

City of Merced Parks and Community Services

678 W 18th Street
Merced, CA 95340
(209) 385-6855

***On Call (209) 564-9103**

For Rental Problems

APPLICATION AND AGREEMENT FOR USE OF FACILITIES

Applicant's Name:		Address:		City:		Zip Code:	
Name of Organization: NAACP			Primary Phone (Area Code):		Secondary Phone (Area Code):		
Room to be reserved - Please Circle:							
Rossotti Ed-Zoo-Cation		Rotary Scout Hut					
Sam Pipes Conference Room		Council Chambers		Merced Community Senior Center			
Nature of Event:	Event Date:	Time:		Estimated Attendance			
BANQUET	10/7/23	3:00 PM – 12:00 AM		Adults	Minors	Total	
				150	50	200	
Public Event? Yes No	Equipment Requirements: Senior Center Use Only						
Event used to raise money? Yes No	<input type="checkbox"/> Chairs - Theatre Style <input type="checkbox"/> Chairs and Tables – Classroom Style <input type="checkbox"/> Chairs and Tables – Banquet Style with Dance Floor <input type="checkbox"/> Stage <input type="checkbox"/> Kitchen Facilities <input type="checkbox"/> Portable Coffee Maker(s) <input type="checkbox"/> P.A. System <input type="checkbox"/> U.S. Flag <input type="checkbox"/> California Flag						
Admission Charged? Yes No	Other <u>Chairs and tables – banquet style</u> <u>Event time is 6pm – 10 pm. Requesting 9 hours total to include set-up and clean-up.</u>						

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. **The use of glitter or confetti is prohibited. Alcohol is not allowed at any of our facilities, except the Senior Center.**

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.** Refunds may be subject to a 25% assessment fee for administrative costs. Failure to cancel within the specific time frame will result in forfeiture of deposit and all rental fees.

Signed _____

Date _____

-OFFICE USE ONLY-

FEES

Contracted Hours	9 @ \$150	\$ 1,350
Deposit (\$300/event)		\$ 250 (\$50 on file)
Set-up Fee		\$ 125
Cleaning Fee		\$ 366
Bounce House Fee		\$ N/A
TOTAL		\$ 2,091

Please make check payable to City of Merced.

* Returned checks will result in cancellation of event and/or additional charges.

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. (Through City's Insurance Dept.)
☐ Security Contract
☐ Dance Permit
☐ ABC License (if liquor is to be sold)
☐ Added to Computer By: _____