

APPLICANT/RENTER INFORMATION

NAME		
ADDRESS		
CITY	STATE	ZIP
EMAIL		
PRIMARY PHONE #		

EVENT INFORMATION

DATE OF EVENT	
TYPE OF EVENT/ACTIVITY (Please be specific)	
SET-UP TIME	to
EVENT TIME	to
CLEAN-UP TIME	to
<i>Note: Rental hours must include all time needed for decorating/set-up, main event and clean-up. All events must end no later than 10:00pm. Removal of garbage, personal items and catering items must be completed by 10pm.</i>	
ESTIMATED ATTENDANCE (Capacity is 200)	
ALCOHOL SERVED	<input type="checkbox"/> YES <input type="checkbox"/> NO
DESCRIBE ANY ADDITIONAL EQUIPMENT AND/OR DECORATIONS?	

TERMS

FEE SCHEDULE

If NO ALCOHOL is served:

- Application fee: \$25, non-refundable
- Rate: \$150 per hour
- Deposit: \$150 per hour, refundable
- Cleaning fee: \$0, responsibility of applicant
- Security: Not Required

If ALCOHOL is served and event lasts FOUR hours or LESS:

- Application fee: \$25, non-refundable
- Rate: \$150 per hour
- Deposit: \$1,250, refundable
- Cleaning fee: \$0, responsibility of applicant
- Security: Not required, highly recommended

If ALCOHOL is served and event lasts FOUR hours or MORE:

- Application fee: \$25, non-refundable
- Rate: \$150 per hour; \$200 per hour for events longer than 8 hours
- Deposit: \$1,250, refundable
- Cleaning fee: Market rate, removal of trash and personal items responsibility of applicant
- Security: Required by licensed, bonded, and insured company at the expense of the applicant; copy of contract required 30 days prior to event

RESERVATION APPLICATION

- Reservation applications are accepted up to a year in advance on a first come, first served basis.
- Applications must be completed and signed by the person responsible for the rental. Applicants must be (21) years of age.
- To reserve or hold a date, application fee plus 25% of deposit is required.

RENTAL FEES

- All fees are due 60 days prior to the rental date. Payments may be made by cash or check. Please make checks payable to the Carson City Senior Center.
- Rental fees will not be refunded for any portion of reserved time not used.

FACILITY USE

- Rental fees include the use of the Sagebrush Dining Room, 32 round tables (48"), 192 armless chairs and 6 tables (8' long), main bathroom. No access to hallways outside of those areas, galley, ice machine, kitchen or another other room or facility area.
- Lobbies and hallways must remain clear of guests. Reservation includes only the room reserved and the event must not be carried on in other areas of the building, lobby or parking lot. Guest, food, beverages, furniture, decorations, etc must remain in the rented room. Use of the other rooms is not included and unauthorized use will result in forfeiture of the deposit and subject Applicant to additional Cleaning Fees.
- Children must be supervised at all times.

RENTAL TIME

- Rental event must conclude by 10:00pm and the Facility must be cleared of garbage and free of personal property, decorations, equipment, including rental equipment and vacated no later than 10:00pm. No rentals will be scheduled prior to 8:00am, including set-up time.
- Total rental time must include all time needed for set-up (decorate, caterer, equipment drop-off, etc.) and clean-up. Clean-up includes clearing all tables and chairs of garbage and debris, removing all food, decorations, table coverings, etc from the Facility, emptying all garbage cans and disposing of trash in the dumpster, cleaning bodily fluids and excessive mess, garbage or debris. Rentals without a cleaning fee are responsible to clean bathrooms, vacuum, and mop floors, wipe all tables and chairs, remove garbage and all personal items. Facility is to be returned to the same condition it was rented at.
- Total rentals hours must be consecutive. Hourly rates are not prorated for increments of less than 1 hour.
- Changes made to reservations within 30 days of the rental date will be charged a \$25 administrative fee. All changes to existing reservations must be made at least 14 days in advance and require approval of Management. An Administrative Fee may be charged.
- Reservations that exceed the scheduled rental time will be billed at twice the hourly overtime rental rate (\$400/hour) for the additional time and will not be prorated for portions of an hour unused.
- Applicant is required to be present at the start time to complete a pre-event inspection with staff and to complete a post-event inspection at the conclusion of the event.

DEPOSIT

- The refundable deposit as listed in the fee schedule above is required within 60 days of the rental date.
- Applicant is responsible for all damages incurred to the Facility during the rental. Review of the condition of the Facility will occur at post-event with Facility staff and on the next business day by Management. Deposit refund will be assessed at that time. Facility staff members at the event are unable to confirm deposit refund post event. Any or all of the Applicant's deposit will be mailed to the address indicated on the application within 30 days of the rental, assuming no damages, violations, or additional fees were incurred. If damages exceed the deposit amount, Applicant will be billed and required to pay within 30 days.
- Management reserves the right to withhold all or part of the deposit and to shut down the event due to incidents that require staff or emergency responders to respond to any activity instigated at the event or if information disclosed on the application is changed at or during the event.
- All items that have been brought in by the Applicant or contracted services for the function must be removed from the Facility by the end of the event. Neither the Carson City Senior Center, nor its employees or the City of Carson City may be held responsible for any item left at the Facility by the Applicant or persons/companies providing the service and/or equipment for the event. Items for functions cannot be stored overnight without prior authorization. Unapproved items left behind can forfeit the deposit.

INSURANCE

- General Liability Insurance in the amount of \$1,000,000 is required for all events.
- Liquor Liability Insurance (“Host Bar”) is required for all events serving alcohol.
- All insurance must be evidenced by CERTIFICATES NAMING THE CITY OF CARSON CITY (201 N. Carson St., Carson City, NV 89701) AND CARSON CITY SENIOR CITIZENS CENTER (911 Beverly Drive, Carson City, NV 89706) AS “ADDITIONAL INSURED’S” FOR THE DATE OF THE EVENT LISTED ON APPLICATION.
- A copy of the Certificate of Insurance is due 30 days prior to the event.

ALCOHOL USE

- Applicant must inform the Carson City Senior Center of intention to serve alcoholic beverages at the time of application.

FACILITY ROOM SET-UP

- Tables and chairs are provided. Applicant is responsible for setting up tables and chairs to their preference and returning tables and chairs to their original location at the end of the event.

CAPACITY

- Maximum capacity of the Sagebrush Dining Room is 200 guests. Rentals may not exceed occupancy level for facility area that is being contracted. Exceeding capacity may result in event being shut down.

CANCELLATION POLICY

- All notice of cancellation must be received in writing.
 - A full refund of deposit and fees, minus a \$25 administrative fee, will be provided if reservation is cancelled more than 60 days prior to event.
 - If reservation is cancelled between 60 and 30 days prior to event, the full damage deposit will be forfeited.
 - If reservation is cancelled between 30 and 10 days prior to event, the full damage deposit and half of all fees collected will be forfeited.
 - If reservation is cancelled less than 10 days prior to event, all deposits and fees collected will be forfeited.
- Reservations may not be transferred, assigned, or sublet.
- The Carson City Senior Center reserves the rights to reschedule, relocate or deny a request previously approved. In those cases, the Applicant will be given as much notice as possible and all fees paid will be refunded, if necessary.

OTHER RULES AND REGULATIONS

- Decorations CANNOT be pinned, taped, or otherwise affixed to the walls, ceiling, windows, or tables. Use of Glitter or other Graffiti type decorations on floors and tables is prohibited. It is the Applicant’s responsibility to remove ALL remaining particles from the tables, chairs, and floor. Room must be put back to original condition.
- Existing artwork and/or decorations on the walls or ceiling are not be removed.
- Do not put any type of substances (baby powder, floor wax, or any other substance) on the floor.
- The use of candles, flames, sparklers, or decorations that are flammable is prohibited.
- Smoking (tobacco, e-cigarette, vaping, marijuana) is not permitted anywhere inside the building or courtyard. The designated smoking area is in the outside (front) southwest corner of the building near the cigarette garbage container. Applicant is responsible for supervision of guests and for proper disposal of cigarettes.
- The Applicant hereby assumes personal and individual liability for any damages to the facility or equipment occurring through or during the occupancy or use of the facility by the Applicant or guests of Applicant. The Applicant will leave the facility in a condition as good as, or better than, originally found. If the Applicant fails to remove garbage from the facility, Applicant will be billed for an additional cleaning fee and will have that amount deducted from the deposit. If the total cleaning charges are more than the deposit, Applicant will be billed for the excess amount. Applicant accepts liability for all repairs to the facility and/or repair or replacement of any equipment in the event of damage or destruction.
- If Applicant or its guests are unable to adhere to the above stated terms and conditions, Applicant will be charged additional rental fee and/or asked to vacate the premises by facility staff and/or the Carson City Sheriff’s Office. Facility staff holds the right to shut down the event at any time in the event that there is

FACILITY RESERVATION

imminent or a perceived risk of safety to persons or property including but not limited to: fighting or threats of violence, excessive alcohol consumption, alcohol consumption by minors, damage to equipment, failure to comply with directives of Facility staff, illegal activity, etc. By signing below, the Applicant acknowledges that he/she is responsible for ensuring that all guests adhere to the above rules and will provide payment of the deposit and for the use of the Facility by the assigned date.

RELEASE OF LIABILITY

Applicant hereby agrees to defend, indemnify, and hold harmless the Carson City Senior Citizens Center and the City of Carson City, their elected or appointed officials, supervisors, agents, employees, and volunteers (collectively referred to as "Releasees") from any claims, demands, suits, losses, costs or expenses (including attorney fees), or any damages which may be asserted, claimed, or recovered against or from the Carson City Senior Citizens Center or the City of Carson City Releasees by reason of any damage to property, personal injury or bodily injury, including death, sustained by any person whomsoever and which damage, injury, or death arises out of or is incident to or in any way connected with the event which is the subject of this application.

HOLD HARMLESS AGREEMENT

Applicant hereby agrees to, and shall hold the Carson City Senior Citizens Center and the City of Carson City, their elected or appointed officials, supervisors, agents, employees, and volunteers harmless from and against any loss, liability, expense, claim, costs, suits, damages of every kind, nature and description directly or indirectly arising from the performance of the activities permitted hereby in this agreement.

Applicant agrees to and shall defend the Carson City Senior Citizens Center and the City of Carson City, their elected or appointed officials, supervisors, agents, employees, and volunteers from any suits or actions at law or in equity for damages caused or alleged to have been caused, by reason of the aforesaid activities, regardless of whether or not the Carson City Senior Center has assisted in or approved such activities.

I, _____ (applicant's name) declare that I am authorized to make this application and, to the best of my knowledge and belief, all the information given herein is true, accurate and complete. I have read and understand the above and understand that if this application is approved, that this agreement shall be binding upon myself and the organization or group I represent. I agree to comply strictly with the Facility rules and regulations, to supervise care in the use of all facilities, furnishings, and equipment, and make good any damage or loss of property arising from our occupancy of any portion of the building.

Signature: _____

Date: _____

OFFICE USE ONLY

Accepted

Rejected _____

Permit # _____

Staff Signature: _____

Date: _____