



## **Nevada City Parks & Recreation Pioneer Park – Seaman’s Lodge 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 – Seaman’s Lodge; 427 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)

### **Facility Information:**

#### Room Capacities

257 assembly

120 dining

#### Items Available for Renter Use

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

#### Misc

The building has heat and AC. Directions for use are posted next to the thermostat.

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

- All facility 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.
- 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 specified, the cleaning deposit will be refunded to the Renter within 30 days of the event or 30 days after returning the 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 insurance is available on the City's website.

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

- Amplified music and noise levels shall not exceed 60 decibels per City Ordinance 8.20.020 and must be terminated by 11:00pm.
- If participants are outside, voices should be low and considerate of neighboring homes.
- Smoking is not allowed in Seaman's Lodge or Pioneer Park per the City's Municipal Code.
- The Renter is responsible for alcohol consumption of the event guests.
- No tape of any kind is to be used on the floors or walls.
- No tacks, nails or staples are to be put in the walls at any time.
- No rice, birdseed or confetti can be used inside or around the building.
- If guidelines are not being followed police or facility management has the authority to shut down the event. There are NO refunds on rental fees or cleaning deposit if an event is shut down.
- Instructions for turning on the heat/AC are located on the wall next to the thermostat.
- Instructions for turning on the stove/oven are posted on the kitchen wall.
- Any event charging admission or asking for donations must be a licensed non-profit.

### **Other:**

- No pets are allowed in the building at anytime. (Service animals & training classes are the exception.)
- Items lost or left behind are not the responsibility of the City of Nevada City.
- Renters must provide their own supplies & equipment (ie: presentation, audiovisual, decorations, etc.) Tables and chairs are provided.
- Keys to the facility must be picked up at City Hall, 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.
- 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=44> Click "Check Availability") NC Little League website: <http://nevadacitybaseball.com/sites/nevadacitybaseball/calendar> or calling the swimming pool during the summer season (530-265-8223).

**Before leaving the Facility:**

- The premises shall be cleaned up and vacated by midnight. (See Cleaning Checklist )
- Renters that leave the building unclean, do not complete the items on the Cleaning Check list or cause damage to the facility will lose their cleaning deposit and be charged an additional \$30 per hour for City staff cleaning time.



## **Nevada City Parks & Recreation Seaman's Lodge Cleaning Checklist**

This is a community building. Fees are kept low by expecting each person and group who uses the building to be good stewards and clean up after their use. The City only cleans the building once each week. Keep in mind that the way you leave the building is how the 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.

### **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, simply wipe them up with a wet cloth.
- ✓ Remove all decorations, string, etc. that were used to hang decorations.
- ✓ Empty recycling containers and place in the dumpster outside.\*
- ✓ Cardboard should be broken down flat and placed in the dumpster outside.\*
- ✓ Empty trash cans, take garbage outside to dumpster.\*
- ✓ 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
- ✓ Wipe off tray under stove burners
- ✓ Wipe out stove – remove any food scraps or spills
- ✓ Clean counter tops and sinks
- ✓ Clean any spills on cabinets or walls
- ✓ Turn off gas to oven (all knobs and switches)
- ✓ 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.**

Thank you for your cooperation.