



BANQUET AND HALL RENTAL FEE SCHEDULE AND INFORMATION



Percy Bakker Community Center \$500 deposit	First 6 Hours	Each Additional Hour	
NORTH ROOM - Capacity 230			Rentals requesting bar service have an additional \$200 bar deposit.
Standard Fee	\$750	\$150	
*Discounted Fee	\$600	\$120	
Business/For Profit Fee	\$1,500	\$300	
SOUTH ROOM - Capacity 130			Rentals requesting bar service have an additional \$200 bar deposit.
Standard Fee	\$450	\$100	
*Discounted Fee	\$360	\$80	
Business/For Profit Fee	\$900	\$200	
Lime Street, Rick Novack, John Swisher Community Centers \$500 deposit	First 6 Hours	Each Additional Hour	
Standard Fee	\$325	\$80	Capacities vary and are booked by planned attendance.
*Discounted Fee	\$260	\$64	
Business/For Profit Fee	\$650	\$160	

***Discounted Fee:** District Residents, Active Military, Veterans, First Responders, and standalone Non-Profit Organizations. Valid identification will be required.

- For more information on rentals, visit www.HesperiaParks.com or call the District Office at (760) 244-5488.
 - Rental applications are accepted Monday through Friday, 8:30 a.m. to 4:00 p.m., at the Lime Street Park Community Center, 16292 Lime Street, Hesperia.
 - Deposit(s) due at the time the application is submitted. Deposit is not applied to room fee. Any damage to the facility and/or equipment will be deducted from deposit.
 - NO CONFETTI ALLOWED
 - NO ALCOHOL ALLOWED when the emphasis of the event is for minors under the age of 21 years old.
 - All rental facilities close at 12:00 midnight. Please include decorating time, event time and required one hour cleanup time in rental hours.
 - Fees must be paid in full thirty days prior to date of event or may be subject to a late fee of \$50.00. Any changes within thirty days of event will be charged the rate plus a \$50.00 change fee.
 - Certificate of insurance may be required; see insurance policy guidelines.
 - **Fees, hours, dates and facilities are subject to change. Additional charges may apply.**
- ALL FACILITIES ARE NONSMOKING • CA GOVERNMENT CODE CHAPTER 32 SECTION 7597**



Hesperia Recreation and Park District Facility Accommodations

Percy Bakker Center – 9333 E Avenue

North Room Capacity 230	*Tables #20 – 6’ Round #6 – 3’ x 8’ Rectangular	Accommodates 8-10 people per table	*Chairs – 230 Chair Type – Molded Plastic	Kitchen is NOT available for patron use. NO food preparations allowed. Access permitted to: Refrigerator, Steam Tables (5 heating units – 2” deep pans), Ice Unit, Small Sink, Dance Floor and Small Stage.
South Room Capacity 130	*Tables #18 – 5’ Round #6 – 3’ x 6’ Rectangular #18 – 3’ x 3’ Square	Accommodates 6-8 people per table 2-4 people per table	*Chairs – 130 Chair Type – Molded Plastic	Kitchen is NOT available for patron use. NO food preparations allowed. Access permitted to: Refrigerator, Steam Tables (5 heating units – 2” deep pans), Rolling Ice Unit (21” wide x 53” long) and Dance Floor.

Community Centers

Lime Street – 16292 Lime Street

Banquet Capacity 180 Conference Capacity 360	*Tables #20 – 6’ Round #6 – 3’ x 8’ Rectangular	Accommodates 8-10 people per table	*Chairs – 180 Chair Type – Molded Plastic
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Rick Novack – 13558 Palm Street

Banquet Capacity 100 Conference Capacity 200	*Tables #15 – 3’ x 8’ Rectangular	Accommodates 8-10 people per table	*Chairs – 100 Chair Type – Molded Plastic
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John Swisher – 7500 Arrowhead Lake Road

Banquet Capacity 120 Conference Capacity 150	*Tables #15 – 5’ Round #6 – 30” x 8’ Rectangular	Accommodates 6-8 people per table 8-10 people per table	*Chairs – 120 Chair Type – Molded Plastic
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*Tables and chairs subject to availability.



Hesperia Recreation and Park District – Facility Rental Application



APPLICANT INFORMATION

Name:	E-mail:	
Address:	City:	Zip:
Phone:	Organization Name:	
Day of event contact:	Day of event contact phone:	

DATE / TIMES

Requested Date:
(Month/Day/Year) _____ / _____ / _____

Set-up Time: _____ a.m./p.m. to _____ a.m./p.m.

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

Cleanup Time*: _____ a.m./p.m. to _____ a.m./p.m.

*At least one (1) hour of cleanup time is required. Total Hours: _____

EVENT DETAILS

Type of Event: _____	How did you hear about us?	
Estimated Attendance:		
Is this event open to the public?	Yes	No
Admission/Donation/Collection?	Yes	No
Is this event a for-profit business activity?	Yes	No

FACILITY REQUESTED

<u>Percy Bakker Center</u>	<u>Community Centers</u>
<input type="checkbox"/> North Room _____ Steam Tables _____ Refrigerator _____ Podium <input type="checkbox"/> South Room _____ Steam Tables _____ Refrigerator _____ Podium	<input type="checkbox"/> Lime Street Park <input type="checkbox"/> Rick Novack <input type="checkbox"/> John Swisher
Is Bar Service Requested?* Yes No *Event emphasis must not be for a minor under 21 years of age. Bar Hours: _____ to _____ Insurance Required: Yes No Hosted Bar: Yes No Will there be Amplified Music? Yes No (See Music/Sound and/or Alcohol Policy)	Will alcohol be served?* Yes No *Event emphasis must not be for a minor under 21 years of age. Will alcohol be sold? Yes No Insurance Required: Yes No <input type="checkbox"/> I understand that no hard liquor may be sold or served at this location. Will there be Amplified Music? Yes No (See Music/Sound and/or Alcohol Policy)

REFUNDS AND CANCELLATIONS: Any refund request received less than thirty days prior to the date of use may not be considered. There will be a 25% penalty charge of all paid rental and/or deposit fees on any cancellation. _____ Initials

Any payments/changes made within 30 days of event will be charged a \$50.00 Late/Change fee. _____ Initials

Applicant/User agrees to be solely responsible for any and all liability, claims, loss, damages, costs and expenses, including attorney's fees, arising out of or resulting from any injury to persons or damage to property which arise out of their use of the District's facilities. User agrees to defend, indemnify and hold harmless the District, the City of Hesperia, their officers, agents, employees and volunteers against any and all such claims for damages for personal injury, death, communicable diseases, illnesses, and /or viruses arising out of or resulting from their use of the District's facilities.

If applicable I hereby agree that the undersigned and group represented will abide by all District, federal, state and local laws, codes and regulations for consumption and/or sale of alcohol. If alcohol is to be sold, I understand that I am responsible for complying with the California Department of Alcoholic Beverage Control and State Board of Equalization requirements.

I acknowledge that I have read and received the Facility Use Policies and Procedures, Building Regulations, the Music/Sound and/or Alcohol Policy and Insurance Requirements. I agree to abide by them as well as all federal, state, county, local and District policies, procedures, codes, rules and laws.

Signature of Applicant

Print Name

Date

FOR OFFICIAL USE ONLY

ESTIMATED COST

TOTAL AMOUNT DUE: \$ _____

Hours: _____ x \$ _____ \$ _____

Receipt #: **Description** **Amount**

Additional Hours: _____ x \$ _____ \$ _____

_____ \$ _____

Additional Fees: _____ \$ _____

_____ \$ _____

Other: _____ \$ _____

_____ \$ _____

INSURANCE REQUIRED: Yes No

_____ \$ _____

Certificate of Insurance received: _____

Hosted Yes No

BAR DEPOSIT: \$ _____

ROOM DEPOSIT: \$ _____

TOTAL FEES PAID: \$ _____

Payment and Certificate of Insurance (if applicable) due by 4:00 p.m.: _____

Approval: Verified Outlook _____ Placed on Calendar _____ Confirmation email sent _____

HESPERIA RECREATION AND PARK DISTRICT
HesperiaParks.com

FACILITY USE POLICIES AND PROCEDURES

1. Building rentals are subject to a six (6) hour minimum. Additional time will be charged at an hourly rate.
2. Applicant must complete and submit a Facility Rental Application for approval to the District Office. A letter of confirmation or denial will be sent within ten (10) business days. An event is not approved until all requirements have been met. Facilities are reserved on a first come first served basis. False information on the Facility Rental Application may be grounds for cancellation.
3. All facilities allow outside caterers and food and/or beverages not containing alcohol (cans and plastic bottles permitted).
4. Rental of the Percy Bakker Center includes set up of tables, chairs, and District equipment as applicable. Rental of Community Centers does not include set up. All decorations, including table linens, napkins, and centerpieces are the responsibility of the applicant. Please note that balloons and streamers are NOT allowed to be left the night before your event. All items not belonging to the District must be removed by the applicant at the end of the event. District staff will tear down tables, chairs, and District equipment, and clean the banquet room after the event.
5. Hesperia Recreation and Park District is not responsible for the property of applicant, their guests, hired persons, etc. (decorations, food, equipment, and/or personal items) at any time during the rental period, nor is the District responsible for any loss, liability, damage, cost, or expense arising from items left behind.
6. Deposit refund: \$500.00 for all events due at time application is submitted.
 - i. Deposit not applied to rental fee.
 - ii. Deposit will be refunded within 4 weeks of the event. Rental deposit returned if facility is left in original condition.
7. Security services (Park Ranger on call with periodic visits) are included with events with alcohol and/or music/sound.
8. Any changes within (30) days of the event will be subject to a \$50.00 change fee.
9. Rentals made within (30) days of the event will be subject to a \$50.00 late fee.
10. Applicants must follow alcohol and/or music/sound policies and submit permit requests at least thirty days in advance.
11. Events may not be advertised to the public until approved.

BUILDING REGULATIONS

A District staff member will be present to assist you with your event (day of event contact phone number (760) 998-7169); however, the following rules/regulations apply so you know what is expected of you; the following are your responsibilities:

1. Access to rooms or facilities other than those approved on your application is not permitted. No outside structures are included; your rental only includes the inside of the building as specified on application.
2. The applicant will be responsible for any loss/damage during the use of a facility. A specified contact person must remain at the facility for the duration of the event.
3. Adequate adult supervision must be provided for youth and teens. No horseplay allowed in hallways, lobbies, restrooms, or other areas in the facility.
4. No preparations shall be used on the dance floors.
5. Applicant must provide a certificate of insurance naming the District as additional insured when required by the District.
6. Open flames are PROHIBITED.
7. You must check out with the staff member at the conclusion of your event.
8. Decorations are only allowed in rental area and can only be hung with tape; no staples, pins, or nails are allowed. All decorations (including tape) must be removed at the end of the event.
9. All doorways and hallways must remain clear at all times due to fire regulations. A six foot unobstructed radius is required at all emergency exits.
10. Emergency exit doors must remain closed at all times.
11. Amplified music (that can be heard by others) is prohibited, except by request/permit (Hesperia Recreation and Park District Ordinance Section #14). Definition of Amplified: any type of music/sound or other entertainment where the volume can be greater than before (band, DJ, sound system, PA system/karaoke system).
12. Animals are not permitted (with exception of service dogs).
13. All other District policies, procedures, and rules for all applicable federal, state, county, and local codes and laws must be followed.
14. All facilities are nonsmoking per CA Government Code Chapter 32 section 7597.

The District reserves the right to discontinue any event if it is deemed necessary for the protection of District property or the safety of staff and/or patrons. Thank you for following these procedures.

HESPERIA RECREATION AND PARK DISTRICT

HesperiaParks.com

MUSIC/SOUND AND/OR ALCOHOL POLICY

1. Music/Sound and/or Alcohol Restrictions:

- a) No music and/or alcohol in District facilities when they are open to the general public except by special permissions.
- b) No music in District facilities, parks or property which have not been designated for such use.
- c) No music will contain profanity, racial comments or demeaning language (District Code of Conduct #7).
- d) No alcohol at events where the emphasis of the event is for minors under the age of 21 years old (District Policy, section 5). If any alcohol is present at such an event your rental fees and/or deposit may be forfeited and the rental may be shut down.
- e) No unauthorized, outside alcohol will be allowed pursuant to California Alcohol Beverage Control Code Section 25607. If there is any violation of this ruling, your rental fees and/or deposit may be forfeited and the rental may be shut down.

2. Music and/or Alcohol may be permitted subject to the following conditions:

- a) With the District General Manager's approval during the facility use permit procedure (must be completed thirty days in advance); and
- b) During hours the District indoor facilities are open for special events but not for general business or public use; and
- c) When no other group is using the facility; and
- d) Certificate of Insurance is provided.
- e) For indoor facilities, music is only permitted in the main assembly rooms and not in the halls, lobbies, restrooms or any other room.
- f) All state, county, local and District policies, procedures, codes, rules and laws must be followed and obeyed.

3. Bar Service Information (Percy Bakker):

- a. Deposit for non-hosted bar service is \$200.00. If gross receipts are \$200.00 or more, the \$200.00 deposit will be returned. Only the gross receipts will be refunded if the gross receipts do not meet or exceed the \$200.00 deposit.
- b. Hosted Bars:
 - There is a \$200.00 nonrefundable minimum bar sale charge for all hosted bars. Due thirty (30) days in advance of your event, in the form of a deposit.
 - A maximum amount above or equal to the minimum charge may be set in advance. All drinks are sold on a first come first serve basis. Once the designated maximum has been spent, each guest is responsible to pay for their own drinks.
 - Applicant may choose to allow guests to order any drink from the liquor menu or specify an open bar for beer only.
- c. No alcohol beverages may be brought onto District premises other than champagne/wine for toasting with District approval.
 - If bar service is not requested, a \$2.00 corking fee per bottle and a \$16.00 per hour plus 18% gratuity will be charged for a District bartender, with a two (2) hour and ten (10) bottle minimum.
 - Hosted bars are subject to the per bottle corking fee and gratuity listed above.
 - Bottles must stay at the bar and be opened and poured by the District bartender. No bottles are allowed on the tables and bartender may not leave the bar area.
 - Applicant is responsible for bringing plastic cups for the toast.

4. Outside Alcohol Information (Lime Street, Rick Novack and John Swisher): Beer and wine ONLY are allowed at the community centers, NO glass bottles. No hard liquor permitted.

HESPERIA RECREATION AND PARK DISTRICT

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Insurance Policy Guidelines

Insurance Requirement for District Facility Use

Definition of Facility - Facility includes specific building, room, space, area, or field to be used as well as all common areas used to include parking areas, sidewalks, adjacent grounds, or other areas used by the User or its officers, agents, employees, or participants/guests.

A. Applicability

1. The District Board of Directors has established the following insurance policy requirements applicable as follows:
 - a. Uses where alcohol will be served
 - b. Events open to the public
 - c. Dances
 - d. Equestrian related events
 - e. Youth Sports Leagues (insurance already provided for practices and games)
 - f. Events identified by the District's Joint Powers Insurance Authority or General Manager as a use consisting of high risk activities.

B. Minimum Scope and Limit of Insurance

1. User shall procure and maintain for the duration of the use period commercial general insurance, specifying the facility used in the certificate of insurance, occurrence based, against claims for injuries to persons or damages to property (including third-parties and their property and District employees or volunteers and their property) that may arise from or in connection with the use of the District's facilities as defined above and in the Facilities Use Agreement and the activities of the User, their invitees, guests, officers, agents, representatives, employees, or subcontractors, as applicable.
2. Coverage shall be at least as broad as Insurance Services Office Form CG 00 01, covering Commercial General Liability (CGL) on an "occurrence" basis, personal injury, with limits no less than \$1,000,000 per occurrence for most uses and no less than \$2,000,000 per occurrence for specific higher risk activities as identified by District's Joint Powers Insurance Authority or General Manager.

C. Other Insurance Provisions

1. The general liability policy is to contain, or be endorsed to contain, the following provisions:
 - a. The Hesperia Recreation and Park District, the Hesperia Area Recreation District Foundation, the City of Hesperia (only when property is owned by the City), and its/their officers, officials, employees, and authorized volunteers are to be covered as additional insureds.
 - b. For any claims related to this project, the User's insurance coverage shall be primary insurance as respects the District and any insurance or self-insurance maintained by the District shall be excess of the User's insurance and shall not contribute with it.
 - c. The User's insurer shall waive all rights of subrogation against the Hesperia Recreation and Park District, Hesperia Area Recreation District Foundation, the City of Hesperia (when required) for losses paid under the terms of any policy covering the facility use or any activities of the User, their guests, agents, representatives, employees, or subcontractors.

D. Verification of Coverage

1. User shall furnish the District with original certificates and amendatory endorsements effecting coverage required by this policy. All certificates and endorsements are to be received and approved by the District *at least 15 calendar days* before User commences activities.

E. Liquor Liability

1. If User will be supplying alcoholic beverages, the general liability insurance shall include host liquor liability coverage. If User is using a caterer or other vendor to supply alcohol that vendor must have liquor liability coverage. If User intends to sell alcohol either the User or vendor providing the alcohol for sale must have a valid liquor sales license and liquor liability insurance covering the sale of alcohol.

F. Homeowners Insurance

1. In some cases the User's homeowner's liability insurance may provide coverage sufficient to meet these requirements. User should provide these requirements to his or her agent to confirm and provide verification to the District.

G. Special Risks or Circumstances

1. The District, through its General Manager reserves the right to modify these requirements based on the nature of the risk, prior events, insurance coverage, or other special circumstances.

H. Indemnification

1. The User also will provide an indemnification which holds the Hesperia Recreation and Park District and the Hesperia Area Recreation District Foundation, individual members thereof, its officers, agents, and employees free and harmless from such loss, damage, liability, cost or expense that may arise during or be caused, in any way by such use or occupancy of District property or property controlled by the District.