



FACILITY RESERVATION APPLICATION

Yucaipa Performing Arts Center

Step One - Information

Applicant Name (please print clearly) _____ Phone Number _____

Street Address _____ City _____ Zip _____

Organization/Business Name (if applicable) _____ Address _____ Phone Number _____

Applicant E-mail: _____

Alternate contact person: _____
Name _____ Phone Number _____

Step Two – Event

Event Name: _____

Type of Event: Banquet/Meeting Milestone Birthday/Anniversary Sweet 16/Quinceanera Wedding

Other: _____

Est. # of Attendees: _____ Event Date (1st Choice): _____ Event Date (2nd Choice): _____

Set-up Time: _____ to _____ Guest Arrival/Event Begins: _____ Event Ends: _____ Clean-up Time: _____ to _____

Hours requested include the time it takes to set-up and clean-up the event. Total Number of Hours: _____

Step Three – Details

Is applicant/organization a non-profit? Yes No

If yes, non-profit # _____

Is the event a fundraiser? Yes No

Is the event open to the public? Yes No

Is there an admission fee for the event? Yes No

Will any items be sold? Yes No

Will alcoholic beverages be **sold**? Yes No
*If **yes**, ABC license will be required. Please ask staff for letter to submit to ABC Board of California. License must be received by staff no later than 1 week prior to event date.*

Will alcoholic beverages be **served**? Yes No
*If **yes**, security is required for the event and an additional deposit fee will be charged.*

Bar Opens at: _____ AM PM

Last Call at: _____ AM PM

Will food be served? Yes No

Will you have any of the following?

D.J. Band Caterer: _____

Any set up the day(s) prior to the event? Yes No
**Fees Apply*

Insurance (please check one):

Applicant will provide insurance

Applicant will purchase insurance through City of Yucaipa

Step Four – Facility Venues

Yucaipa Performing Arts Center – 12062 California St.

- Mountain View Room** (Occupancy limit: 60) **Room A Only** (Occupancy: 30) **Room B Only** (Occupancy: 30)
- Theater Rental:** **Banquet Setup** (Occupancy limit: 50-150) **Theater Setup** (Occupancy limit: 200-275)
- Kitchen** **Lobby** (Occupancy limit: 60 w/cocktail tables) **Blackbox** (Occupancy limit: 112-150 seated; 150-200 standing)
- Dressing Rooms:** **I** **II** **III** **IV** **Green Room** (w/Black Box Rental Only)
- Outdoor Stage** **Outdoor Stage with Park** (Occupancy limit: 1,750-2,500 seated; 4,000 standing)

Will you require any of the following City owned equipment*?

- Microphone(s) Projector Sound System Lighting Podium Stage

**Use of any Audio/Visual needs will require an onsite A/V tech during your event. Additional fees apply.*

Step Five - Signature, Please Read Carefully Before Signing

Applicant(s) hereby agrees to indemnify, defend and hold harmless City of Yucaipa, its officers, officials, employees and volunteers from and against all claims, damages, losses and expenses that may arise during or be caused in any way by such occupancy or use of facilities, but the facility user shall not be liable for any claims, damages, losses and expenses caused by the sole negligence or willful misconduct of the City of Yucaipa. Applicant(s) shall have received any and all permission or license(s) as may be required to perform or use any protected materials in its use of the Premises. Applicant(s) agrees to protect and hold harmless the City, its elected officials, employees and agents from and against any and all claims, penalties, and/or damages which may accrue as a result of Applicant's failure to comply with this requirement. I have read and agree to abide by all of the City of Yucaipa policies stated above and in the Facility Rental Policies.

Applicant Signature: _____ Date: _____

Print Applicant Name: _____

YPAC STAFF USE ONLY

Date Application Received: _____ Deposit Received: Yes No Date: _____

Amount: \$ _____ Cash Check # _____ Online

Final Payment Due Date : _____

YPAC Coordinator/ Supervisor Signature: _____ Date: _____



Yucaipa Performing Arts Center Facility Rental Use Policies & Agreements

The rules and regulations herein have been developed to ensure that facilities are used in a responsible manner and that the public investment in these facilities is adequately safeguarded.

Application Process	
<input type="checkbox"/> Initial	<p>A reservation is not confirmed until a Facility Reservation Application has been completed, signed, and all deposits have been paid. Quotes and telephone/email inquiries are not binding and do not constitute a reservation.</p>
Fees, Cancellations & Refunds	
<input type="checkbox"/> Initial	<p>Full payment is due <i>fifteen-(15) days prior</i> to the event date. Cancellation of a rental more than thirty (30) days prior to the event date will result in a loss of the deposit. Cancellation requests between twenty-nine (29) and sixteen (16) days prior to the event will result in a loss of 50% of rental fees paid and loss of the deposit. Cancellation of a rental fifteen (15) days prior to the event will result in loss of 100% of rental fees and deposit.</p>
Deposit Refund Process	
<input type="checkbox"/> Initial	<p>A 10% Contingency Fee will be required for all reservations. The Contingency Fee is <u>in addition</u> to the reservation fees. Refunds on deposits will be processed on the first regular business day following the event date. The deposit is refundable provided the facility is returned in the same condition in which it was found. If the facility is found in satisfactory condition (clean, no damage, or loss of equipment), the refund deposit will be returned via credit card if the reservation was paid with a credit card. If the refund deposit was paid by cash or check, it will be returned via check and mailed to the address on the Facility Reservation Application approximately four (4) to six (6) weeks after the event date. If damage or loss does occur, the deposit will be held until estimates can be obtained. All replacement and/or repair fees will be deducted from the deposit.</p>
Alcohol	
<input type="checkbox"/> Initial	<p>**Bringing any alcoholic beverage into a function not approved in the original Facility Reservation Application will result in the event being immediately canceled and 100% of fees will be forfeited** If the Applicant is approved by the City to have alcoholic beverages at the event, it must be served over a bar by a TIPS certified bartender. All alcohol must be served in individual, non-breakable containers, and not set out to be self-served. All champagne bottles must be opened in the kitchen and remain there. Alcohol must remain in the designated facility (Banquet Rooms, Meeting Rooms & Courtyards). Alcohol is not allowed outside of the facility. Types of alcohol are restricted to beer, wine, and champagne only, unless permitted by the Director of Community Services.</p> <p><u><i>Selling Alcohol:</i></u> If alcohol is sold at an event (i.e. cash bar, tickets, and drinks for a fee), the Applicant will be required to provide a license from the State Alcoholic Beverage Control Department. The Applicant must provide a copy of the permit from the Alcoholic Beverage Control office to the City <i>seven (7) days prior</i> to the event. Injuries caused to any person as a result of alcoholic beverages being served and/or consumed by a minor on City premises shall be the sole responsibility of the Applicant, user, group, organization, its sponsors, or the adult representative.</p>

<input type="checkbox"/> Initial	<p>Security</p> <p>Security guards are required for events where alcohol is present. One (1) security guard is required for every seventy-five (75) guests. Security guard(s) will be provided by a City of Yucaipa approved security company. Security guards are required to be present at the rental thirty (30) minutes before guests arrive and are to remain at the event until the end of the rental. Security guards will report to staff during the event.</p>
<input type="checkbox"/> Initial	<p>Decorations</p> <p>Signs or decorations cannot be nailed or permanently affixed to the facility's walls, ceilings, windows, or drapes. Decorations must be fireproof. No glitter, rice, birdseed, open flame candles, smoke, fog, bubble machines or other similar items are permitted in or around the facility. Any decorations used must be completely removed and disposed of at the end of the event. No alteration of existing facilities is permitted.</p>
<input type="checkbox"/> Initial	<p>Hours</p> <p>City staff will not permit individuals into the reserved facility until the Applicant or Designated Event Representative is present. Individuals will not be permitted into facility before the specified event start time. The rental ending time means the facility must be empty of all guests and event staff. The clean-up time means all decorations, food, etc. must be removed. The event time for facilities may not go past 11:00 p.m., with clean up time not exceeding 12:00 a.m. unless per-approved by facility supervisor. Rentals that exceed stated hours on contract may be charged up to double the hourly rate.</p>
<input type="checkbox"/> Initial	<p>Insurance</p> <p>The Applicant shall provide and maintain general liability insurance and the coverage shall be in the amount of \$1 million for bodily injury, personal injury and property damage. If alcoholic beverages are served, then liquor liability in the amount of \$1 million, for bodily injury and property damage, will be required. General liability and liquor liability shall be endorsed naming the City of Yucaipa, its officers, agents, employees and volunteers as additional insured. Each policy required by this clause shall be endorsed to state that coverage shall not be cancelled or changed except after thirty (30) days written notice has been given to the City. Use of the facility will be denied if satisfactory proof of the required insurance is not timely received prior to the event. The insurance company must have an AM Best Rating of VII or better. It is the responsibility of the user to keep the insurance current. Liability Insurance can be purchase through the City of Yucaipa for an additional fee.</p>
<input type="checkbox"/> Initial	<p>Cleaning</p> <p>General cleanup is the Applicant's responsibility. The Applicant shall make sure all decorations, food, gifts, and rental equipment is removed from the facility at the end of the event. Applicant shall make sure the facility is clean before leaving the event. The rented facility, parking lot, grounds, and/or equipment shall be left in the same condition as they were prior to the event. Staff will be present during your event and assist with trash during the event. Staff will take down tables, chairs, and secure the facility.</p> <p>After your event, staff will conduct a walk-through inspection with the Applicant. This inspection will determine if any damage or vandalism to City property has occurred, or if any additional cleaning needs to be done. The amount of the refunded deposit will be based on the outcome of the inspection.</p>

Other

Initial

- It is the Applicant's responsibility to check their equipment's compatibility with the facility's equipment prior to their rental date (i.e. laptop, slideshow, audio/visuals). Equipment testing may occur during the facility's business hours when the room is available.
- Smoking is prohibited in all City parks and facilities (reference City Park Ordinance #256).
- City equipment shall not be removed from the facility.
- Tables and chairs are provided and will be set up and taken down by staff. Set up diagrams must be submitted at least two (2) weeks prior to the event. If a diagram is not submitted, tables and chairs will not be set up until the start of the reservation.
- Staff is responsible for, and has authority over, the facility, equipment, and activities. Staff shall have the authority to request changes in activities or termination of activities for public safety and well-being.

I, the undersigned applicant, agree to abide by and enforce the rules, regulations, and policies governing this facility as set forth by the City of Yucaipa. I understand that by signing this document I accept responsibility for any damages to premises, furniture, equipment, or grounds resulting from the use of the facility. I further agree that any violation of the Facility Use Policies and Agreements can result in immediate cancellation of the reservation and forfeiture of all fees and deposits.

Applicant Signature : _____ Date: _____

Print Applicant Name: _____