

Facility Rental Information



GENERAL

- A permit is required for use of any indoor park facilities or organized use of outdoor park facilities (such as team practices, soccer league games, etc.). Permits are required for outdoor facilities for groups of 25+. Permits are required for outdoor athletic field use for groups of 13+.
- **Minimum Reservation** - The minimum reservation time for the use of any park facility for private special events occurring on a weekend, such as birthdays, anniversaries, weddings, etc., is five (5) hours. Same day permits are available on an hourly basis for small scale events, such as membership meetings and trainings/workshops only if those events take place during the Department's normal hours of operation; if the facility is available and if the Director of Parks and Recreation or designee approves said use.
- **Kitchen Use** - Kitchen is not available for use by permittees for the purpose of cooking food. The permittee has access to hand sink(s), refrigerator, freezer, ice machine, food storage racks, microwave, and counter tops, where and when applicable. Kitchen stovetops are available for use in the Social Hall and Perez Park Banquet Hall for re-warming food ONLY.
- **Tables & Chairs** - Permittee must supply own tables and chairs for private special events. All equipment provided by permittee must be removed at the conclusion of the event. Tables and chairs used for events which occur on the weekend (5 p.m. Friday – Sunday) may be picked up on the following day per the following schedule:
 - Perez Park facilities between 9:30 a.m. – 11:30: a.m.
 - Freedom Park and Huntington Park Community Center facilities between 2:30 – 4:30 p.m.
 - Salt Lake Park facilities between 4:30 – 6:30 p.m.If tables/chairs are left inside the facility past the provided timeframe, the permittee will be charged a \$50 penalty fee (deducted from deposit) per day until the tables/chairs are picked up. The City is not responsible for lost, stolen or vandalized equipment, personal belongings, decorations or furniture left behind by permittee. Vehicles may not be parked on facility walkways for the purpose of loading or unloading equipment.
- **Reservation End Times** –
 - Private events cannot go past 1 a.m. at the following locations: Huntington Park Community Center, Senior Park Perez Park Banquet Hall, Social Hall.
 - Private events cannot go past 10 p.m. at Freedom Park.
 - Public park spaces are available until 10 p.m. (i.e. Keller Park Picnic Shelter and Salt Lake Park Picnic Shelter)

APPLICATION PROCESS AND FEES

- **Application Deadline** - Facility rental applications and fees must be submitted and paid in full a minimum of 2 weeks prior to the event date.
 - Facility rental permits shall not be granted for events scheduled more than one calendar year from the time the application is submitted.
- **Make Payment To** - Fees must be paid by check or money order made payable to "City of Huntington Park" or by Visa/MasterCard (*No cash*). Full payment is required at time facility rental permit application is submitted.
- **Business License**
 - Business license for caterers based in Huntington Park: A valid business license must be on file with the city's Finance Department at least one week prior to event date.
 - Business license for caterers based outside of Huntington Park: A copy of a valid business license must be submitted to the Parks and Recreation Department at least one week prior to event date.
- **Fee Waivers** - Facility rental fee waivers must be approved by the Parks and Recreation Commission and/or City Council. If you would like to request a fee waiver, please submit a completed facility rental permit application, Facility fee waiver application and a letter requesting the fee waiver, at least 60 days prior to the event. The letter of request shall include the following: (A) names and addresses of board members, (B) the event's purpose and benefits to the community, (C) the event's proposed budget including all revenues and expenditures, (D) how the event's proceeds are to be used. (Proceeds are to be used exclusively within the community for charitable or non-profit activities involving youth or adult programs). In addition, the person requesting the fee waiver must attend the commission and/or City Council meeting when the request is being considered. Ongoing facility permits for events where fees are waived will be limited to 3-month periods.
- **Weekend Rates** - Facility rentals for events held from 5 p.m. Friday through Sunday will be charged the "Weekend Rate" from the current rental fee schedule.
- **Adding Time to Your Rental** - Requests and payment in full for additional hours to be added to a private special event rental must be made no later than five (5) business days prior to the reservation date. No more than 3 hours maybe added per private special event rental if five (5) or less business days remain before the event is scheduled to take place.

____ INSURANCE

General liability insurance of the type and amount (at least \$1 million) required by the Director of Parks and Recreation shall be a condition of facility rental. Failure to provide adequate insurance may be a cause of the City to reject a rental application. Insurance will be required for any function or event which is used for: fundraising, charges admission, will sell alcohol, is open to the public, is an organized sports activity where membership is required to participate, will be physically catered/bartended onsite on day(s) of event, and/or may attract a crowd of observers. A certificate of liability insurance shall name the City of Huntington Park as an additional insured and be provided five (5) business days in advance of the event. Minor events such as family reunions, picnics, etc., do not require liability insurance unless open to the public or deemed necessary by the Director.

It is the responsibility of the permit holder to ensure that vendors have obtained a business license, health permit, liability insurance or any permit necessary. The permittee must obtain copies of these documents and have them readily available.

____ SECURITY DEPOSITS

- **Security Deposit Refunds** - Allow 4-6 weeks after event has taken place for refund of deposit. Deposits will be mailed to name/address listed on facility rental application. Deposits will be withheld by the City if the permittee is in violation of the rules and regulations. If the entire deposit is used to pay fees incurred as a result of the event, the city reserves the right to bill the permittee additional costs.
- **Annual Deposits** - Deposits for annual or ongoing rentals will be refunded on an annual basis at the end of the calendar year. Deposits must be re-paid to the City for subsequent rentals (i.e. deposits do not carry over into the next calendar year).

____ CANCELLATIONS

Certain fees will be retained by the city for cancellations of facility rentals based on the following schedule:

Cancellation Period	AMOUNT REFUNDED TO CUSTOMER			
	Facility Fees	Security Deposit	Personnel Fees	Janitorial Fees
90+ days before event	100%	100%	100%	100%
46-89 days before event	75%	100%	100%	100%
15-45 days before event	50%	100%	100%	100%
14 or less days before event	0%	100%	0%	100%

Please note: Days listed are calendar days

____ EVENT SETUP AND CLEANUP

- It is the responsibility of the permit group to manage set-up and break down.
 - Set-ups for events scheduled to take place on Saturdays or Sundays may be done Friday after 7 p.m. only.
 - Break down MUST begin one hour BEFORE the reservation end time.
- City equipment may be used during normal hours of operation when available and reserved in the permit (certain exceptions apply). Group must leave the room or park area exactly as they found it. If staff is required to clean-up, breakdown, repair or replace items or the area, fees will be subtracted from deposit.
- At the conclusion of the event, rented tables and chairs must be left in the designated area.
- If permittee leaves any equipment, personal belongings, decorations or furniture in city facilities, permittee will be charged a \$50 penalty fee (deducted from deposit) per day until the said items are picked up. The fee will be deducted from the deposit. The City is not responsible for lost, stolen or vandalized equipment, personal belongings, decorations or furniture left behind by permittee.+

____ RULES AND REGULATIONS

- Smoking and use of tobacco-related products is prohibited at all city parks and facilities (Municipal Code Sec. 4-12.03).
- Noise that disturbs the peace and quiet of any neighborhood is prohibited (Municipal Code Section 5-11.01). As such, live entertainment is prohibited at the Senior Park Pavilion after 10 p.m., and DJs are prohibited after 11 p.m.
- Decorations must be non-flammable and must be labeled as state fire marshal approved fire retarding material or be certified by approved companies. The use of tape other than masking tape is prohibited. The use of tacks, nails, scotch tape, staples, or similar fasteners is not allowed. Candles are not allowed.
- The entryway and hallway areas must be kept clear of guests and equipment. Children must remain inside the rented premises and must be supervised at all times.
- Electronics - Fog machines are not allowed during indoor facility rentals. Facilities support electronic equipment up to 100 volt, 15 amp.
- Jumpers bounce houses, inflatables, or waters slides are not allowed on park premises.
- Taco Grills/Carts or gas/petroleum tanks are not allowed on park premises.

ALCOHOLIC BEVERAGES

Alcoholic beverages are allowed at private events. Two security guards, at a minimum, are required for events where alcohol will be served and the celebrant is 21 years of age or younger, regardless of the number of guests. Events for minors include, but are not limited to, the following: Baptisms, Birthday parties for people under 21 years old, Quinceañeras, and First Communion/Confirmation celebrations

- Glass Containers are not allowed for alcoholic beverages (except for wine or champagne).
- Liquor must be distributed through the kitchen or another designated area using paper or plastic containers.
- Permittee shall supply all alcoholic beverages. Guests are not allowed to bring their own alcoholic drinks. Alcoholic beverages shall remain inside the building, and are prohibited outside on park facilities.
- Alcoholic beverages are not allowed at Freedom Park.

SECURITY POLICY

The City of Huntington Park reserves the right to request licensed security officers for security purposes per the discretion of the Director of Parks and Recreation (or designee). The guard to guest ratio is as follows:

<u>With Alcohol</u>		<u>Without Alcohol</u>	
1 - 50 guests	1 guard	1 - 25 guests	No guard
51- 99 guests	2 guards	26 - 99 guests	1 guard
100 - 199 guests	3 guards	100 - 199 guests	2 guards
200 - 250 guests	4 guards	200 - 250 guests	3 guards

Applicant must contact the security guard company listed below and arrange security services directly with the company. A receipt or contract showing the number of guards and hours contracted must be submitted within 5 business days of event date(s). For hourly guard rates, please contact the security guard company directly. Permittee is liable for payment of additional security services, if more than the stated number of guests on the application is in attendance on the day of the event(s).

Security Guard Company Options

High Quality Security - (877) 889-8970 - www.highqualitysecurity.com

PLEASE PRINT, SIGN AND DATE BELOW TO CONFIRM YOUR RECEIPT OF THE FACILITY RENTAL INFORMATION FORM

Applicant Name (Print)

Applicant Signature

Date