

# KINGSBURG HISTORICAL SOCIETY PARK RENTAL APPLICATION AND USE PERMIT

Today's Date: \_\_\_\_\_

Reservation Date: \_\_\_\_\_

## Application Information

Name of Applicant or Organization: \_\_\_\_\_

Name of contact person: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_

Telephone (Home): \_\_\_\_\_ Cell: \_\_\_\_\_

Email: \_\_\_\_\_

## Facility Information

Purpose of Rental: \_\_\_\_\_

Rental Time, (Must include set up and clean up) \_\_\_\_\_ AM/PM

To: \_\_\_\_\_ AM/PM

Number of People: \_\_\_\_\_

Park Rental

Meeting Hall Rental

Church Rental

## Event Details

Live Music or DJ

Bounce House

Need PA system

Media equipment

If you are having a bounce house, please identify the company

Will alcoholic beverages be served?

Will alcoholic beverages be sold?

The Kingsburg Police Department will be notified of all facility rentals, if you need Assistance during your event, please call KPD (559) 897-2931

The Applicant agrees to indemnify, defend (with legal counsel acceptable to the Kingsburg Historical Society) and hold harmless the Kingsburg Historical Society and its officials, agents, employees and officers against any and all liability, losses, claims damages, fees of attorneys, and other expenses, including without limitation, sums paid or incurred in attempting to procure release from liability, which the Kingsburg Historical Society or its officials, agents, employees or officers may sustain or incur as a consequence of the use of the Historical Park and the structures and improvement located at Historical park by the Applicant or any of its officials, employees, agents or invitees or arising out of any act or activity conducted by the Applicant or arising from the activities or events identified in the Rental Application. Applicant agrees to comply with and abide by all of the provisions of the Application and Use Permit Requirement and agrees to comply with and abide by the same and cause all person's present at the Historical Park to abide by and comply with the same, I hereby certify that all information provided above is correct.

Applicant's Signature: \_\_\_\_\_

**PARK ONLY**

\$200

(up to 4 hours)

\$75 each additional hour

\$200 refundable security deposit

**CHURCH ONLY**

\$500

(up to 3 hours)

\$75 each additional hour

\$200 refundable security deposit

**FULL PACKAGE**

\$800

Hall, kitchen, and park up to 4 hours and 2  
additional hours at a discounted  
price of \$200

Includes table and chair setup

\$500 refundable security deposit

\*other cost may apply

**WEDDING SPECIAL**

\$2,500

(4 hours the day prior & 7 hours the day of the event)  
includes liability insurance, table and chair setup  
and 2 security guards (4 hours)

\$500 refundable security deposit

\$300 church fee

\$200 multimedia fee

\*other cost may apply

\$150 an hour for any additional hours needed beyond those listed above

After 1st initial showing of the park a \$20.00 an hour fee will be required for each opening and closing of the park or park hall.

25% down is required at the time of the booking and final payment must be made 60 days before the event.

The following are the fees you may owe for the reservation at the Kingsburg Historical Park. You may be billed for additional fees after the event if the Caretaker determines that you have exceeded your rental time or for any damages that may have incurred over the amount of the Refundable

Security Deposit	_____
Park Rental Fee (Park use Only)	_____
Special Events Fee (Park use Only)	_____
Meeting Hall Fee	_____
(Includes Outdoor Park Facilities)	_____
Wedding Special	_____
Security guards \$22.00@ hour	_____
with a 4-hour minimum	_____
PA System	_____
Total Due	\$ _____

### **Kingsburg Historical Park – Facility Use Requirement**

1. All rental occurs on a first come, first serve basis. Your reservation will not be confirmed until a fully completed application and required documents and fees have been received by the Kingsburg Historical Society. If your information is not received in a timely manner, your spot may be lost to another reservation.
2. All Historical Park Facilities may be used between the hours of 7:00 AM and 11:00 PM. Music is to be turned off 10:00 PM outside because of a City Ordinance.
3. At least 60 days prior to the reservation date, Applicant must provide a certificate of general liability insurance acceptable to Kingsburg Historical Society naming the Kingsburg Historical Society and its officials, officers, employees, volunteers and agents as additional insurers in an amount not less the \$1,000,000 per occurrence and covering any and all activities while using the Kingsburg Historical Park Facilities and Meeting Hall. If alcoholic beverages will be served, liquor liability insurance is also required.
4. The security deposit will be used to pay the cost of repair of any damage to outdoor Park Facilities and area and the Meeting Hall including, without limitation, damages to furnishings, floors, walls or landscaping, failure of the Applicant to properly clean the Park Facility and area or the Meeting Hall after the event, refusal to vacate premises at established ending time, or other costs incurred by the Kingsburg Historical Society. The Applicant is responsible for guests' conduct and/or damages and will be billed for any costs exceeding the security deposit. Payment for additional costs, fees, damages, etc., is due in full ten calendar days after billing date.
5. If event is canceled, more than thirty (30) days prior to the reservation date, the security deposit and 50% of the Park Facilities Rental Fee/Meeting Hall Rental Fee will be refunded and 50% of the Park Rental Fee/Meeting Hall rental Fee will be retained as a processing fee. If the event is canceled less than thirty (30) days prior to the reservation date, only the security deposit will be refunded. The full amount of the Park Facilities Rental Fee/Meeting Hall Rental

Fee will be retained as a processing fee. If any event is paid and cancelled with 30 days of a booking a \$50.00 charge will apply.

6. When the Historical Park Hall is rented a Caretaker will be on site during the entire event if you have any questions or concerns. The maximum capacity of the meeting hall is 190 people, 60-inch round tables seating 8 people comfortable and chairs can be used for your event plus seating for 60 additional people on the Hall Decking,
7. No decoration may be attached to the ceiling tiles or any walls or floors of the meeting hall, band stand gazebo or any buildings located in the Historical Park. You may attach decoration to removable items and portable stands. All decorations must be fire proof or made of fire retardant materials. Animals are allowed in the parking lot areas only. Hay or straw is not allowed on the grass, you may use hay or straw in the parking lots only.
8. The Kingsburg Historical Society required the Applicant to clean the Park Facilities and Meeting Hall after use, all trash must be placed in the trash cans, all decorations must be removed, tables and floors must be cleaned of all dirt, food and trash. Kingsburg Society staff will determine whether the Applicant has left the Park Facilities and Meeting Hall in a clean and sanitary manner. Kingsburg Historical will clear the return of your Security Deposit. Security Deposits will be returned within 10-14 days of your event.
9. All cars are to be parked on the driveway in front of the Clay School or on Sierra Street. Parking on the grass is not allowed.
10. The Kingsburg Historical Society is not responsible for any items left and the Kingsburg Historical Park or Meeting Hall. Items left to be picked up the next day will be subject to a \$100.00 charge.
11. The Kingsburg Historical Society may, for good cause, suspend rules contained herein and/or institute new and additional rules governing use of the Park and Meeting Hall as it deems necessary.
12. If selling alcohol beverages, a copy of the license issued by the California Alcohol Beverage Control Board is required. Security guards required whenever alcohol is served inside the Kingsburg Historical Park.
13. Candles and other open flame devices are prohibited. No Smoking allowed in Park.
14. Any violation of the facility use policies will result in the immediate voiding of your rental, user will not be eligible for rental refund or a refund of their security deposit.

The undersigned hereby certify that the undersigned has read this document and agrees to the proper use and care of the Kingsburg Park and Meeting Hall as required by this document.

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Signature

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Date

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