



City of Bishop

377 W. Line St, Bishop CA 93514

(760)-873-5863

FACILITY RESERVATION APPLICATION

All requests made must be pre-approved prior to payment being received. Reservations will be reviewed on a daily basis and pre-approval notification will be made within 24 hours during business hours.

Application Date: _____

Reservation/Event Date: _____

I. FACILITIES AVAILABLE FOR RESERVATION

A. Park Facility Areas for Reservation

- Rear Park Pavilion Middle BBQ Area Front of Park Pond Gazebo
- Ball Field 1 Ball Field 2 Ball Field 3 Ball Field 4 Ball Field 5 Ball Field 6
- Tennis Court 1 Tennis Court 2 Tennis Court 3 Tennis Court 4
- Talmage Park City Hall Gazebo Church Street Grass Area Other, _____

Wedding Ceremony, please specify area _____

B. Facilities for Official Meetings and Trainings only

- City Council Chambers Executive Conference Room Suite A Conference Room
- Fire Training Facility City Auditorium

All facilities are subject to availability. The City of Bishop reserves the right to withhold facilities for its own use, activities and events specified or contracted for by the City.

II. RESERVATION INFORMATION

Event Type: _____

Event Start Time: _____ a.m./p.m.

Event End Time: _____ a.m./p.m.

Set up Start Time: _____ a.m./p.m.

Cleanup/Tear Down End Time: _____ a.m./p.m.

III. APPLICANT/ORGANIZATION INFORMATION

Applicant/Organization Name: _____

Applicant/Organization Address: _____ City _____ Zip _____

Contact Person: _____ Position: _____

Day Phone #: _____ Cell#: _____ E-Mail Address _____

Applicant Name (if different than above): _____

Day Phone #: _____ Cell#: _____

E-Mail Address: _____ Fax # _____

Alternative Contact Person (in case of emergency): _____

Day Phone #: _____ Cell#: _____

Purpose of Organization: _____

Is this a one-time or recurring event? _____ One-time _____ Recurring _____ Frequency of occurrence

_____ Estimated Attendance _____ Estimated spectators (if any) _____ Estimated Staff/Volunteers

Is the event open to the public? _____ Yes _____ No

Is this a fundraiser? _____ Yes _____ No If yes, are you a 501(c)3? _____ Yes _____ No

Please provide description of your fundraiser _____

How will this event be advertised or promoted? Describe promotional plans, including the use of social media,

Web sites: _____

Attach promotional material or meeting notices: _____ Attached _____ Not Attached

Non-Profits Only: Are you recognized as a Non-Profit organization: Yes _____ No _____

If yes, what is your Non-Profit Tax I.D.#? _____

*Attach a copy of your 501(c) 3 IRS Documentation Letter: _____ Attached _____ Not Attached

Name & Website of Non-Profit: _____

Executive Director's Name: _____ Contact Person: _____

Position/Title: _____ Applicant Address: _____

E-mail: _____ Phone # Ofc: _____ Cell: _____

WAIVER, RELEASE, HOLD HARMLESS AND AGREEMENT NOT TO SUE

This Release, Hold Harmless and Indemnification Agreement ("Agreement") is made and entered into by and between the City of Bishop, California, a California municipal corporation organized under the laws of the State of California ("City"), and _____ ("User/Renter"). In consideration of the covenants, promises, representations, and warranties set forth herein, and for other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged by the parties, intending to be legally bound hereby, the parties agree as follows:

User/Renter has reserved and rented the following property, venue, or space owned or operated by City and commonly referred to as (facility title) _____ which is located at (facility address) _____ Bishop, CA. City hereby grants permission to User/Renter to reserve, rent, enter, and use the above-referenced property for lawful and authorized purposes or events as further detailed in the records related to User/Renter's reservation, use and rental of the referenced City property. User/Renter hereby agrees to indemnify and hold harmless the City and its officials, officers, employees, volunteers, and agents from any and all suits, demands, claims, lawsuits, judgments, losses, penalties, actions, fines, costs, liabilities, debts, damages, and expenses, including but not limited to all reasonable legal fees and costs, from loss, damage, or injury to persons or property in any manner arising out of, allegedly arising out of, incident to, or connected to any acts, omissions, or misconduct in connection with the reservation, use, and rental described above whereby User/Renter enters, occupies, or uses the above-referenced City property.

User/Renter further agrees to defend at User/Renter's own expense, including but not limited to all reasonable legal fees and costs, the City and its officials, officers, employees, volunteers, and agents in any legal action based upon such acts, omissions, or misconduct. User/Renter fully recognizes the dangers of entering, occupying, or using the above-referenced City property for lawful and authorized purposes or events and voluntarily assumes all risks of loss, damage, or injury to persons or property associated with his or her reservation, use, and rental.

User/Renter hereby releases City from any and all liability in any manner arising out of, allegedly arising out of, incident to, or connected to User/Renter's reservation, use, and rental of the above referenced City property. User/Renter understands and acknowledges that City is not liable for any loss, damage, or injury to persons or property associated with User/Renter's reservation, use, and rental. If any provision of this Agreement is held to be void or unenforceable, the remaining provisions shall continue in full force and effect. This Agreement shall be governed by and construed in accordance with the laws of the State of California without giving effect to any choice of law or conflict of law provision or rule in any other jurisdiction. This Agreement constitutes the entire Agreement between the parties with respect to the subject matters described herein, and supersedes any and all agreements or understandings, whether written or oral, between the parties with respect to such subject matters. All waivers of any provision hereunder shall be in writing and signed by both parties. The failure of either party to enforce at any time for any period any provision hereof shall not be construed to be a waiver of such provision.

This Agreement shall be effective on the date of execution by the parties.

Signature of Applicant: _____ Date: _____

If applicable, signature of Executive Director of Non-Profit Agency or other responsible party:

_____ Date: _____

Policy Statement:

A minimum of \$1,000,000/\$2,000,000 General Liability policy is required with an Endorsement and the City of Bishop must be named as an additional insured written as:

"CITY OF BISHOP AND ITS ELECTED AND APPOINTED OFFICIALS, EMPLOYEES, VOLUNTEERS, AND AGENTS"

Fees for facility reservations are listed below:

Park Facilities: \$50 per reservation

*Additional fee of \$10 for use of electricity at the Rear Pavilion

Wedding Ceremonies \$50 refundable deposit, \$150 fee for space use

Softball Tournaments \$200, field 1 (with lights) and field 2, 2 days 7am – 11pm

Field 1 Light request \$20 per hour

Civic Auditorium \$50 for 4 hours, \$10 for each additional hour

Council Chambers \$75 for 4 hours, \$15 for each additional hour

Executive Conference Room \$35 for 4 hours. \$5 for each additional hour

Suite A Conference Room \$35 for 4 hours. \$5 for each additional hour

Fire Training Facility \$50 for 4 hours, \$100 for use over 4 hours in a single day

Payments of fees must be made in advance. Applications will only be accepted from adults.

1. Renters are responsible for set-up and clean-up
2. No amplified music is allowed
3. No bounce houses are allowed
4. No alcoholic beverages are allowed
5. No smoking, vaping or marijuana is permitted pursuant to Municipal Code 8.32.030
6. No water balloons are allowed at park facilities
7. There is no food allowed in the City Council Chambers

*A refundable cleaning and damage deposit may be required depending on the nature and size of the event

** Use by government, 501(c)3 Non-Profits, or public agencies may have fee waived upon approval.

For Office Use Only

Copies to: PW _____ CS _____ PD _____ FIRE _____ Approved: _____ Denied: _____

Reviewed by: _____ Date: _____ Fee: _____
Authorized Community Services Representative