



**City of Riverside**  
**Parks, Recreation and Community Services Department (PRCSD)**  
**FACILITY RESERVATION APPLICATION (FRA) - Part 1**

Please print legibly in ink.

**This is an application only and is not an approved permit for facility rental.**

**APPLICANT INFORMATION** **DAY OF EVENT CONTACT**

Applicant Name: \_\_\_\_\_  
 Organization: \_\_\_\_\_  
 Street Address: \_\_\_\_\_  
 City: \_\_\_\_\_ Zip: \_\_\_\_\_ DOB: \_\_\_\_\_  
 Primary Phone: \_\_\_\_\_  
 Secondary Phone: \_\_\_\_\_  
 E-Mail: \_\_\_\_\_  
 Non-Profit Tax ID 501(C)(3) #: \_\_\_\_\_

Event Contact Name: \_\_\_\_\_  
 Relationship: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City: \_\_\_\_\_ Zip: \_\_\_\_\_  
 Cell Phone: \_\_\_\_\_  
 Secondary Phone: \_\_\_\_\_  
 E-Mail: \_\_\_\_\_

**RESERVATION INFORMATION**

Park: \_\_\_\_\_ Field(s)/Room(s): \_\_\_\_\_

Single Use	Recurring Use (indicate dates below & times in column to the left) <input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly
Day of Week: <input type="checkbox"/> SUN <input type="checkbox"/> MON <input type="checkbox"/> TUE <input type="checkbox"/> WED <input type="checkbox"/> TH <input type="checkbox"/> FRI <input type="checkbox"/> SAT	Jan _____ July _____
Date: _____	Feb _____ Aug _____
Set-Up Time: _____ am/pm to _____ am/pm	Mar _____ Sep _____
Event Time: _____ am/pm to _____ am/pm	Apr _____ Oct _____
Clean-Up Time: _____ am/pm to _____ am/pm	May _____ Nov _____
<small>Minimum one (1) hour clean-up time required.</small>	Jun _____ Dec _____

**EVENT INFORMATION**

Event Type: \_\_\_\_\_ Total Number of Guests: \_\_\_\_\_

Kitchen:  Yes  No

Kitchen will be reserved for the duration of the rental.  
 The applicant is responsible for ensuring caterer has a City of Riverside Business Tax Certificate and a valid health permit.  
 If applicant is reserving a catering kitchen AND cooking on site, a County of Riverside Health Permit is required.

**INDICATE 'YES' OR 'NO' FOR EACH OPTION BELOW**

**ALL ARE SUBJECT TO INSURANCE AND/OR SECURITY REQUIREMENTS**

- |                     |  |                                       |  |
|---------------------|--|---------------------------------------|--|
| Open to the Public: | <input type="checkbox"/> Yes <input type="checkbox"/> No | Amplified Sound:                      | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| DJ/Live Band        | <input type="checkbox"/> Yes <input type="checkbox"/> No | Vendors:                              | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Deliveries:         | <input type="checkbox"/> Yes <input type="checkbox"/> No | Vendors Accepting Money:              | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Catered Food:*      | <input type="checkbox"/> Yes <input type="checkbox"/> No | Admission Fee:                        | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Inflatables:        | <input type="checkbox"/> Yes <input type="checkbox"/> No | Marketing: <i>indicate type below</i> | <input type="checkbox"/> Yes <input type="checkbox"/> No |
- # of Inflatables: \_\_\_\_\_ (Add'l. \$20 fee per unit)
- Flyers  Invitations  Word of Mouth  Social Media
- Other: \_\_\_\_\_

\*Will require Health Permit and/or Food Handlers' Card

**Alcohol Permit Request (Beer/Wine/Champagne Only)**

Will alcohol be served at the event?  Yes  No

If you answered Yes, you will be responsible for providing a copy of Security Contract, Private Patrol Operators' License, and Guard Cards to the PRCSD at least two (2) weeks prior to event. **Initial:** \_\_\_\_\_

If you answered Yes, you will be responsible for providing a copy of Host Liquor Liability Insurance to the PRCSD at least two (2) weeks prior to event. **Initial:** \_\_\_\_\_

Event publications should not be distributed before an approved permit is issued. A copy of all advertising material (except invitations) must be submitted for approval to PRCSD prior to distribution.

If you answered Yes to any of the above, please explain below:

\_\_\_\_\_

**ELECTRICITY IS NOT PROVIDED AT PICNIC SHELTERS**

**CHOOSE YOUR PAYMENT OPTION:**  ENTIRE BALANCE  AUTOMATIC MONTHLY INSTALLMENTS

IN-PERSON MONTHLY INSTALLMENTS

SEE PAGE 2, SECTION 1 FOR DETAILS

Event Date: \_\_\_\_\_

Tentative Permit# \_\_\_\_\_

Approved Permit# \_\_\_\_\_

## Facility Reservation Application · Part 2

1. **Payment Plan** - Applicant has three (3) options to pay permit in full:  
OPTION 1 - Pay entire balance at the time of Facility Reservation Application submittal.  
OPTION 2 - Enroll in Automatic Monthly Installments. Credit card left on file will be charged monthly, starting 30 days after Facility Reservation Application submittal and finishing three (3) months before event date. Monthly payment is the remaining balance, after Down Payment is paid, divided by the number of months left between the first payment and three (3) months before the event date.  
OPTION 3 - In-Person Monthly Installments. Applicant must go to event venue site monthly, starting 30 days after Facility Reservation Application submittal and finishing three (3) months before event date. Monthly payment is the remaining balance, after Down Payment is paid, divided by the number of months left between the first payment and three (3) months before the event date.
2. **Cancellation Policy** - A cancellation request must be submitted by the applicant to the Parks, Recreation and Community Services Department. *Processing Fee not included in any option below.*
  - A) 6 months prior to event - all fees returned
  - B) 180 - 91 days - 100% of Down Payment withheld
  - C) 90 - 61 days - 50% of all fees paid withheld
  - D) 60 - 31 days - 75% of all fees paid withheld
  - E) 30 - 15 days - 90% of all fees paid withheld
  - F) 14 - 1 day (s) - 100% of all fees paid withheld
3. **Alcohol** - An Alcohol Permit is required to serve/consume alcohol. An additional alcohol permit fee will be charged. The event must also abide by the following:
  - A) Consumption must be inside the facility and cease one (1) hour prior to the beginning of clean-up; or 11:00 p.m., whichever is earlier.
  - B) Alcohol cannot be served for more than six (6) hours at any event.
  - C) Alcohol is restricted to only beer, wine, and champagne, no hard liquor.
  - D) No persons under 21 years of age are allowed to drink or serve alcohol.
  - E) Services or consumption of alcohol by minors will result in immediate termination of event, loss of deposit and subject to citation from Riverside Police Department.
  - F) Alcohol must be served in non-glass containers.
  - G) An ABC License and Host Liquor Liability insurance are required to sell any alcoholic beverage.
  - H) A security guard must be present during Event Time.
  - I) Alcohol must be provided by the applicant and not the guests.
  - J) If applicant is under 21 years of age AND serving alcohol at event, a Co-Signer, 21 years or older is required:

Name: \_\_\_\_\_ DOB: \_\_\_\_\_ Signature: \_\_\_\_\_

4. **I have reviewed, and upon request have received, a copy of the Facility Reservation Application additional Rules & Regulations.** INITIALS: \_\_\_\_\_
5. **Acknowledgement of Conditions** - I understand that I am submitting a Facility Reservation Application and that an approved reservation is not granted until I receive an approved facility permit from the City. I also understand that events shall be bound by all rules and regulations and applicable to all ordinances of the City of Riverside. The violation of any of the rules and regulations or falsifying any other provisions of the application shall be grounds for immediate revocation of permission to use City facilities as well as a basis for refusal of future permits to use City facilities. The applicant is responsible for loss, damage, or injury sustained by reason of negligence of the person(s) to whom permit is issued. Applicant agrees to hold harmless and indemnify the City of Riverside or agents and employees from any and all liability for injury to persons or property occurring as a result of the activity sponsored by the applicant. Said person(s) shall be liable to the City for any and all damage to parks, facilities, and buildings owned by the City which results from the activity of applicant or is caused by any participant in said activity or spectator at said activity.

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_