



## **Nevada City Parks & Recreation**

### **Pioneer Park – Bandshell Rental Policies**

#### **Contact Information:**

For questions or information:

Phone #: 530-265-2496 x129, [www.nevadacityca.gov](http://www.nevadacityca.gov)

Facility Address (Do NOT mail anything to this address.):

Pioneer Park – Bandshell; 421 Nimrod St, Nevada City, CA 95959

Contacts during use of the building:

During business hours – 530-265-2496 x100 (City Hall)

Non-business hours – 530-265-7880 (Sheriff's Dispatch)

#### **Before Using the Facility:**

- All renters must have a completed contract and proof of insurance on file with Nevada City Parks and Recreation and all fees must be paid.
- The Contact Person (Day of), named on the contract, must be at least 21 years of age and monitor the facility throughout the entire rental.
- If alcohol will be **sold** at the event, the Renter is responsible for acquiring an Alcohol License from ABC ([www.abc.ca.gov](http://www.abc.ca.gov) or call 916-419-1319). You must get a signature from the Recreation Dept. and the Police Dept. Plan ahead to give time to acquire the appropriate signatures. The Police Dept. charges a \$10 fee for processing alcohol permit requests. A copy of the permit must be provided to the Recreation Dept.
- Large events at the Bandshell may require a pre-event meeting. This meeting with City staff must take place at least 40 days prior to the event date. The purpose of the meeting is to confirm fees, receive set-up information and discuss details.
- Any renters requesting to have music that will run for longer than 4 consecutive hours or past 9:00pm must survey the neighborhood and have neighbors' sign the "Pioneer Park – Event Request to Extend Hours" form. If more than 30% of the neighbors do not want to allow an exception for your event, your rental may be cancelled.
- If you would like to drop off supplies the day before your event or pick-up supplies the day after your event, those dates and times must be included on your Rental Contract and Proof of Insurance. Additional fees apply.

#### **Payments**

- Cash and Check payments should be made payable to: City of Nevada City and delivered to City Hall, Attn. Parks & Recreation; 317 Broad St., Nevada City, CA 95959. Write "Parks & Rec" on the memo line.
- City staff can email a link to renter for online credit card payments. A 3% convenience fee will be added to your total.
- A \$25 non-refundable deposit is due within 2 weeks of reserving your event date.
- Rental fees are due at least 30 days prior to the rental date.
- A Cleaning Deposit is due at least 30 days prior to the rental date. If the facility is cleaned as directed, the cleaning deposit will be refunded to the Renter within 30 days of the event or 30 days after returning the facility key(s).
- Refunds for cancellations will only be granted up to 30 days prior to the event date, minus the \$25 non-refundable deposit.
- If foul weather or power outage causes a cancellation of the event, Renters may request a 50% refund of their Rental Fee or transfer fees to another date. There are no refunds or date transfers if foul weather or a power outage interrupt your rental.

- All Rental Contracts that involve ongoing or repeated events for more than a single occasion will be invoiced quarterly and charged a \$10 late fee for each month that fees are late.
- If rental fees are waived by City Council, renters are still required to complete a Rental Contract, provide proof of insurance and pay the cleaning deposit.
- Refer to “Fee Schedule for Pioneer Park” for all fees.

#### Insurance

Proof of insurance is required from all Renters. A current and valid certificate of General Liability Insurance must be provided, in the amount of \$1,000,000 and an endorsement (CG2026 or equivalent) naming the City of Nevada City 317 Broad St. Nevada City, CA 95959 (not the facility) as additional insured. Proof of Insurance must be provided at least 30 days prior to the rental date. A sample copy of the required insurance is available on the City’s website.

If your event will have more than 400 attendees/participants, a \$2,000,000 limit is required.

#### **During Use of the Facility:**

- Any amplified music, loud voices & other noise must be terminated by 9:00pm.
- Amplified music and noise levels shall not exceed 60 decibels per City Ordinance 8.20.020
- Music events may not go longer than 4 consecutive hours or past 9:00pm.
- The Renter is responsible for alcohol consumption of the event guests.
- There should be no vehicles on the lawn. Renters will be charged \$50 per broken sprinkler head and will lose their cleaning deposit if the lawn is damaged.
- Event activities may not block tennis court parking lot unless approved in advance.
- No rice, birdseed or confetti can be used inside or around the facility.
- If guidelines are not being followed police or facility management have the authority to shut down the event.
- There are NO refunds on rental fees or cleaning deposit if an event is shut down.
- Renters will be given a key to the gate located next to the tennis courts. This access road is to be used for loading and unloading only. Renters and their participants should not park inside the gate. The service road (entrance from the tennis courts) must remain clear during set-up and during the event for emergency vehicle access.
- Do not leave the lock unlatched. A missing lock will cost you your cleaning deposit.
- Smoking is not allowed inside the Bandshell or in Pioneer Park per ordinance 2010-01. Renters are responsible for enforcement of this rule. Posting of signs is encouraged for large events.
- Any event charging admission or asking for donations must be a licensed non-profit.

#### **Other:**

- The City does not carry a music license. Any renters playing copy righted music must have their own license to play that music.
- Keys to the facility must be picked up at City Hall, one business day prior to the event. Keys must be returned to City Hall the first business day following the event. Keys can also be returned to the drop box that is located outside the front doors of City hall. There is a \$100 fee for each lost key.
- Renters may only access the facility during the dates and times listed on their Contract.
- All pets must be on leashes.
- Items lost or left behind are not the responsibility of the City of Nevada City.
- Renters must provide their own supplies & equipment (i.e.: presentation, audiovisual, decorations, etc.)

- In the event that the Rental Contract provides for ongoing or repeated events using the facility for more than a single occasion, either party may terminate the Rental contract at any time by giving two weeks advance written notice. Processing fees may apply.
- There may be other events taking place at the park on the same day or time as your event. You can find out about some of these events by checking the City's online reservation calendar: <http://www.nevadacityca.gov/facilityview.aspx?fid=43&catid=564>, NC Little League website: <http://nevadacitybaseball.com/Org/Home.aspx?d=uSrmLaewjHFDP7ndqSIS%2bw%3d%3d>, or calling the swimming pool during the summer season (530-265-8223).
- 6 garbage cans & 6 recycle containers with bags are included with rental.
- 4 handicap parking barricades are included with rental.

**Additional guidelines for large events or events open to the public:**

- Renters must provide a map showing the layout/set-up of your event.
- Renters must monitor noise levels to confirm that you are staying within the guidelines of the ordinance.
- Renters may have a pre-event meeting with City Staff at least 40 days prior to your event date.
- Porta-Potties are required for events with 400 people or more. Refer to the "Fee Schedule for Pioneer Park"
- Events with 400 people or more may be required to provide a 2-yard dumpster or haul off their own garbage.

**Before leaving the Facility:**

- The premises shall be cleaned and vacated by 10:00pm. (See Cleaning Checklist on following page.)
- Renters that leave the facility and surrounding area unclean or create damage to the facility will lose their cleaning deposit and be charged an additional \$30 per hour for City staff cleaning time.
- *This is a community park. Fees are kept low by expecting each person and group who uses the facility to be good stewards and clean up after their use. Keep in mind that the way you leave the facility is how the next renter or the public is going to find it. If you have any questions about where to find cleaning supplies, please ask in advance of your use.*



# **Nevada City Parks & Recreation**

## **Pioneer Park – Bandshell**

### **Cleaning Checklist**

This is a community park. Fees are kept low by expecting each person and group who uses the park to be good stewards and clean up after their use. Keep in mind that the way you leave the park is how the public or next renter is going to find it. If you have any questions about where to find cleaning supplies, please ask in advance of your use.

#### **CLEANING CHECKLIST FOR RENTERS**

- Sweep or pick up any debris inside the Bandshell, on the stage and around the facility.
- Empty, clean and unplug the refrigerator.
- Turn off power to outside outlets. Instructions are posted inside the Bandshell.
- Pick up all garbage in and around the Bandshell.
- Take full garbage & recycle bags to the dumpster next to Seaman's Lodge. If garbage or recycling dumpsters are full, renters must remove the bags from the park. Leaving bags, boxes, etc next to dumpsters will result in the loss of your cleaning deposit.

#### **ADDITIONAL CLEANING CHECKLIST FOR GROUPS LARGER THAN 200 PEOPLE**

- Porta Potties and rented dumpsters must be picked up by 10:00am on the first business day following your event or at an agreed upon time.
- Barricades must be returned to the City Corporation Yard on the first business day following your event or at an agreed upon time.
- All items must be removed from the Bandshell by the clean-up end time listed on your Facility Rental Contract.

Please be sure to clean all areas that were used by your group to ensure that you will be refunded your cleaning deposit.

Thank you for your cooperation.