

City of San Juan Capistrano Facility Rental Information

PLEASE NOTE:

- Your application is **NOT** approved at this time.
- There is **NO guarantee** that your application will be approved. Please note that **your application could be denied.**
- Please submit only your cleaning and compliance deposit payment with your completed facility use application. During the review of your application, the actual fees will be determined and you will be contacted regarding those fees and arrangements will be made regarding payment.
- The review process does not begin until all documents have been **received by the City.** Additional time is required when event has alcohol, or other special considerations are requested.
- Prices quoted on the worksheet are **estimates**. During the review process, it may be determined whether adjustments must be made to the estimate. You will be notified if fee adjustments are required.
- **Your activity may require liability insurance, security guards, a recycling plan, a guest list, etc.** If required, the guest list must be submitted one week prior to the event. Once your application is submitted, there will be a preliminary application review. It will then be determined whether additional services will be required (at renter's expense), such as liability insurance, security guards, a recycling plan, a guest list, etc.
- When security guard service is required, guards must be on site from the time set up begins until the time clean up ends.
- The review process cannot move forward without a confirmation letter from the security guard service or a recycling plan from CR&R (if required), or without insurance documents (if required and if providing own insurance).
- NOTE: Any request(s) for special consideration will delay the review/approval process.
- **Weddings/Receptions:** Renter must be bride or groom, or parent of bride or groom. Photo identification will be required, along with proof of residency.
- **For all rentals:** a person to be on site to conduct a walk-through at the very beginning of the rental, remain on site throughout the rental, and conduct a follow-up walk-through at the end of the rental must be designated. This person will be:

_____.

- **One contact person!!!** The City considers the person's name listed on the application as the contact person. All discussion between City and renter will go through this one person. This person is the only one who can make changes associated with the facility use.

I have read and understand the above listed items, and agree to abide by the information stated.

Signature of Applicant

Date



FACILITY USE APPLICATION AND PERMIT

REATA PARK, EVENT CENTER, LIMO BARN & WELCOME CENTER

CITY OF SAN JUAN CAPISTRANO COMMUNITY SERVICES DEPARTMENT

Submission of reservation application permit does not guarantee approval.

Name of Organization: _____

Name of Applicant: _____ Phone: _____

Address: _____ Email: _____

City: _____ State: _____ Zip Code: _____

Purpose of Rental: _____

Date(s) of Rental: _____ Day: (Circle One) Sun Mon Tues Wed Thu Fri Sat

Number of Rental Hours: _____ Number in Attendance: _____

Set-Up Time: Begin at _____ End at _____

Event Hours: Begin at _____ End at _____

Clean-Up Time: Begin at _____ End at _____

Event Center Fountain Limo Barn Parking Lot Reata Park The Meadow Welcome Center

ALCOHOLIC BEVERAGE INFORMATION

Will alcoholic beverages be served at your activity? Yes No

Will alcoholic beverages be sold at your activity? Yes No

If alcoholic beverages are to be served or sold: (1) A liquor permit application form must be attached to this application. (2) Alcoholic beverages will be allowed on site only if a City-issued liquor permit has been issued for this activity. (3) Alcoholic beverages must be served by and served to persons 21 years of age and older. (4) When alcohol is to be sold, a photocopy of the Alcoholic Beverage Control license must be submitted to the city a minimum of seven working days prior to the event.

For Office Use Only Household ID _____ Date Received by Community Services Department: _____ By: _____

FEES:

Cleaning/Compliance Deposit = \$ _____

Electricity _____ hours x \$ _____ /hour = \$ _____

Facility Rental _____ hours x \$ _____ /hour = \$ _____

Liability Insurance = \$ _____

Liquor Permit = \$ _____

Park Monitor = \$ _____

Total = \$ _____

Paid by: Cash Amount _____

Check No. _____

Check Amount _____

Last 4 No of CC _____

Authorized Signature: _____ Date: _____ Request: Approved Denied

FACILITY USE PERMIT MUNICIPAL CODE REQUIREMENTS

1. Requests to use generators, tents, gazebos, signage, Public Address System (P.A.), pony rides, bounces houses, or any portable structure must be included on the facility use application. Other permits may be required. Based upon the nature of the event, additional City staff may be imposed as a condition of approval. Any expense incurred as a result of conditional requirements shall be the responsibility of the applicant.
2. Applicant is to ensure that the activity and/or the volume on the P.A. do not become disruptive to the businesses and residents neighboring the City buildings. For the Limo Barn, noise is prohibited after 9:00 p.m. For the Event Center, noise is prohibited after dusk. Should an activity become disruptive to the neighborhood, renter will be asked to either turn down or turn off the volume on P.A. system. **Failure to comply will result in facility use cancellation and all fees will be forfeited by the renter.**
3. No smoking/vaping in parks.

EVENT CHECKLIST

(Check applicable items for your event)

AFTER THIS CHECKLIST IS SUBMITTED, WE WILL NOTIFY YOU AS TO WHICH ITEM(S) WILL BE APPROVED

- | | |
|---|---|
| <input type="checkbox"/> Alcohol | <input type="checkbox"/> Canopy or Tent |
| <input type="checkbox"/> Amplified Music (Subject for review) | <input type="checkbox"/> Dance Floor |
| <input type="checkbox"/> Balloons | <input type="checkbox"/> D.J. |
| <input type="checkbox"/> Display Flags | <input type="checkbox"/> Electricity |
| <input type="checkbox"/> Portable Signs (Max. size: 5 sq. ft. 4'6" high) | <input type="checkbox"/> Food |
| <input type="checkbox"/> Requirements if needed | <input type="checkbox"/> Live Entertainment |
| <input type="checkbox"/> Barbecue: <input type="checkbox"/> Gas <input type="checkbox"/> Charcoal | <input type="checkbox"/> Portable Restrooms |
| <input type="checkbox"/> Bounce House | <input type="checkbox"/> Security Guard(s) |
| <input type="checkbox"/> Candles (Battery only) | <input type="checkbox"/> Stage |
| <input type="checkbox"/> Other: _____ | |

Submit Application To: City of San Juan Capistrano
25925 Camino Del Avion
San Juan Capistrano, CA 92675
Attn.: Ashley Nieto

Anieto@sanjuancapistrano.org

(949) 234-4567 (Direct Line)

This reservation application permit is issued in accordance with the policies outlined in Administrative Policy No. 610. All reservation forms must be signed and returned along with all deposits before consideration of use approval. Submission of application does not guarantee approval.

Signature: _____ **Date:** _____

WHEN INSURANCE IS REQUIRED:

Renter has the option of providing their own insurance or purchasing insurance from the City (pending event coverage being available for the type of event proposed).

When renter provides their own insurance, the following must be included:

1. Certificate of Liability Insurance to include:

- Coverage in the amount of \$1,000,000, per occurrence
- Name the **City of San Juan Capistrano** as additional insured
- “Description” section is to list a few words describing the rental (example: picnic / BBQ / live music concert /etc)
- “Certificate Holder” section is to list:
City of San Juan Capistrano
Attn: Community Services Department
25925 Camino del Avion
San Juan Capistrano, CA 92675
- If alcohol will be served, the liability certificate must state “Liquor Liability included”

2. Liability Endorsement Form (Renter’s insurance company can use their own endorsement form, or they can use the City’s. If renter /insurance company would like a copy of the City’s endorsement form, please call and request a copy)

NOTE: Renters providing their own insurance MUST provide BOTH of the documents listed above

When renter purchases insurance through the City:

If renter would like to purchase insurance through the City, please call for a price. Price of insurance varies with the type of event. The “hazard level” of the event and the number of attendees are key factors in determining the price of the insurance policy.

**For further information regarding insurance, please call
Community Services Department, at
(949) 493-5911
Fax # (949) 661-6660**

City - Issued Insurance		
Activity	Attendance	Fee
<p><u>NO ALCOHOL</u> (Hazard Level I)</p> <ul style="list-style-type: none"> • Wedding Reception - any number of attendees • Most activities or meetings with 100 or more attendees 	1-100	\$85.00
	101-500	\$119.00
	501-1500	\$178.00
	1501-3000	\$230.00
	3001-5000	\$349.00
	5001+	to be determined
<p><u>WITH ALCOHOL</u> (Hazard Level I)</p> <ul style="list-style-type: none"> • Wedding Reception - any number of attendees • Most activities or meetings with 100 or more attendees 	1-100	\$148.00
	101-500	\$182.00
	501-1500	\$241.00
	1501-3000	\$293.00
	3001-5000	\$412.00
	5001+	to be determined
What Hazard Level is this activity?	Contact Community Services	
Rentals that are Hazard Level 2,3 or above	Contact Community Services	
Class Instructors	Contact Community Services	
New rates: Annually an assessment is conducted by the insurance provider to determine whether a fee increase will take effect each January.		

THIS IS A SAMPLE ONLY

Endorsement: Additional Insured Information

POLICY NUMBER:

COMMERCIAL GENERAL LIABILITY

Please Note: The policy numbers on the endorsement and the certificate of liability must be identical. If the policy numbers do not match, we will not accept either document.

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

ADDITIONAL INSURED – OWNERS, LESSEES OR CONTRACTORS (FORM B)

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART.

SCHEDULE

Name of Person or Organization:

*City of San Juan Capistrano, its officials, employees and agents
% Community Services Department
25925 Camino del Avion
San Juan Capistrano, Ca 92675*

(If no entry appears above information required to complete this endorsement will be shown in Declarations as applicable to this endorsement.)

WHO IS AN INSURED (Section II) is amended to include as an insured the person or organization shown in the Schedule, but only with respect to liability arising out of "your work: for that insured by or for you.

**City of San Juan Capistrano Community Services Department
SECURITY GUARD SERVICES**

The City reserves the right to require security guard services at any activity held in a City building or park. This service is to be provided at the renter's expense.

- Renter is to call one of the security guard services listed below to make arrangements
- Security service is to be scheduled the entire time of the rental, including during set up and take down
- The number of guards to be onsite during the rental is to be **one (1) guard per seventy-five (75) attendees**
- Renter is to make payment directly to security guard service
- The City cannot process an application without a confirmation letter from the selected security guard service
- Renter is to direct the security guard service to forward a letter of confirmation to the City that includes:
 - 1) Date service is to be provided
 - 2) Time of guard's arrive and departure (include set up and take down)
 - 3) Name of renter (your name)
 - 4) The number of guards to be on site
 - 5) The after-hours and/or emergency telephone number to reach the security guard service in case the guard(s) does not arrive

Following is a listing of City approved security guard services.

American 1 Airtight Security

46 North Central Ave.

Upland, CA 91786

Toll Free: (888) 772-8765 or (949) 248-2994

Mission Protection Services

22600 G Lambert 1405

Lake Forest, CA 92630

Office: (800) 416-8369

Cell: (949) 878-2361

Tag Force Security & Patrol Services

5206 Benito St.

Montclair, CA 91763

Phone: (909) 972-2276

Fax: (909) 625-5353

Should you need additional information please contact:
City of San Juan Capistrano-Community Services Department
Phone: (949) 493-5911
25925 Camino Del Avion
San Juan Capistrano, CA 92675



**CITY OF SAN JUAN CAPISTRANO
COMMUNITY SERVICES DEPARTMENT**

**APPLICATION TO SERVE AND CONSUME
ALCOHOLIC BEVERAGES IN CITY FACILITIES**
(Exception to Section 5-3.02 of the San Juan Capistrano Municipal Code)

Name of Organization: _____ Phone: _____

Name of Applicant: _____ Email: _____

Address: _____ Purpose of Use: _____

City: _____ State: _____ Zip Code: _____

Date(s) of Rental: _____ Day: (Circle One) Sun Mon Tues Wed Thu Fri Sat

Number of Rental Hours: _____ Number in Attendance: _____

Set-Up Time: Begin at _____ End at _____

Event Hours: Begin at _____ End at _____

Clean-Up Time: Begin at _____ End at _____

Staff Use Only: Alcohol service hour's _____

Please note that the following requirements must be met:

1. When alcoholic beverages are to be sold, an *"Application to Sell and Consume Alcoholic Beverages in Public Areas"* must be completed in lieu of this form.
2. No more than two (2) drinks will be served to a customer at a time.
3. Beer will be served in cups not larger than sixteen (16) ounces. Wine and mixed drinks will be served in cups no larger than ten (10) ounces (Note: mixed drinks can be served only at the Community Center).
4. Alcohol serving / consumption will be terminated prior to the closure of the event each day.
 - * If event time is less than five hours in duration, the event organizers will determine when serving / consumption will terminate.
 - * If event time is at least five hours, or less than six hours in duration, serving/consumption of alcoholic beverages will terminate one hour prior to the closure of the event.
 - * If event time is six hours or more in duration, serving / consumption of alcoholic beverages will terminate two hours prior to the close of the event.

The time of termination of serving / consumption of alcoholic beverages will be specified on the Alcoholic Beverage Permit issued by the City.

5. Applicant will provide security guard for the event, at applicant's expense, to ensure compliance of all restrictions. Applicant to ensure that security guard monitors entry and exit points; restricts alcoholic beverages from being taken out of the secured area; checks identification of patrons served alcoholic beverages to ensure they are at least 21 years of age.

6. Application is subject to approval by the Chief of Police Services.
7. Applicant must submit certificate of liability insurance, and endorsement, naming the City as additional insured, per City's regulations.
8. The written consent to serve and consume alcoholic beverages received from the City shall be kept on site at all times during the event.

Please submit the following along with this application:

1. A copy of the written security plan you intend to use for your event. This will be reviewed and approved by the Chief of Police Services. This security plan must include:
 - a) a site plan showing the area where alcoholic beverages will be served and consumed
 - b) the entry and exit points to the secured area
 - c) a confirmation letter from the selected security company
2. Certificate of liability insurance and endorsement, in form acceptable to the City
3. A permit fee of \$56.90 payable to the City of San Juan Capistrano.

Signature of Applicant

Date

The consent of the City to grant an exemption from Section 5-3.02 of the Municipal Code may be immediately revoked, without prior notice, by the City Manager or his delegate, the Chief of Police Services, or any Deputy Sheriff if any condition of the written permission is violated, the public safety is perceived to be endangered, or if any violation of law is committed.

Please submit this completed application to:

Attn: Ashley A. Nieto
City of San Juan Capistrano
25925 Camino del Avion
San Juan Capistrano, CA 92675

REATA PARK & EVENT CENTER RULES & REGULATIONS

HOURS OF OPERATION:
7:30 am to Sunset

PERMIT REQUIRED for group reservations and special events. Call the Community Services Department at (949) 493-5911 to reserve.

Due to the sensitivity of the area, the following activities are **prohibited**:

- Entering the San Juan Creek "Sensitive Resource Area."
- Skateboarding, roller blades, scooters/razors, and similar wheeled devices.
- Inflatable structures, except as permitted by a Facility Use Permit.
- Golf, fireworks, firearms, rockets, air guns or knives.
- Fire pits or portable barbecues. Fires are allowed in designated, on-site barbecues only; use of portable barbecues may be permitted by a Facility Use Permit.
- Amplified sound, except as permitted by a Facility Use Permit.
- Horses outside the designated equine area or equine trail.
- All motor vehicles including motorcycles must stay in designated parking areas, with the exception of mobility scooters for the disabled.
- Overnight camping or parking.
- Pets not on a leash or on a leash longer than 6 feet; canine litter/waste must be removed and deposited in waste receptacles.
- Alcoholic beverages, except as permitted by a Facility Use Permit.
- Glass containers.
- Littering or damaging park property.
- Defecating or urinating outside public restroom.
- Open flames, including candles, except as permitted above in on-site barbecues.
- Smoking.
- Collection of rocks, trees, and plants.
- Collection of cultural artifacts.
- Hiking off designated trails or paths.

San Juan Capistrano Municipal Code Title 5, Sections 8, 21 & 23
REPORT ALL VIOLATIONS TO SHERIFF AT (949) 770-6011

EMERGENCIES CALL 911

BE ALERT! USE PARK & EVENT CENTER AT YOUR OWN RISK.

There may be an inherent and unpredictable risk of injury to persons in the area from wildlife, including rattlesnakes and mountain lions, and natural hazards and conditions.

PARQUE REATA Y CENTRO DE EVENTOS LAS REGLAS DEL PARQUE Y REGLAMENTOS

**HORAS DE FUNCIONAMIENTO:
7:30 AM AL ATARDESER**

PERMISO REQUERIDO para reservas de grupos y eventos especiales. Llame al Departamento de Servicios Comunitarios al (949) 493-5911 para reservar.

Debido a la sensibilidad de la zona, se **prohibirán** las actividades siguientes:

- Entrar en el San Juan Creek “Área de Recursos Sensible.”
- Monopatín, patines, motos, dispositivos similares con ruedas.
- Estructuras inflables, excepto con un permiso de uso.
- Golf, fuegos, artificiales, armas de fuego, cohetes, armas de aire comprimido o cuchillos.
- Fogatas o asadores portátiles. Las lumbres son permitidas en el lugar designado sólo para las parrilladas, el uso de asadores portátiles podrán ser autorizados con un permiso de uso.
- Sonido amplificado, excepto en los casos con un permiso de uso.
- Caballos afuera del camino o la zona designada.
- Todos los vehículos de motor y motocicletas deben permanecer en las zonas de estacionamiento, con la excepción de motocicletas de movilidad para discapacitados.
- Campamento de noche o estacionamiento.
- No se admiten animales sin correa o con una correa más de 6 pies.
- Las bebidas alcohólicas, excepto en los casos permitidos con un permiso de uso.
- Recipientes de vidrio.
- Tirar basura o dañar propiedad del parque.
- Defecar o orinar afuera del baño público.
- Las llamas, incluyendo velas, excepto como se indica en la cláusula anterior en el sitio de asadores.
- Fumar
- Colección de rocas, árboles y plantas.
- Colección de objetos culturales.
- Senderismo afuera de los senderos o caminos designados.

Código municipal de San Juan Capistrano, Título 5, Sección 8, 21 & 23
INFORME TODAS LAS VIOLACIONES AL SHERIFF (949) 770-6011

**EMERGENCIAS LLAME AL 911
ESTAR ALERTA! UTILICE EL PARQUE Y CENTRO DE EVENTOS A SU PROPIO
RIESGO.**

Es posible que haya un riesgo inherente e impredecible de lesiones a las personas en la zona de fauna y flora silvestres, incluyendo serpientes y leones de montaña y peligros naturales y las condiciones.