIABILITY INSURANCE ENDORSEMENT (Food or beverage sold or given away).HOST Liquor Liability Endorsement. Liquor Liability Insurance Endorsement (Alcoholic beverage sold or given away).

**Permits and Licenses:** Permits and Licenses should be obtained 30 days prior to events. Health Permit – (Food, beverage or commodity sold to the public) Merced County Health Department. Sales Permit – (Any commodity sold to the public). State Board of Equalization. Liquor License – (Alcoholic Beverages Sold) ABC Commission. Livingston Business License – (Conducting business within City Limits) Event/Dance/Alcohol Permit – Livingston Police Department – This permit requires security at event of 50 or more. If Security cannot be obtained event cannot be held.

**Other Conditions:** A dumpster key and if applicable a key to the Electric Box must be picked up Friday prior to your rental. If the key is not picked up and the on call personnel is dispatched \$70 will be deducted from your deposit. There will be a **\$27 fee** on all returned checks. Any activities or special arrangements not specifically authorized on your rental agreement/use permit are prohibited. Applicants agree to abide by all rules and regulations of the facility/field rented. All fees must be paid at the time the reservation is made in advance of event. No glass container allowed in any Park or Recreation Facility. No vehicles are allowed in any Park Facility. The dumpster and electric box must be locked when your rental is over. Keys must be returned to City Hall the next business day after the rental. Deposits will be kept if keys are not returned.

**HOLD HARMLESS AGREEMENT** - The applicant is an authorized agent of the group submitting this application. The applicant (and/or his/her) organization making this application understand and agree to assume all risk for loss, damage, liability, injury, cost or expense that may arise during or be caused in any way by such use or occupancy of the facilities of the City of Livingston. The applicant further agrees that in consideration of being permitted to use said facilities, HE/SHE AND THE GROUP WILL DEFEND, INDEMNIFY AND HOLD THE CITY OF LIVINGSTON, RECREATION DEPARTMENT AND THEIR AGENTS AND EMPLOYEES HARMLESS FROM ANY LOSS, CLAIMS AND LIABILITY OR DAMAGES AND/OR INJURIES TO PERSONS AND PROPERTY that in any way may be caused by the applicant's use or occupancy of the facilities. To be reimbursed on any and all deposits, the original deposit receipt must be submitted to City Hall after the event. Once submitted a check will be mailed within 30 days from the day the receipt was submitted, less any damage or cleaning costs incurred as a result of your event.

*I/We, the undersigned, have read the above information and agreement and agree to comply with the terms of this agreement.*

Please Print Name \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

Date Request Taken: _____	By: _____	User Class _____	Request Approved by: _____
Request Denied/reason: _____	Date: _____	Fee _____	Date/PD: _____ Deposit _____ Date/PD. _____
STAFF ASSIGNED: _____	Additional Permits required: _____		
Special Instructions _____			

**Facility Use Fee Schedule**

City of Livingston Facility Fee Schedule effective \* price effective January 19, 2022

page 2

Facility	Class I	Class II	Class III	Class IV	Deposit
<b>Memorial &amp; Arakelian Park Picnic Area</b>					
0-50 persons	0	\$50**	\$40	\$60	\$150
51-100 persons	0	\$50**	\$40	\$60	\$150
101-200 persons	0	\$50**	\$40	\$60	\$200
201-300 persons	0	\$50**	\$40	\$60	\$300
301-400 persons	0	\$50**	\$40	\$60	\$400
401-500 persons	0	\$50**	\$40	\$60	\$500
Use by more than 200 People or the request of amplified equipment must be approved by City Manager, Police Chief, Public Works Director and Recreation Superintendent. Please allow 10 to 30 days for this approval.					
600 – 1000 persons	0	\$500**	\$500	\$600	\$1000
Electricity \$15					
<i>Stage at Memorial Park No Charge if Picnic Area Is Rented</i>					
<b>Stage at Memorial Park</b>					
0-50 persons	0	\$50**	\$40	\$60	\$150
51-100 persons	0	\$50**	\$40	\$60	\$150
101-200 persons	0	\$50**	\$40	\$60	\$200
201-300 persons	0	\$50**	\$40	\$60	\$300
301-400 persons	0	\$50**	\$40	\$60	\$400
401-500 persons	0	\$50**	\$40	\$60	\$500
Use by more than 200 People or the request of amplified equipment must be approved by City Manager, Police Chief, Public Works Director and Recreation Superintendent. Please allow 10 to 30 days for this approval.					
600 – 1000 persons	0	\$500**	\$500	\$600	\$1000
Electricity \$15					
<b>Kitchen at Memorial Park</b> Kitchen at Memorial Park is not included with park rental, a separate fee and deposit is required. 12 hours maximum.	0	\$115**	\$115	\$315	\$150
<b>Joseph Gallo/ Parkside Shelter 3 0-12 persons</b>	0	\$15	\$15	\$18	100.
No electricity available					
<b>Joseph Gallo/ Winton Parkway Shelter 1 0-12 persons</b>	0	\$15	\$15	\$18	100.
<b>Joseph Gallo/ Winton Parkway Shelter 2 0-12 persons</b>	0	\$15	\$15	\$18	100.
No electricity available					

\*\* Variance may be requested by non-profit groups. Deposits are required on Classifications II, III, & IV before reservations are confirmed.

Payment in full is due at the time of reservation prior to usage. *Events open to the public must have additional insurance coverage. There may be other permits that must be obtained depending on event.*

**User Classification Definitions – City of Livingston**

**Class I** - Recreation or City sponsored or co-sponsored activities

**Class II** - Resident non-profit organizations such as Community leagues or service organizations, student organizations, Livingston Churches or schools conducting a community fundraiser for community purpose or benefit.

**Class III** - Individual residents or resident groups conducting classes, activities or parties. Private groups that have select memberships and/or specific intent, i.e. employee clubs, corporations, company picnics, family picnics and or reunions.

**Class IV** - Non Resident individuals or groups. (Not residing in the City of Livingston)

**Resident/Non-Resident Description** - Must have a Livingston address or live within the Livingston School District boundaries to be considered a Livingston Resident.

**Resident Team Description** - Being sponsored by a Livingston company or business does not make a team a resident team. A resident team is made up of 51% residents.

*Events open to the public or that have an attendance of 200 people or more must have additional insurance coverage. Groups of 200 or more must have staff Approval please allow 30 days for approval. There may be other permits that must be obtained depending on event.*

Fee Work Sheet: User Class: \_\_\_\_\_ Fee: \_\_\_\_\_ Deposit Total: \_\_\_\_\_

Start Time: \_\_\_\_\_ Electricity: \_\_\_\_\_

Finish Time: \_\_\_\_\_ Note: Stage Usage and Needs \_\_\_\_\_

Total Hours: \_\_\_\_\_ # in attendance \_\_\_\_\_ Fee + Electricity Total: \_\_\_\_\_

STAFF USE: Rental Date Logged Book/Computer _____	Staff Confirmed/ w-Copy: _____	Confirmed all Information is Correct: _____
Rental Rules Given: _____	Copy to Public Works: _____	Copy to Renters: _____