



**CITY OF LINDSAY
CITY SERVICES DEPARTMENT
REQUEST FOR USE OF CITY PARK' ARBORS**

Applicant: _____ Home Phone/Cell #: _____
 Home Address: _____ City: _____ Zip: _____
 Email: _____

PARK REQUESTED: **Centennial Park Horseshoe Arbor (10x10)
 *Kaku Park (8x10)
 Date of Event: _____ Type of Event: _____

Note:
 *Kaku Park: No Electricity/No Water
 **Centennial Park: No Water

Arbor #'s: _____ (See Map)

	QTY	Arbor	Fee:	Deposit:	Subtotal/ Arbor	Total
	_____	8x10	\$ 57	\$ 75	\$ 132	_____
	_____	10x10	\$ 76	\$ 75	\$ 151	_____
	_____	20x44	\$ 94	\$ 100	\$ 194	_____
	_____	Stage	\$ 112	\$ 75	\$ 187	_____
Bounce House	_____	Bounce House	\$ 76	\$ -	\$ 76	_____
					Total Fees:	_____

Bounce House Company: _____ Or Privately Owned: _____

Bounce House Business License Number: _____

Is this request for an organization: Yes No _____
 Organization Name

Alcohol is prohibited unless special permit is obtained through the Planning Department

Will alcohol be served? _____ Yes _____ No, If yes Permit # _____ Approval Date: _____

Applicant hereby agrees to hold the City of Lindsay, their employees, agents and officers free and harmless from any loss, damage, liability, cost or expense that may arise during or be caused in any way by such use or occupancy of said facilities. The applicant agrees to furnish such liability or other insurance for the protection of the public and the City, as the City shall require. Applicant agrees to leave the facility in the same condition as found before use. Any damages, misuse or destruction of City property or equipment is the responsibility of the applicant. Applicant agrees to reimburse City for all charges. The CITY OF LINDSAY does not provide accident, medical, liability or any other insurance for facility users. Refunds will be granted as follows; No Show – No Refund. Refunds on security deposits are based on compliance with the contract, as well as the security and clean-up requirements. To receive a full refund on the security deposit, the reserved arbor(s) and adjacent areas impacted by the reservation must be cleaned, and cleared of all guests, equipment and decorations (including tapes, ribbons, pins, etc). Deposit will be refunded in full by mailed check within 10 business days if facility is left clean, undamaged and all rules and policies are followed. For all cancellations received two weeks prior to the event, a \$15 service and handling fee will be charged in accordance with the City schedule. **For events cancelled by the applicant after the two week window, or with no notice, applicant will lose full arbor reservation amount.** I have read, understand and agree to the rules and regulations that are listed on this form.

*Deposits are subject to retention by the City if utility account is found to be delinquent. Refund will be applied toward the delinquent amount _____ (Customer Initials)

SIGNATURE: _____ DATE _____

*****FOR OFFICE USE ONLY*****			
STEP 1			
Amount \$	Check #	Cash or CC	Account #
			101-363-030
Receipt No: _____	Date: _____	Received By: _____	

STEP 2 (Field Crew)			
EMPLOYEE ON DUTY: _____			
DATE INSPECTED: _____			
CLEAN: _____ YES _____ NO	IF NO, HOW MANY CLEANING HOURS: _____ x \$37.50/hr = \$ _____		
DAMAGES: _____ YES _____ NO	IF YES, SPECIFY DAMAGES: _____ Total Amount \$ _____		

TAKE PICTURES OF ANY DAMAGES OR TRASH LEFT BEHIND			

150 N. Mirage Ave, Lindsay, CA 93247, PHONE (559) 562-7102 Ext 4 • FAX (559) 562-5748

Park information available at www.lindsay.ca.us

SEE BACK PAGE FOR RULES, REGULATIONS AND POLICIES

RULES, REGULATIONS AND POLICIES PER CITY ORDINANCE No 554, Title 14

PARK Arbors, Stage

1. Park hours are from 7:00 a.m. – 10:00 p.m.
2. Reservations must be made 24 hours prior to reservation date
3. If you choose to add a bounce house to your reservation, there is an additional \$25 fee. Bounce house companies must have an insurance policy naming the City as additional insured for at least One Million Dollars (\$1,000,000) on file.
4. No water slides or water-bounce houses are allowed.
5. Vehicles are to be parked in designated parking areas only. Vehicles parking outside of the designated parking areas may be cited. No vehicles may drive or park upon any public park/recreation area, golf course, greenbelt or other open space owned by the city except for those areas specifically designated for vehicular traffic.
6. Electrical outlets at facilities are subject to service interruptions and are not guaranteed.
7. Any group or persons using the facility is responsible for damaged incurred during use. Repair will be deducted from the security deposit.
8. All your decorations (including tape, ribbons, pins, etc) must be removed by the end of your event.
9. All trash bins must be emptied into dumpster containers inside the trash enclosure. Boxes must be broken down before being placed in the dumpster. If clean up is required city crews will perform the clean up at the rate of \$37.50 per hour.
10. Trash bin key must be returned before deposit refund is issued. If key is lost, there will be a \$10 charge for replacement.
11. It is unlawful for any person to possess and/or consume any alcoholic beverage within the boundaries of every public park/recreation area located within the city, which is owned, operated, and/or maintained by the city. Unless approved by special permit under Ordinance 554, Title 14, Chapter 2 section 14.02.050.
12. Unfortunately, vandalism occurs or other unforeseen difficulties arise, and most facility uses occur after normal maintenance crew and office hours. When there is an after-hour problem, call **562-7102 extension 4** so that proper personnel can be dispatched as needed.
13. City of Lindsay is not responsible for any damages made to private property by sprinkler system coming on during reservation

*****FOR OFFICE USE ONLY***** STEP 3				
Department	Description	Yes/No	If Yes, \$\$\$	By
CS	Damages (See back)			
CS	Liens			
CS	Returned Key (\$10 if no)			
FD	Delinquent Utility Bill			
Total Deposit Amount to Refunded: \$ _____ Approved By: \$ _____				

ONO CITY PARKWAY

PARKSIDE AVE

1

2

4

3

5

7

6

Centennial Park



8

11

10

9



Arbor #	Arbor Size
1,2,4,9,10,11	8'x10'
5,7,8	10'x10'
3,6	20'x44'

