



ESPARTO FIRE PROTECTION DISTRICT

16960 Yolo Avenue, Esparto, California 95627
Phone: (530) 787-3300 station19@espartofire.org

--APPLICATION FOR USE OF COMMUNITY HALL--

Applicant's Name: _____

Address: _____ City: _____ Zip: _____

Phone #: _____ Email: _____

Date Of Event: _____ Time of Event (Start-End): _____

Purpose of Event: _____ Set-Up Date & Times: _____
(Pick up key no later than 5:00 p.m. on the day prior to event)

Group Size: _____ (100 Max.) Public ☐ Private ☐

Will alcoholic beverages be served? YES ☐ NO ☐

Will alcoholic beverages be sold? YES ☐ NO ☐ If yes, a copy of the ABC license must be received prior to key pickup.

Rules and Regulations Acknowledgment

The applicant acknowledges receipt of the Rules and Regulations and agrees to comply with them at all times while using the Esparto Fire Protection District Community Hall facilities. The applicant assumes full responsibility for all attendees during the event.

Representatives of the Fire District reserve the right to halt the event or contact the Yolo County Sheriff's Department in cases of intoxication, serving alcohol to minors, disorderly conduct, property damage, or any violation of the rental rules.

No Alcohol Agreement (If NO Alcohol is Checked Above)

If the applicant indicates that alcohol will not be served, no alcohol may be brought onto or consumed on the premises. If alcohol is found on the premises or observed being consumed, the event will be terminated immediately, all attendees will be required to vacate the premises, and all rental fees will be forfeited.

Hold Harmless Agreement

Applicant agrees to indemnify and save harmless the Esparto Fire Protection District, it's officers, agents, and employees from and against all losses and expense, including costs and attorney fees, by reason of liability imposed upon the Esparto Fire Protection District for damages including bodily injury and /or death at any time resulting there from sustained by any person or persons or on account of damages to property, including the loss thereof, to persons or damage to property is due or claimed to be due to the act or omissions of the Esparto Fire Protection District, it's officers, agents or employees.

Applicant Acknowledgment

The applicant acknowledges that they have previewed the facility and received a copy of the Rules and Regulations governing the use of the Esparto Community Hall and agrees to comply with them for the entire duration of the facility use.

The applicant understands that occupancy of the Esparto Community Hall will not be permitted without a valid Certificate of Insurance.

The applicant further understands that failure to comply with the Rules and Regulations may result in forfeiture of the full deposit.

APPLICANT'S PRINTED NAME: _____

APPLICANT'S SIGNATURE: _____ DATE: _____



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Applicant's Name: _____

Date of Event: _____

RENTAL FEE:

\$500.00 Check # _____ or Cash _____

Received By : _____

Received Date: _____

DEPOSIT:

\$500.00 Cash _____

Received By : _____

Received Date: _____

CERTIFICATE OF INSURANCE:

District named on certificate: YES ☐ NO ☐

Renter named on certificate: YES ☐ NO ☐

Special Events Insurance for \$1,000,000 w/District as additional insured
and includes property damage, personal injury and wrongful death liability YES ☐ NO ☐

If alcohol is being served or sold, certificate includes alcohol coverage: YES ☐ NA ☐

Received & Reviewed By : _____ Received Date: _____

IF ALCOHOL BEING SOLD:

Copy of ABC License Received By : _____ Received Date: _____

DEPOSIT RETURNED: YES ☐ NO ☐

Amount Returned: \$ _____

Recipient's Printed Name (must be applicant on application): _____

Signature: _____ Date: _____

Refund Issued By: _____

Signature: _____ Date: _____



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RULES, REGULATIONS AND RATES FOR COMMUNITY HALL RENTAL

1. The completed application must be received and the rental fee must be paid in full to secure your rental date. Acceptable payment methods for rental fees include cash and checks.
2. The CASH ONLY security deposit must be received prior to key pickup.

HALL RENTAL FEES
• Hall Rental: \$500 • Security Deposit: \$500 (CASH ONLY) • Refund: \$500 (IF NO DAMAGES)

**ANY DAMAGE TO THE PROPERTY WILL BE DEDUCTED FROM THE SECURITY DEPOSIT.
THE RENTER WILL BE FINANCIALLY RESPONSIBLE FOR ANY DAMAGES THAT EXCEED THE DEPOSIT AMOUNT.**

3. All renters must obtain liability insurance for the day before (set-up), day of (function/event), and the day after (clean-up). Insurance must cover both the Esparto Fire Protection District and the Renter for a minimum amount of \$1,000,000 against property damage, personal injury, wrongful death liability and liquor liability if alcohol is being served. Proof of insurance must be received prior to key pickup. Office hours are Monday – Friday between the hours of 8:00 am – 5:00 pm.
4. If a check is used to pay the hall rental and that check is returned by the bank, the hall rental must be paid in cash and there will be a \$50.00 returned check fee that must be paid at the same time.
5. Translations conducted on behalf of the Renter must be carried out by an adult.
6. The maximum permitted group size is 100 people, inside and out.
7. Set-up for Hall rentals:
Set up can be done the day before the event if the Hall is available. During this time the Renter and district staff will conduct an initial walk-through.
8. No vehicles are to be driven between the Community Hall and the Fire Station or parked on the patio.
9. NO push-pins, tacks, tape, or any fixtures are allowed on walls, ceilings, and windows. Tack strips are for tacks and push-pins only; NO nails or screws. Only blue painters' tape is to be used on the walls and is to be removed from all surfaces.
10. All beverages are to be served from the kitchen; there are to be no buckets or cans for kegs placed on the wood floor. Do not slide ice chests or other objects across the wood floor and all spills are to be cleaned up immediately.
11. THE FIREPLACE IS NOT TO BE USED.
12. There is to be NO smoking in the building.
13. Outside noise should be kept to a minimum in respect of our neighbors. After 9:30 pm, all activity and music MUST be inside the building and sound MUST NOT be audible from outside the building.
14. If the heat or A/C is in use, all doors and windows must remain closed.
15. When leaving the hall, all lights, heat and/or air must be turned off.
16. Renter is required to bring trash bags for the event (33-gallon size). Trash cans are NOT to be used without trash bags.



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17. Cancellations within seven (7) days of the event may result in forfeiture of 20% of the deposit. Exceptions for extenuating circumstances will be at the sole discretion of the management.
18. Hay/straw and animals are not allowed on District property.
19. No fireworks, fire pits, or any other open flames are permitted on the property at any time.
20. Bouncy houses, inflatable play structures, inflatable slides, obstacle courses, and any other inflatable amusement devices are not permitted on District property.
21. Vehicles of any kind are allowed in designated parking areas only.
22. The Esparto Fire Protection District specifically reserves the right to seek recovery from the Renter(s) for any damage to the facilities, fixtures, furnishings and/or grounds.
23. No structural or electrical modifications are allowed.
24. For safety reasons, NO tables, chairs or other obstructions shall be placed closer than four (4) feet from any EXIT door. A clear passage to these exits must be maintained throughout the building for the duration of the event.
25. The hall must be clean and all personal items removed by 8:00 a.m. the day keys are to be returned.
26. Clean up Procedures:
 - Kitchen and bathroom counters and fixtures are to be cleaned.
 - All garbage is to be removed from hall, bathrooms, kitchen and parking lot areas and placed in the dumpster behind the firehouse.
 - Tables and chairs must be wiped down and stored as originally found. If the tables and chairs are found to be dirty during inspection, the renter will be charged for their cleaning
 - No trash or debris should be left on the grounds overnight. Please ensure that the grounds are picked up after the event concludes for the night.
 - When cleaning is completed, a walkthrough with the Renter and district staff will be conducted to address any issues or problems related to cleanup or damages.
27. All fire equipment and buildings are off limits. Absolutely no parking is allowed in areas designated for fire equipment.

THE ESPARTO FIRE PROTECTION DISTRICT RESERVES THE RIGHT TO CANCEL OR SUSPEND ANY EVENT FOR JUST CAUSE, INCLUDING BUT NOT LIMITED TO UNDERAGE CONSUMPTION OF ALCOHOL, DISORDERLY CONDUCT, OR VIOLATIONS OF THE RULES AND REGULATIONS. IN SUCH CASES, THE EVENT DEPOSIT WILL BE AUTOMATICALLY FORFEITED AND WILL NOT BE REFUNDED.