**City of Merced Parks and Community Services**
632 W 18th Street
Merced, CA 95340
(209) 385-6855 fax (209) 726-5327

***On Call (209) 564-9103**
For Rental Problems

# ATTACHMENT 3

## APPLICATION AND AGREEMENT FOR USE OF FACILITIES

| Applicant's Name: | Address: | City: | Zip Code: |
|---|---|---|---|
| RHONDA BATSON | PO BOX 1107 | MERCED | 95341 |

| Name of Organization: | Day Phone (Area Code): | Evening Phone (Area Code): |
|---|---|---|
| MERCED COUNTY NAACP | (209) 883-6226 | |

Room to be reserved - Please Circle:

Sam Pipes Conference Room  Merced Community Senior Center

| Nature of Event: | Event Date: | Time: | Estimated Attendance |
|---|---|---|---|
| Annual Banquet | 10/16/21 | 2:00 PM TO 10:00 PM | Adults Minors Total 320 |

Public Event? Yes No

Event used to raise money? Yes No

Admission Charged? Yes No

Equipment Requirements:

- ❑ Chairs - Theatre Style
- ❑ Chairs and Tables – Classroom Style
- ❑ Chairs and Tables – Banquet Style with Dance Floor
- ❑ Stage
- ❑ Kitchen Facilities
- ❑ Portable Coffee Maker(s)
- ❑ P.A. System
- ❑ U.S. Flag
- ❑ California Flag

CO-SPONSORSHIP RENTAL FEES

Other: Event time is 6:00 PM to 10:00 PM. Renter has to requested co-sponsorship time of 2:00 PM to 10:00 PM to include additional set up time. Total use time is 8 hours.

**APPLICANT'S AGREEMENT**

I have read this agreement and accept the facility for which this application is made in an "AS IS" condition. In consideration of the minimal fees paid for use of the facility, the applicant is to indemnify, defend and hold harmless the City of Merced, its officers, officials, employees, agents, and volunteers ("City and City Personnel") from all actions, liabilities, claims, damages to persons or property, losses, costs, penalties, obligations, errors, or omissions that may be asserted or claimed by any person, firm, or entity arising out of or in connection with the activities conducted by the applicant, whether or not there is concurrent passive or negligence on the part of City or City Personnel.

**NOTICE TO APPLICANT:**

All rentals must be cancelled no later than 2 weeks before the event date, except the **Senior Center**, **which must be cancelled at least 30 days before the event**. A "Refund Appeal" must be filled out when requesting a refund and may be subject to a 25% assessment fee for administrative costs. Failure to do so will result in forfeiture of deposit and all rental fees.

Signed_____ Date_____

-OFFICE USE ONLY-

**FEES**

Contracted Hours $ 8 @ $ 40 = $ 320.00

Deposit (refundable) $ ON FILE

Set-up Fee $_____

Kitchen Fee $_____

Cleaning Fee $ 45.00

**TOTAL** $ 365.00

**Department Authorized Signature:**

_____ Date: _____

❑ Approved ❑ Denied

❑ Set up Diagram (at least 2 weeks prior to event if applicable)

❑ Certificate of Insurance in compliance with City of Merced.

❑ Contracted Security/Dance Permit

❑ ABC License (if liquor is to be sold)

❑ Added to Computer By: _____

**Please make check payable to City of Merced.**
Returned checks will result in cancellation of event and/or additional charges.