

CITY OF SUISUN CITY  
 RECREATION AND COMMUNITY SERVICES  
 APPLICATION FOR USE OF CITY PARKS  
 611 VILLAGE DRIVE, SUISUN CITY, CA 94585  
 (707)421-7200

PLEASE READ ALL RULES AND REGULATIONS CAREFULLY BEFORE COMPLETING  
 Dates will not be reserved without this completed application and a deposit and fees.

1. Name of Applicant: \_\_\_\_\_ Phone: \_\_\_\_\_
2. Person completing form (if different than applicant) \_\_\_\_\_ Phone: \_\_\_\_\_
3. Address: \_\_\_\_\_ City: \_\_\_\_\_
4. Designate Person In Charge: \_\_\_\_\_ Phone: \_\_\_\_\_
5. \*Park Requested: (Circle all that apply)
 

<input type="checkbox"/> Heritage Park	<input type="checkbox"/> Heritage Park Ballfield
<input type="checkbox"/> Hall Park	<input type="checkbox"/> City Hall Lawn
<input type="checkbox"/> Old Town Waterfront Plaza	<input type="checkbox"/> Sheldon Plaza
<input type="checkbox"/> Other (explain) _____	

6. Date of Use: \_\_\_\_\_ Hours: \_\_\_\_\_ a.m. / p.m. to \_\_\_\_\_ a.m. / p.m.

7. Type of Activity: \_\_\_\_\_  Private  Public  Commercial

If a Party, Please Explain \_\_\_\_\_

Estimated Attendance: \_\_\_\_\_ Will Admission or Fees be collected? \_\_\_\_\_ Amount to be collected: \_\_\_\_\_

Will you require use of a restroom facility? YES / NO \$100.00 Damage, Cleaning and Key Deposit for *Heritage Park Restrooms*.

Will Alcoholic Beverages be served? \_\_\_\_\_ ABC Permit Received: \_\_\_\_\_

8. \*\*Are you planning on using amplified equipment? YES / NO Hours: From \_\_\_\_\_ a.m. / p.m. To \_\_\_\_\_ a.m. / p.m.

9.  Heritage Ballfield with lights \$55.00 for two hours Times: From \_\_\_\_\_ a.m. / p.m. To \_\_\_\_\_ a.m. / p.m.

The applicant hereby agrees to indemnify and hold harmless the City of Suisun City, its officers, agents and employees against any and all claims, demands, costs, expenses and liability of every kind, nature and description directly and indirectly arising from the use of the Park/Facility permitted under this application. I certify that I shall accept responsibility on behalf of my group/organization for any damages or theft sustained by the City (premises, furniture or equipment) because of the occupancy of said premises by our group/organization.

I have read and agree to comply with the rules and regulations stated within this contract. **The cost of any special cleaning or damage to the facility, equipment or grounds, due to the event, will be deducted from the damage deposit or charged to the listed "Person in Charge".**

\_\_\_\_\_  
DATE

\_\_\_\_\_  
SIGNATURE OF APPLICANT

**FOR OFFICE USE ONLY**

Date Received: \_\_\_\_\_ By: \_\_\_\_\_ Date Paid: \_\_\_\_\_

No. Staff Required: \_\_\_\_\_ Time Staff Will Be Required: \_\_\_\_\_ a.m. / p.m. To \_\_\_\_\_ a.m. / p.m.

Damage Deposit: \$200.00 Receipt #: \_\_\_\_\_ Date Paid: \_\_\_\_\_ Restroom Keys # \_\_\_\_\_ Date: \_\_\_\_\_

Rental Fees: \_\_\_\_\_ Receipt #: \_\_\_\_\_ Date Paid: \_\_\_\_\_ Light Keys # \_\_\_\_\_ Date: \_\_\_\_\_

**All park rental fees must be paid in full at time of reservation.**

**\*If another party is using the park during your reservation time, you may call Suisun City Police at (707) 421-7373 to have them removed.**

**\*\*Electricity will not be provided for park rentals.**

**Revised 01/2013**

## PARK/EQUIPMENT USE RULES AND REGULATIONS

1. Authorized individuals or groups shall agree to comply with and accept all policies, rules and regulations pertaining to the use of City property. Any violation of said policies, rules and regulations shall be cause for permit revocation and immediate departure from facilities. Authorized individuals or groups shall be solely responsible for the conduct of members and/or participants (including individuals entering the area whether considered a member, affiliate or not) in any activity authorized to be held in any City park or facility and agree to limit admission to stated capacity of the area/facility; and for the use of all properties, equipment or other resources thereon; and shall agree to be responsible for any damages or mistreatment of any part of the facilities or equipment as indicated on the Permit and to pay the cost of ant repairs or replacement therefore. Electric power is not available in parks.
2. When a park is reserved, only the area of use is closed for private use. All walkways, grass areas, etc. are open for public use. All efforts will be made to ensure a clean area of use. The City is not responsible for public use of the area before the event.
3. Park fees are payable in full upon reservation. A reservation is not secured until this application is received and the event fees are paid.
4. A damage deposit maybe required, depending on the event. This is a refundable deposit, providing there is no damage, etc., as stated above. Refunds take from four to six weeks.
5. City reserves the right of full access to all activities at any time in order to ensure that all rules and regulations are being observed.
6. Improper group or individual conduct or use of a park or recreation facility may be a basis for denying future permits.
7. City policy prohibits driving or parking of any motorized vehicle upon park property without advance approval from the Recreation and Community Services Department.
8. Final approval of Park/Facility Permit is subject to applicant obtaining any other required permits or approvals, as appropriate, including (but not limited to) Police Department approval, City Business License, County Health Permit and Alcohol Beverage Permit.
9. Park/Facility Permit may be revoked or Damage Deposit retained at any time the permit application is found to contain false or misleading information or when applicant exceeds the stated use and limits of the permit.
10. The costs for all damages, replacements and additional custodial hours will be taken out of the Damage Deposit. If the total cost exceeds the amount of the deposit, the permittee will be billed the additional amount. 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.
11. When applicable, the Recreation and Community Services Department will require adult chaperones for youth activities. A list of these chaperones must be submitted to the Recreation and Community Services Department personnel at least five working days prior to the event and must include each chaperones address and phone number.
12. A minimum ratio of one adult to each 20 young people (17 and under) must be maintained throughout the course of any facility (building) use, unless otherwise arranged in advance and at all times there must be an adult on site designated "responsible" and "in charge".
13. When applicable, the Recreation and Community Service Department will require that an applicant hire security as required from the security services used by the Recreation and Community Services Department rentals and events.
14. ALL EVENTS are required to provide liability insurance for \$1,000,000 naming the City of Suisun and Suisun Harbor Square, LLC as additional insured for the date of the event. Insurance is available through the City or your own homeowners insurance, also one day policies are available through insurance companies. The Failure to provide liability insurance will result in the cancellation of the event.
15. Park/Facilities event must end by 10:00 p.m., cleaned and vacated by 11:00 p. m. Recreation Staff will monitor the facilities at all times. **CLEAN-UP:** Applicant is solely responsible for removing all decorations, all trash in bags (Dept. will provide). Table and chairs will not be supplied and equipment brought in must be from a Department approved rental company.
16. Cancellation must be made in writing by the applicant 6 weeks prior to the event. A 25% administrative fee will be retained from fees paid. Refunds take from 4-6 weeks. No refunds after the above 6 weeks unless cancelled by the City.
17. When applicable, for outdoor facility use, as determined by the Recreation and Community Services department, portable restrooms may be required to be brought in at the cost of the applicant; or if associated with or located near public restrooms the applicant will pay the cost to open, close and clean if opened other than normal open hours.