

## **USE OF TOWN FACILITIES**

### **GENERAL RULES & REQUIREMENTS**

#### **WHO CAN RESERVE**

The Town allows its facilities to be reserved by an Atherton resident, a non-resident, a community group, or business. However, acting within reasonable discretion, the Town reserves the right to deny requests for reservations for events that would have a significant, unmitigated impact on the Park or community. When exercising this discretion, the Town will review the time of the event, size and type of event, noise impacts, parking and traffic impacts, and number of concurrent events already approved for the same date and time.

Atherton residents are able to reserve the facilities at a reduced rate. To qualify, applicants must be an Atherton resident and show proof of this residency by presenting a picture I.D. and/or utility bill upon submittal of an application.

Requests for cancellation or a date change must be in writing. Cancellations are subject to a refund schedule based on the amount of notice provided. Please review the application fully with respect to the notice required.

Throughout these guidelines, “permit holder,” means the individual or group that has rented the facilities.

#### **GENERAL USE GUIDELINES**

Alcohol is allowed in Town facilities only upon approval of an event and proof of insurance coverage.

When reviewing an event reservation request, the Town may add conditions of approval to ensure that the event does not have a negative, unmitigated impact on the Park or community.

Events where the anticipated attendance, including event organizers, will exceed 200 will require a written parking management plan for the event. The parking management plan shall include measures to mitigate the impact of parking for the event through valet parking, shuttle service, or other mechanisms.

Large events are defined as an event with more than 150 attendees. Large events at Holbrook-Palmer Park are limited to no more than one per day.

Based on a review of an event of any size, the Town may add conditions of approval that include, but are not limited to: signage, private security, valet service, shuttle services, or noise attenuation requirements. The Town will review the time of the event, size and type of event, noise impacts, parking and traffic impacts, and number of concurrent events already approved for the same date and time when adding conditions to the event.

Permit holders shall not post or affix any signage or other advertising in any public right-of-way. However, the Town may require directional signage as a condition of approval.

Facility users shall not practice or tolerate discrimination because of race, color, religion, sex, national origin or disability in the use of public facilities.

Town- sponsored events take priority over all other usage of the facilities.

The Town may limit facility reservations on holidays and holiday weekends due to strong demand for Town facilities on such occasions.

Permit holders will be required to have no less than one adult chaperon for each 10 minors present during use of the facilities.

Use of Town facilities for a wedding ceremony, reception and/or social event may be conditioned to limit the event to specific times. In no case shall the use of Town facilities for wedding ceremonies, receptions and/or social events begin before 8:00 a.m. or end after 11:00 p.m. of any day except that cleanup activities may continue from 11:00 p.m. until midnight if specified in the permit. The permit holder is expected to complete all preparations and cleanup associated with an event within the reserved time.

The Town will provide tables and chairs only; linens, dishes, flatware, glassware, ice, etc. must be provided by the permit holder or insured vendor(s). Table set up and take down are to be done by insured caterers or Town approved vendors only. No equipment or materials shall be removed from any building or facility.

Live or amplified music is permitted indoors only. The permit holder shall not permit the use of any sound amplification device in any outdoor area. In order to minimize potential disruption to the use and enjoyment of adjacent properties, music/noise levels for the event shall comply with Atherton Municipal Code Chapter 8.16 a maximum decibel level of 60 dBA. Failure to comply with this requirement shall result in immediate suspension of the reservation and termination of the event.

No decorations shall be displayed, installed or provided by the permit holder, which may damage or deface the building. Existing decorations may not be removed. The permit holder is responsible for removing all of their own decorations and trash at the end of their reservation. No staples, nails, glitter, confetti, or tape may be used on any building surface or tables. Any use of candles must be contained within hurricanes or votives.

Trucks, cars, trailers, and all other vehicles are not allowed on any of the lawns at Holbrook Palmer Park.

Violation of any of the rules/regulations set forth herein or any Town ordinance or regulation may result in immediate eviction from Town facilities, loss of deposits, and/or denial of future permits.

## **RENTAL EQUIPMENT**

If renting equipment from outside vendors, all equipment must be dropped off AND picked up during hours specified on (permit holders') Permit Application. **NO RENTAL EQUIPMENT SHALL BE STORED AT HOLBROOK PARK.** Holbrook Palmer Park is NOT liable for any equipment left at the park.

### **APPLICATIONS FOR RESERVATION**

Applicants must make application in person. All related paperwork, payment of fees, insurance, and other communication will be made and coordinated with the applicant only.

All reservation fees are payable by personal check, cashier's check, cash, or credit card. Absolutely no personal checks will be taken within three (3) weeks of a scheduled reservation. All fees must be paid in full no later than thirty (30) days prior to the reservation.

All applications must be made at least 15 working days in advance of the reservation on an official application form.

Reservations may be made up to 12 months in advance.

An application to use the Town's Council Chambers is approved only upon the signature of the City Manager.

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Any cancellation of scheduled use of facilities, or any changes in hours or conditions indicated on the original reservation application, must be done at least 7 days prior to the scheduled reservation. Cancellation fees are as follows:

- 6 months before reservation date - 10% of total fees and deposit will be charged
- 3 – 6 months before reservation date - 20% of total fees and deposit will be charged
- 1 – 3 months before reservation date - 30% of total fees and deposit will be charged
- Less than 1 month before reservation date - 40% of total fees and deposit will be charged

Insurance may be purchased through the Town's Special Events Insurance Program. Please see schedule of fees on the application form. Insurance fees are non-refundable once the reservation takes place.

A minimum rental of 2 hours is required on all facilities. Reservation may be made for a maximum of 5 hours, not including clean up time. Clean up time is limited to 1 hour; set up time is limited to 2 hours.

### **WHAT'S AVAILABLE**

At Holbrook-Palmer Park, applicants may reserve the following facilities:

- Jennings Pavilion

- Main House
- Carriage House

In addition to buildings, applicants may reserve open space and picnic areas within the Park through a Day Use Permit. (*No alcohol is allowed under this type of Permit.*) Groups larger than 50 are required to rent a facility.

At the Civic Center, applicants may reserve the Town Council Chambers.

A full description of the hours of availability for each facility and the facility details (square footage, restrooms, chairs, etc.) is available on the Town website.

### **AFTER THE EVENT**

Only the times stated on the application will be granted for usage. All set up, event time and cleaning time, must be stated on the application. Additional fees will be charged if the reservation goes beyond the stated time. If additional time for cleanup is needed, there will be an applicable fee.

For reimbursement of the security deposit, the facility must be left without damage according to all guidelines. The staff will determine if applicant has complied. Security deposits shall be returned by mail within 15 working days after the event.

The permit holder is solely responsible for damages/accidents or injuries to persons or property resulting from use of facilities by the permit holder, guests of the permit holder, any contractor of the permit holder, or any other person attending the event/activity being conducted by the permit holder, financial reimbursement for repairs or replacement of facilities must be made on demand.

Place trash in the trashcans and dispose in dumpsters provided. Pick up and mop large debris and/or spills in facility, kitchen and restrooms. Check with staff on duty to insure that facility is left in an acceptable manner, and initial the reservation form. A staff member may assist, but is not responsible for cleanup.

### **INSURANCE REQUIREMENTS**

The permit holder must furnish a certificate of insurance proving liability coverage of at least \$1,000,000 naming the Town of Atherton as an additional insured. The certificate should read as follows: Town of Atherton, Holbrook-Palmer Park, 150 Watkins Avenue, Atherton, CA 94027.

If the permit holder uses outside vendors or caterers, the caterer or vendor must furnish a certificate of insurance proving liability coverage of at least \$1,000,000 naming the Town of Atherton as additional insured. The certificate should read as follows: Town of Atherton, Holbrook-Palmer Park, 150 Watkins Avenue, Atherton, CA 94027. This insurance must cover everyone working the event and read "its officers, agents, and employees."

If serving liquor, liquor liability coverage is needed from the catering group or bartender with a separate limit for Liquor Liability of \$1,000,000. The Town and the permit holder must be named

on the vendor's policy as an additional insured.