



# Nevada City Parks & Recreation Facility Rental Policies

## Contact Information:

For questions or information:

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

## Facility Addresses (Do NOT mail anything to these addresses.):

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

Pioneer Park – Picnic Areas: 425 Nimrod St., Nevada City, CA 95959

Pioneer Park – Seaman’s Lodge: 427 Nimrod St, Nevada City, CA 95959

Firehouse #2: 422 Broad St, Nevada City, CA 95959

Robinson Plaza and Calanan Park: Union St, Nevada City, CA 95959

## Before Using a Facility:

The following items are required prior to having access to the facility you are renting. If items are not turned in by the required due dates, your event will be cancelled. Details about each checklist item below are included in the Policies. Refer to the Facility Rental Fee Schedule to confirm fees.

- Non-Refundable Deposit to reserve rental date: Due within 2 weeks of requesting your date.
- Completed Contract: Due 40 days prior to event date. It is recommended to turn it in sooner, so all questions and concerns can be addressed.
- Rental Fees & Refundable Security Deposit: Due 30 days prior to event date.
- Certificate of Insurance: Due 30 days prior to event date.
- Large events at the Bandshell or outdoor areas may require a pre-event meeting. This meeting with City staff must take place at least 60 days prior to the event date. The purpose of the meeting is to discuss special needs & set-up information, confirm fees, and discuss event details.
- ABC Alcohol Permit (if selling alcohol): Copy of the Permit is due to the Recreation Department prior to being allowed access to the facility.
- Events that are running past 9:00pm must notify neighbors at least 30 days prior to your event date.

## In Addition:

- 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 a Daily 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 fee for processing alcohol permit requests. A copy of the permit must be provided to the Recreation Dept.
- 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. When coming into City Hall, it is the Renters responsibility to know what fees are due as Parks & Recreation staff are not always available and City Hall staff do not have access to this information.
- Recreation staff will email an invoice to the Renter for the non-refundable deposit and all other fees. Payments can be made online. A 3% convenience fee will be added to your total for online payments.
- The Non-refundable Deposit is due within 2 weeks of reserving your event date. This will be credited towards your rental fee. If a rental is allowed within 30 days or less of the rental date, the rental fee will include the Non-refundable Deposit.
- Rental fees are due at least 30 days prior to the rental date.
- The Refundable Security Deposit is due at least 30 days prior to the rental date. If the Rental Policies are followed and the facility is cleaned as directed, the Refundable Security Deposit will be refunded to the Renter within 30 days of the event or 30 days after the facility key(s) are returned. This refund will be in the form of a check that will be mailed to the name and address provided on the Facility Rental Contract.
- Refunds for cancellations will only be granted up to 30 days prior to the event date, minus the Non-refundable Deposit.
- If forecasted foul weather (rain, smoke, lightening, etc), scheduled power outages or changes in COVID-19 guidelines cause 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. If another date is not available or a date is not available that works for the Renter, the Renter will receive a 50% refund.
- All Rental Contracts that involve ongoing or repeated events for more than a single occasion will be invoiced quarterly and charged a 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, pay the Refundable Security Deposit and follow all Facility Rental Policies.
- Refer to the Facility Rental Fee Schedule 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 you are renting the Bandshell or another outdoor area at Pioneer Park and your event will have more than 400 attendees/participants, a \$2,000,000 limit is required.

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

- The Renter is responsible for alcohol consumption by event guests. If alcohol is being sold, the Renter is responsible for enforcing and following all ABC regulations. No alcohol is allowed in Firehouse #2.
- No rice, birdseed or confetti can be used inside or around the facility.
- No tape of any kind is to be used on floors and walls inside Seaman's Lodge or Firehouse #2. Painters tape or Gaff tape can be used at all other facilities.

- No tacks, nails or staples are to be put in the walls at any time.
- 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 the Security Deposit if an event is shut down.
- If Renters do not comply with all Facility Policies, the Security Deposit will be retained and the Renter may be banned from renting City facilities in the future.
- Smoking is not allowed inside City facilities, anywhere in Pioneer Park or in Robinson Plaza or Calanan Park per Municipal Code section 8.24.010. 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 in good standing with the CA Secretary of State.
- The procedure for monitoring noise levels is provided in Section 8.20 of the City's Municipal Code.
- Any music, loud voices & other noise must be terminated by the appropriate time for the facility that you are renting. Exceptions must be approved in advance, by City Council.
  - ✓ Bandshell: 10:00pm; An exception will be made for movies in the park, as it is understood that it needs to be dark before a movie can start. Movies with a running time longer than 2.25 hours will not be approved.
  - ✓ Seaman's Lodge: 11:00pm
  - ✓ Picnic Areas or other outdoor spaces at Pioneer Park: 9:00pm
  - ✓ Firehouse #2: 10:00pm
  - ✓ Robinson Plaza & Calanan Park: 11:00pm

### **Public Events, Amplified Music or Large Events**

- Events that are requesting an exemption from any policies must be approved in advance by City Council.
- Events that are open to the public, are only allowed at Pioneer Park on Friday's, Saturday's, Sunday's and Holidays.
- The procedure for monitoring noise levels is provided in Section 8.20 of the City's Municipal Code. The City reserves the right to modify the limits should it be determined the limit applicable to amplified sound is either too restrictive or too lenient. A City Liaison may be on site during the sound check time and during the event to monitor sound levels and will inform event planners if changes need to be made. The sound meter used by this City employee will be the deciding factor for any adjustments to sound.
- Events with amplified music may play recorded music for ½ hour prior to their event. No music, live or recorded, can be played after the 4 hour limit or past the designated end time. Sound check times must take place during the "Set-up time" included on the Rental Contract.
- Events open to the public, having amplified music or expecting more than 200 people are encouraged to have security on site during the event. Security personnel should be independent certified personnel. The City reserves the right to require security personnel.
- Events open to the public, having amplified music/sound or expecting more than 200 people are required to provide to the City a flyer/marketing materials and a link to any related websites. Electronic copies of the flyer are acceptable.
- Events open to the public should share parking information provided on page 10.
- 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 Security Deposit if an event is shut down. Renters who have their event shut down will not be allowed to rent in the future.
- Renters must provide a map showing the layout/set-up of your event.

- Renters may be required to have a pre-event meeting with City Staff at least 60 days prior to your event date.
- Events running past 9:00pm, must notify neighbors at least 30 days prior to your event date. Flyers or some form of notification to the neighbors is required. See page 9 for a map of the neighbors that should be included.

- Portable Toilets are required for events with 400 people or more.

<u># of people</u>	<u># of portable toilets required</u>
400 people	2
600 people	4
800 people	6
1,000 people	8

- Events with 400 people or more may be required to provide a 2-yard dumpster or haul off their own garbage.

**Other:**

- Outdoor facilities at Pioneer Park are only rented May-October of each year, weather allowing.
- The City does not carry a music license. Any renters playing copy righted music must have their own license to play that music for public events.
- Keys to the facility must be picked up at City Hall during business hours. An email will be sent letting the Renter know when the keys are ready to pick up. Keys must be returned to City Hall the first business day following the event, unless approved for later drop off. 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. Pets are not allowed inside City facilities unless they are a service animal or part of a training class at that facility.
- 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, extension cords, 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. If Renter is in violation of Rental Policies, the City reserves the right to cancel at any time.
- There may be other events taking place at Pioneer 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).

**Before leaving the Facility:**

- Cleaning Checklist items must be completed (see facility specific pages).
- The premises shall be cleaned and vacated by the appropriate time for the facility that you are renting:
  - ✓ Bandshell: Midnight
  - ✓ Seaman’s Lodge: Midnight
  - ✓ Picnic Areas or other outdoor spaces at Pioneer Park: 11:00pm
  - ✓ Firehouse #2: 11:00pm
  - ✓ Robinson Plaza & Calanan Park: 11:00pm

- Renters that do not follow Facility Rental Policies will forfeit their Refundable Security Deposit. Renters may also be charged an additional \$30 per hour for City staff cleaning time or the cost to replace missing items.
- These are community facilities. Fees are kept low by expecting each person and group who uses the facilities 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.

## **Bandshell Additional Rental Information**

- There should be no vehicles on the lawn at Pioneer Park. Renters will be charged \$50 per broken sprinkler head and will lose their Security Deposit if the lawn is damaged.
- Event activities may not block tennis court parking lot unless approved in advance.
- 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 \$100 of your Security Deposit.
- 6 garbage cans & 6 recycle containers with bags are included with rental.
- 4 handicap parking barricades are included with rental.
- 10 construction barricades are included with the rental
- A map showing the field area that is included with a Bandshell rental is on page 7. And a diagram of the electrical outlets is on page 8.

### **CLEANING CHECKLIST FOR RENTERS**

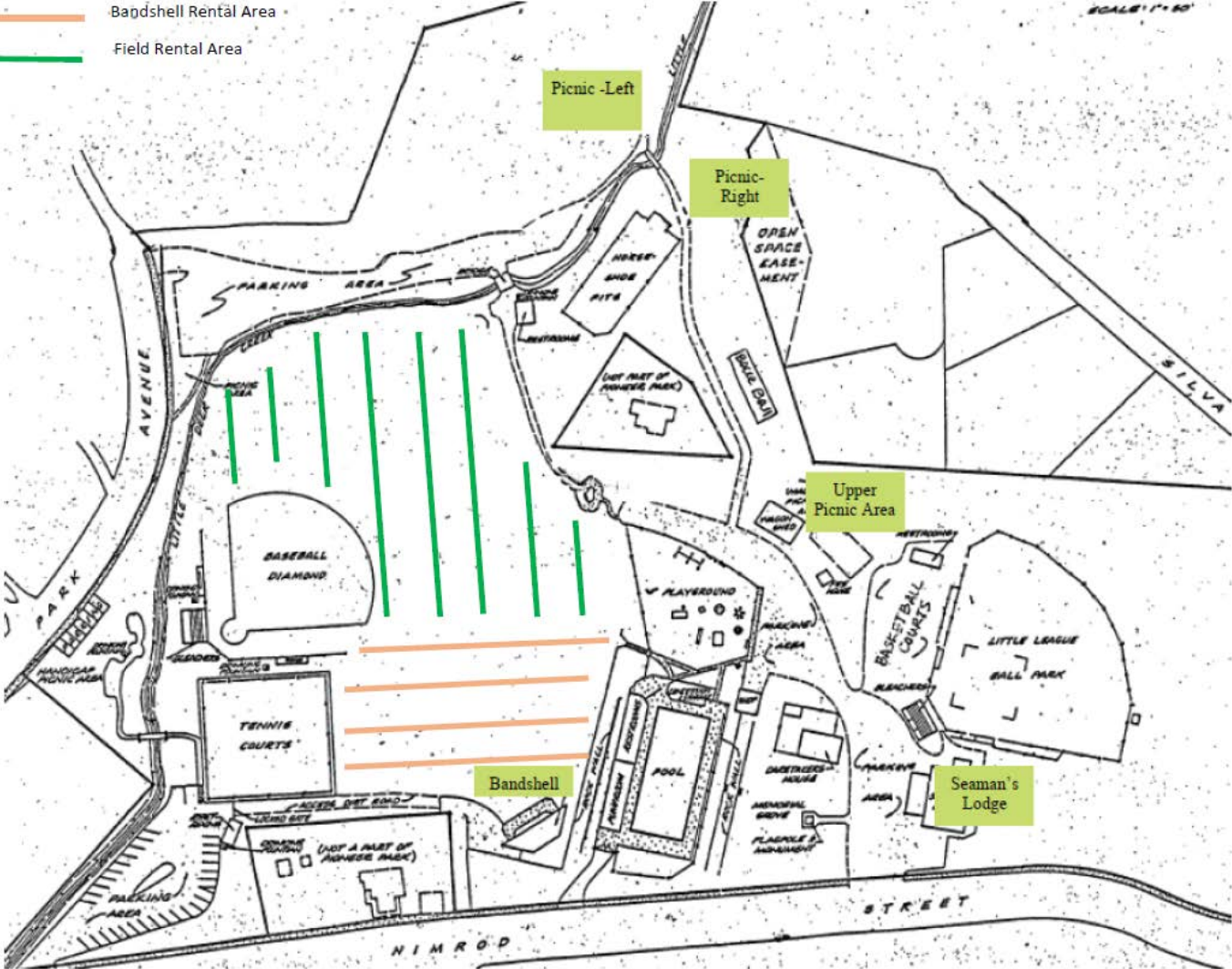
- Sweep or pick up any debris & garbage inside the Bandshell, on the stage and around the facility, including the field area included with your rental.
- Return all items inside the Bandshell to the location where you found them (barricades, garbage cans, recycle bins, etc)
- Empty and clean the refrigerator.
- Turn off power to outside outlets & lights. Instructions are posted inside 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 Refundable Security Deposit.

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

- Portable Toilets and rented dumpsters must be picked up by 10:00am on the first business day following your event or at a time approved by City staff.
- Barricades must be returned to the City Corporation Yard on the first business day following your event or at a time approved by City staff.
- All personal items must be removed from the Bandshell by the clean-up end time listed on your Facility Rental Contract.
- Areas beyond the Bandshell that may have been used by participants at your event should be checked for messes that you can clean before leaving the park.

# Bandshell & Field Rental Areas

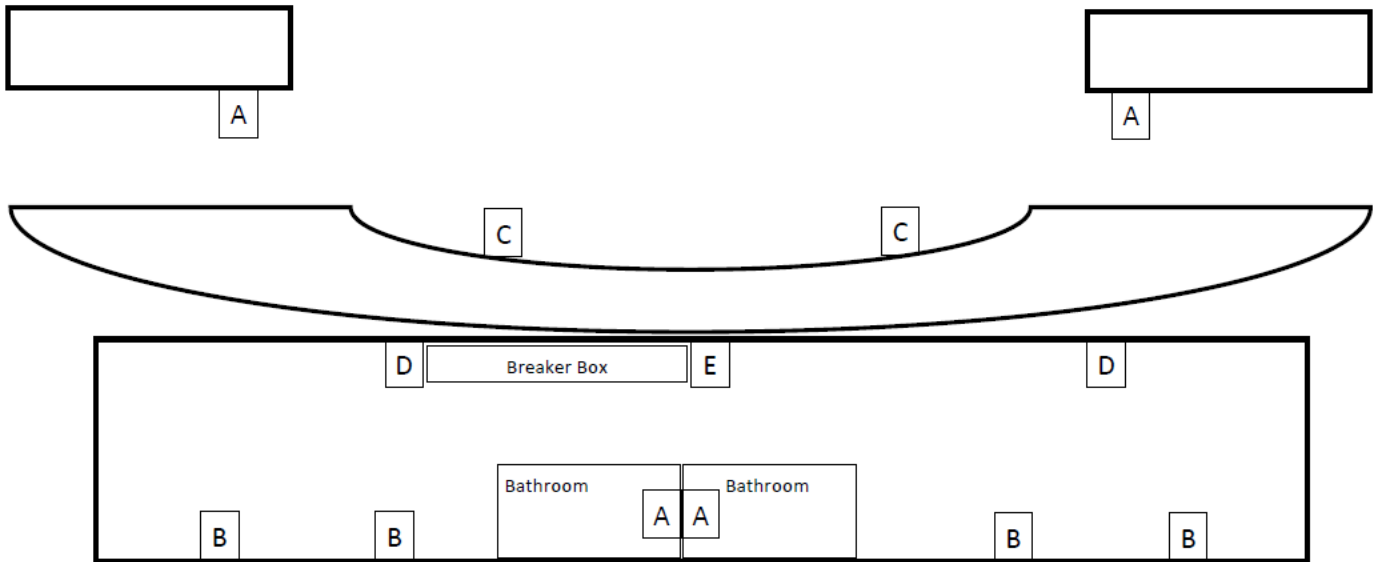
- Bandshell Rental Area
- Field Rental Area



# Nevada City Parks & Recreation

## Bandshell Outlets and Electrical Capacity

- A: 2 outlets; 20 amp/110 volts; GFI protected
- B: 2 outlets; 20 amp/110 volts; NOT GFI protected
- C: 4 outlets; 20 amp/1110 volts; GFI protected
- D: 4 outlets; 20 amp/110 volts; NOT GFI protected
- E: 4 prong; 50 amp/220 volts







## Parking Map for Participants at Large Events in Pioneer Park

- ◆ This map is intended to be helpful with general parking locations, all drivers must still follow laws & park legally.
- ◆ Participants at Large Events should be respectful of the neighborhood. Do not block driveways, parking in a manner that causes a 2 lane road to become a 1 lane road, etc.
- ◆ If anyone is parked illegally they may be sited & towed and the owners expense.
- ◆ Participants are encouraged to carpool, arrange to be dropped off or use taxi services.



## **Firehouse #2**

### **Additional Rental Information**

- Firehouse #2 is only available for meetings and classes. This is not an event venue.
- Tables and chairs are provided.
- No alcohol is allowed in Firehouse #2.

#### **Facility Details**

- Room Capacity is 34
- Room size: approximately 33' long x 12' wide
- There are 7 outlets located around the room
- This upstairs room is not ADA accessible.
- Bathroom access is outdoors.

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

- Put all garbage in can. Additional bags are provided if needed.
- Put all tables and chairs back in the formation that you found them
- Wipe up any spills on tables, chairs and floors.
- Turn off all lights and the heat/AC. The outdoor light may be left on for safety.
- Close and lock all windows & doors.

## **Picnic Area**

### **Additional Rental Information**

- Renters will be given a key to the gate at Picnic-Left & Picnic-Right Areas. (No keys are required for use of the Upper Picnic Area or Tennis Court Picnic Area.) In Picnic-Left this is for loading & unloading purposes only. Renters & participants should park in designated parking lots. In Picnic-Right there are approximately 5 parking spaces near the horseshoe pits.
- Do not leave the gate lock unlatched. A lost lock will cost \$100 of your Security Deposit.
- Power and water are available at Picnic-Left & Picnic-Right.
- Renters may request use of Bocce Ball or Petanque equipment with their rental.
- Access to electricity in the picnic areas is available on page 14.

#### **Facility Information:**

##### Picnic Tables

- Picnic-Left & Right: there are approximately 12 picnic tables in each area
- Upper Picnic Area: typically there are 5 tables in this area
- Tennis/ADA Area: 3 tables

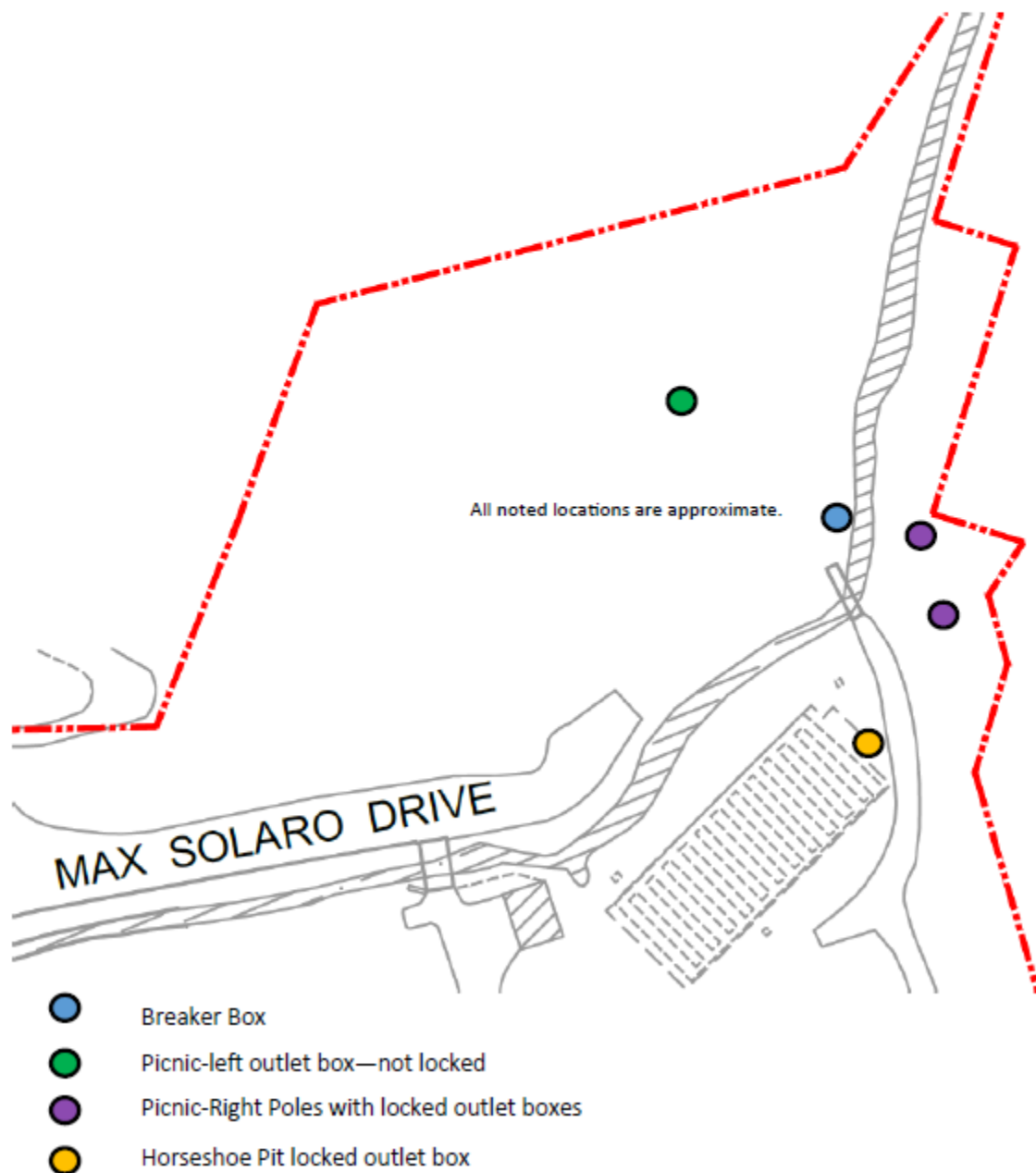
#### **CLEANING CHECKLIST FOR RENTERS**

- Pick up all garbage in and around the Picnic Area and place it in garbage cans.
- All garbage bags must be in the garbage cans.
- Recycling & garbage dumpsters are located next to Seaman's Lodge if garbage will not fit in cans provided. If garbage or recycling dumpsters are full, renters must remove the bags from the park. Leaving bags, boxes, etc next to dumpsters or on the ground next to garbage cans will result in the loss of your Security Deposit. .

## Pioneer Park Picnic Area Power

To access power in **Picnic-Left**: Open the breaker box near the creek. Renters can unlock this box with the gate key. (The lock is a bit challenging to get in and out, but it is doable.) Turn on the breaker labeled “Plug Picnic-Left BBQ” The outlets will now work. Be sure to turn off breaker and lock the power box when you leave.

To access power in **Picnic-Right**: There are 3 outlet boxes (all locked) in this area. 2 on different poles near the BBQ’s and one on the end of the horseshoe pits. The breakers to these outlets should always be turned on. Renters can access these outlets with the gate key. Be sure to relock the boxes when you leave. If there is no power to the outlets, check that the breakers are on in the power box near the creek in Picnic-Left. The appropriate breakers are labeled “Right Pole Power & Light” and “Horseshoe Power Box”.



## **Robinson Plaza & Calanan Park Additional Rental Information**

- Robinson Plaza and Calanan Park should not be reserved for events where more than 100 participants are expected to attend. If more than the designated number of attendees is expected, additional space should be requested. Additional fees may apply or the event may be denied.
- Food vendors may have carts and booths in the Plaza & Park. All vendors must comply with Environmental Health and Business License policies.
- No walkways should be obstructed at Calanan Park.
- There are no loading zones for Robinson Plaza or Calanan Park. All parking laws must be obeyed.
- If these areas are being used in conjunction with a Special Event/Street Closure, the use of these areas might be managed by the Special Event Application process, but the general guidelines for care that are included in these Policies would be adhered to.

### **CLEANING CHECKLIST FOR RENTERS**

- Pick up all garbage from the ground.
- Garbage and recycling that does not fit in receptacles at the Plaza & Park must be removed from the site.
- No garbage bags may be left on the ground next to the City garbage cans.

# **Seaman's Lodge**

## **Additional Rental Information**

- The building has heat and AC. Instructions for turning on the heat/AC are located on the wall next to the thermostat.
- If participants are outside, voices should be low and considerate of neighboring homes.
- Instructions for turning on the stove/oven are posted on the kitchen wall.

### **Facility Information**

#### Room Capacities

257 assembly

120 dining

#### Items Available for Renter Use

- 6ft & 8ft, Rectangle Tables
- Metal Folding Chairs
- Podium
- Microwave
- Rolling Cart
- Screen

## **CLEANING CHECKLIST FOR RENTERS**

### **GENERAL CLEANING CHECKLIST**

- Put all chairs and tables back to their appropriate spaces.
- Wipe up any spills on tables, chairs and floors.
- Sweep floors. If there are any spills, wipe them up with a cloth.
- Mop floors using water only, no cleaners or chemicals.
- Remove all decorations, string, etc. that were used to hang decorations.
- Empty trash & recycling containers and place in the dumpster outside.\*
- Cardboard should be broken down flat and placed in the dumpster outside.\*
- Turn off all lights and fans.
- Close and lock ALL windows and doors.
- Close all outside shutters.

### **KITCHEN CLEANING CHECKLIST**

- Remove all food from the refrigerator and oven. This includes bags of ice. Wipe up any spills inside the refrigerator and freezer.
- Wipe off stove burners & the tray under stove burners
- Wipe out oven – remove any food scraps or spills
- Clean counter tops and sinks
- Clean any spills on cabinets or walls
- Turn off gas to stove & oven (Directions are posted in the kitchen.)
- Sweep & mop floor
- Empty garbage.\* If items miss the bag and spill into the garbage can, wipe out garbage can.

**\* All garbage and recycling must be removed from the facility and placed in the appropriate dumpster. If either dumpster is full the renter must dispose of the garbage and/or recycling on their own. Garbage & recycling may not be left on the ground next to the dumpster.**