

# LEMOORE DEPOT ARBOR FACILITY RESERVATION RULES AND REGULATIONS

The following Rules and Regulations are to be observed when reserving the Depot Arbor. Failure to do so may be grounds for termination of an activity and future use.

## **FACILITY RESERVATION**

1. Reservation of the Depot Arbor shall be limited to uses, which are in the best interest of the community of Lemoore.
2. Any nonprofit organization, commercial business, or individuals 21 years of age and older may reserve the Depot Arbor. *Change to 18 years of age if alcohol is not served*
3. A Facility Permit Application for use of the Depot Arbor must be made in writing. *A reservation may be taken over the phone with a credit card payment.*
4. The date requested must be open and does not conflict with an activity already scheduled. All reservations are accepted on a first-PAY-first-serve basis.
5. An individual, organization or group must agree to abide by all applicable Depot Arbor Rules and Regulations, including the payment of reservation fees and facility use deposits.
6. **NOTE: City of Lemoore sponsored activities have priority over all other types of usages.**
7. All reservations of the Depot Arbor shall include parking, lights and electricity.

## **RESERVATION & DEPOSIT FEES**

1. Any group or individual desiring to reserve the Depot Arbor must pay a \$75.00 reservation fee and a \$100.00 deposit to the City of Lemoore. Deposit fees are due and payable at the time the Facility Permit Application is approved.
2. *A cancellation fee will be imposed for any group or individual finding it necessary to cancel a reservation, resulting in forfeit of the \$100.00 deposit fee.*
3. The deposit fees are refundable if there is no damage to any City owned property and the area is left clean. Should any damage occur, the City has the right to retain from the deposit such sums necessary to restore the facility or equipment to its condition (prior to such damage).
4. A refund check will be mailed to the applicant two to four weeks following the date of reservation.
5. **All reservation fees, licenses and /or permits are due 10 working days prior to reservation date.** If fees are not paid when due, reservation is subject to cancellation and forfeiture of \$100 deposit fee.

## **LIABILITY**

The City of Lemoore is not responsible for accidents, injury, illness or loss of group or individual property. The City will require insurance coverage naming the City of Lemoore as additionally insured.

## **DECORATIONS**

1. Decorations may be used in conjunction with any reservation, provided no damaging materials are used.
2. All decorations must be removed immediately following the conclusion of a reservation.
3. Each entity reserving the Depot Arbor shall comply with Section 13-143 of the Health and Safety Code of the State of California, pertaining to flame proofing of all decorations and other materials.

## **ALCOHOLIC BEVERAGE REGULATIONS**

1. The use of alcoholic beverages must be requested at the time the Facility Use application form is

made. *An Alcohol Permit Application must be filled out and a \$20 fee paid. All Alcohol Permit Applications must be approved by the Parks and Recreation Director and the Chief of Police.*

2. The City of Lemoore reserves the right to place restrictions on the use of alcoholic beverages in accordance with State Law.
3. Groups or individuals desiring to sell alcoholic beverages must obtain and show proof of a one-day liquor license from the Alcoholic Beverage Control.
4. No alcoholic beverages may be sold after **11.30 p.m.**
5. The group or individual reserving the facility must remove all beverages from the premises immediately following the approved function.
6. At the discretion of the Parks and Recreation Director and Chief of Police, security personnel may be required (at the expense of the applicant) at functions where alcoholic beverages are served.
7. No alcohol permits will be issued for any youth events.

### **MUSIC**

*1. A person or organization applying for use of the Depot Arbor may request a band or DJ to play at their event. All request will be approved by the Parks and Recreation Director. If approved, all music must cease at 11:30 pm..*

### **SECURITY:**

1. At the discretion of the Parks and Recreation Director and/or Chief of Police, security guards may be required for Depot Arbor reservations. (Example – 1 guard per 75 persons)
2. Contract shall state, security must be scheduled 15 minutes prior to the event and 30 minutes after. In addition, security must remain on premises until all participants have cleared the area.
3. If City of Lemoore Police Officers are called in due to a disturbance, the applicant may be billed for the costs.
4. If additional security is determined necessary during a function, the applicant will be billed for the additional costs.

### **LIQUOR LICENSE:**

1. If alcoholic beverages are to be sold, a one-day liquor license is required. License can be obtained at:  
Alcoholic Beverage Control (ABC)  
3640 East Ashland  
Fresno, CA 93276

You will need to take a copy of an approved Depot Arbor application to ABC.

### **GENERAL REGULATIONS**

1. Each group or individual reserving the Depot Arbor shall observe, obey and comply with all applicable City, County, State and Federal laws, rules and regulations and any specific use regulations.
2. Each group or individual reserving the Depot Arbor shall procure at his own cost and expense, all permits and licenses required for the time intended.

I have read and thoroughly understand the Depot Arbor Rules and Regulations.

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Signature of Applicant

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Date

For further information, contact the Parks and Recreation Department at 924-6767.