



Indoor Facility Permit Application

Please complete the following and return to the **Community Services Department**. Completion of this form does not guarantee that your reservation has been approved. If the facility is available a signed agreement and an initial deposit must be made to secure the date(s). Applications can be turned in to any City of Menifee Facility and will be reviewed by the Community Services Department. **Staff will contact applicants within 72 hours of application submittal.**

Reservation Information			
Requested Facility: <input type="checkbox"/> Palm Room (110 capacity) <input type="checkbox"/> Magnolia Room (50 capacity) <input type="checkbox"/> West Annex MRP (40 capacity) <input type="checkbox"/> Rose Room (14 capacity) <input type="checkbox"/> Iris Room (14 capacity) <input type="checkbox"/> Kitchen (Kay Cenicerros Center)			
Date: / /	Start time (include set up) ____: ____ (AM/PM)	End time (include clean up) ____: ____ (AM/PM)	Estimated Attendance <input type="checkbox"/> 1-50 <input type="checkbox"/> 51-110
Recurring Use: <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Other: _____ Day(s) of the Week: S M TU W TH F SA Dates Requested: ____/____/____ to ____/____/____ *Payment must be made in advance for recurring reservations in order to secure dates.			
Event Information			
Event type: <input type="checkbox"/> Party (Alcohol) <input type="checkbox"/> Party (Non-Alcohol) <input type="checkbox"/> Meeting <input type="checkbox"/> Seminar <input type="checkbox"/> Other: _____			
CHECK ALL THAT APPLY (Please see additional requirements for alcohol use policy) <input type="checkbox"/> SERVING FOOD <input type="checkbox"/> SELLING FOOD <input type="checkbox"/> SERVING ALCOHOL <input type="checkbox"/> SELLING ALCOHOL <input type="checkbox"/> OPEN TO THE PUBLIC <input type="checkbox"/> ADMISSION FEE			
Applicant/Organization Information			
Applicant Name	Birthdate	Organization Name (if applying as non-profit 501 (c) 3 is required)	
Applicant Address (if applying as resident proof of residency is needed)		Organization Address	
_____ Address	_____ City	_____ Zip	_____ Address
_____ Address	_____ City	_____ Zip	_____ Address
Applicant Phone Cell Phone:	Home Phone:	Organization Phone	
Applicant Email Address		Organization Email Address	
Room layout Requested: <input type="checkbox"/> Banquet <input type="checkbox"/> Classroom <input type="checkbox"/> U-Shaped <input type="checkbox"/> Seminar <input type="checkbox"/> Custom (must be provided no later than 10 days prior to event)			
Application Submissions: <ul style="list-style-type: none"> Applicants must be 18 years of age or older and provide valid identification. Applicant filling out this form MUST be 21 years of age or older for events serving alcohol. Valid ID Required Applicant MUST be present the entire duration of the event. Applicant must abide by all federal and state laws as well as City of Menifee Policies, Procedures and Ordinances. Applications are accepted no more than (1) year prior to the event. Recurring reservations must fill out an additional "Continuing Reservation Contract". 3rd party applications will not be accepted. Individuals applying for the event must make the deposit, sign contract, and be present during the entirety of the event. Deposits will be mailed back to the original applicant address. The time of your reservation is the time you will be allowed into the facility, no prior access will be permitted, unless changes and fees are made (10) business days prior to the event. Alcohol may be added to an event up to (15) business days prior to reservation. Anything less than (15) days will not be considered Reservations MUST end no later than 11:00pm and start no earlier than 6:00am. <p>For additional questions or inquires on availability please call or set up an appointment at (951) 723-3880</p>			

Staff use only:
 Date Application Was Received: ____/____/____
 Initial: ____
 Receipt # ____
 PERMIT # ____



Indoor Facility Permit Requirements and Policies

Deposit, Fee Payments and Cancellation Policy

- An initial deposit is required in order to secure your date.
- Refund checks will only be issued to the group, organization or individual who submitted the original deposit and application.
- Deposits will be returned via mail in check form 6-8 weeks after the conclusion of your reservation if deposit was not forfeited during the reservation.
 - Actions that constitute a forfeit of your deposit include but are not limited to:
 1. Having alcohol present without proper requirements met (see additional requirements)
 2. Leaving facility in unsatisfactory condition (trash/debris in or around facility (including parking lot).
 3. Damage to facility and/or equipment during reservation.
 4. Staying past permitted time.
- All fees are to be paid no less than (10) business days prior to the event. Failure to do so may result in a cancellation of the event.
- If cancellations are made less than (10) business days prior to the event the deposit is non-refundable.
- **A \$10 service fee is applied to all cancellation requests.** A \$55.00 service fee will be charged on all returned checks.
- If cancellations are made less than (5) business days prior to an event the deposit and rental fees are non-refundable

I understand the Deposit, Fee Payments and Cancellation Policy: _____

Additional Requirements *Alcohol or outside vendors*

Alcohol:

- Additional \$200 deposit will be required and issued back to applicant based on the same circumstances listed in the "Deposit, Fee Payment and Cancellation Policy" section.
- Applicant must provide the following documents no later than (15) business days prior to the event:
 1. Proof of one day Commercial General Liability (CGL) Insurance listing the City of Menifee as additionally insured. Policy must be in the amount of 1,000,000.
 2. Private Security Contract from a licensed, bonded and insured security company.
 - Security must be present and visible by Staff and Participants at *all times*.
 3. ABC Permit (if selling alcohol)

Failure to comply with above requirements will result in cancellation of alcohol use during the event, with no refund on the alcohol deposit.

Outside Vendors:

- All vendors including but not limited to: catering companies, DJs and entertainment must provide the City with proof of one day Commercial General Liability insurance (10) business days prior to the event.
- Catering Companies will be required to provide a valid Riverside County Health Permit.
- All vendors are required to provide proof of a valid City of Menifee Business License.

The following are not permitted at City of Menifee Indoor facilities:

- Bounce Houses
- Petting Zoos or pets (with the exception of Service Animals)
- Smoking (including electronic cigarettes and vape pens)
- Open flame and decorations using tape/nails/staples and glue are not permitted.
- Taco or food carts
- Weapons

I understand the Additional Requirements: _____

Cleaning Policy and Facility use requirements

- Facility must be left in the same condition that it was presented to the applicant party prior to the event.
- All trash/debris/decorations must be disposed of in trash bins adjacent to the Kay Cenicerros Senior Center.
- Applicant is responsible for the care and cleaning of the facility and repair and/or reimbursement to the City for any damages to Community Services Department facilities and or equipment. Cost of damages will deducted from the deposit and additional expenses may be charged if additional damages occur.
- All artwork and decorations within the city facility, not limited to painting, posters or wall signs, must remain undisturbed during the entire event. (Including set-up and tear down).

I understand the Cleaning Policy & Facility Use: _____



City of Meniffee
 Community Services Department
 29995 Evans Rd. Meniffee CA 92586
 (951)723-3880

Indoor Facility Use Contract

Release from Liability and Indemnification

In consideration for participating in the activity(ies) listed above, I hereby waive, release and discharge any and all claims for damages for bodily injury, personal injury, death, or property damage which I may have or which may hereafter accrue as a result of my participation in the activity(ies). This release is intended to discharge, in advance, the City of MENIFEE, its officers, officials, employees, agents, and volunteers from and against any and all liability arising out of, or connected in any way with, my participation in said activity, even though that liability may arise out of negligence on the part of the City its officers, officials, employees, agents, and volunteers. I understand that the above activity may be of a hazardous nature and/or include physical and/or strenuous exercise or activity; that serious accidents may occur during the above described activity; and that participants in the above described activity may sustain bodily injury, personal injury and/or property damage as a consequence thereof. Those hazards include, but are not limited to, exposure to the elements, sprains, strains, cuts or contusions associated with strenuous work or the use of tools; over exertion; walking on uneven ground, lifting materials or unpredictable acts by others. Knowing the risks involved, nevertheless, I have voluntarily applied to participate in the above described activity and I hereby agree to assume any and all risks of injury or death and to release the City of MENIFEE, its officer, officials, employees, agents, and volunteers, who through negligence or any other act or omission might otherwise be liable to me. I further understand and agree that this waiver, release, and assumption of risks is to be binding to my heirs and assigns. I further agree to indemnify, defend and hold the City of MENIFEE its officers, officials, employees, agents, and volunteer's harmless from any loss, liability, claim, damage, or expense which may incur as a result of my participation in the above described activity.

Photo & Video Taping Release: I hereby give my express and unconditional permission and consent to City of MENIFEE to use videotaped or photographed images of me or said minor or otherwise use the name or my likeness or that of said minor for use in the City's publicity or public relations materials and I will not seek any fee or other form of compensation of any type or amount for such use. I hereby give up any rights that I or said minor may have to inspect or approve my images, name or likeness or that of said minor including any advertising copy, printed matter, website or other media or material in which my images, name or likeness or that of said minor may

I have read and fully understand the release from liability.

Print Name: _____ Signature: _____ Date: _____

Received Forms - if applicable (Staff Use Only)

Alcohol Events: (Due By: ___/___/___)

____ Security Contract

____ Security Company Liability Insurance (under applicant name listing the City of Meniffee as additionally insured)

Vendors: (Due By: ___/___/___)

____ Catering Company ____ City of Meniffee Business License

____ DJ/Entertainment

____ Riverside County Health Permit

Final Payment (minimum 2 weeks prior)

Final payment is due by: ___/___/___

Final payment received ___/___/___ Staff initial: _____

Cash Check # _____ Credit Card

Approved Permit # _____

Deposit (Staff Use Only)

Deposit reimbursed: Yes No

Amount reimbursed: \$ _____

Date check was remitted to finance:

___/___/___ Initial: _____

Equipment Usage

Tables and chairs are available on a first come first serve basis. If two rentals are scheduled simultaneously, the reservation who scheduled usage first will have first priority on equipment. Please plan accordingly to provide your party with additional equipment. There is no guarantee that all chairs and tables will be matching. If the room layout you selected is "Custom", please make sure your layout will work in the space you have requested to utilize.

Agreement

I have read, understand and agree to comply with all of the above stated policies and requirements. I understand that in not complying with any of the above policies that my reservation permit can be voided resulting in a cancellation of my reservation.

Signature: _____

Date: _____