

LARKSPUR RECREATION • FACILITY USE REQUEST

ORGANIZER & EVENT INFORMATION

Organization (Optional): _____ Event: _____

Name: _____ Event Date: _____ # Attending: _____
(Last) (First)

Address: _____
(Street) (City) (State, Zip)

Contact Info: _____
(Cell Phone) (E-mail)

Will outside vendors be used? YES NO *IF YES, please consult VENDOR RULES on next page*

FACILITY REQUEST *Check off the facility desired and indicate the time(s) you are requesting (visit www.cityoflarkspur.org for locations)*

Facility	Start Time	End Time	Youth Fees/Hr	Adult Fees/Hr
<input type="radio"/> Grass Sports Field	_____ until _____	_____ until _____	\$41	\$46
<input type="radio"/> Synthetic Field @ Hall School	_____ until _____	_____ until _____	\$72	\$72
<input type="radio"/> Softball Field, #1 or #2	_____ until _____	_____ until _____	\$41	\$46
<input type="radio"/> Sand Volleyball Court, #1 or #2	_____ until _____	_____ until _____	\$30	\$32
<input type="radio"/> Hall Gymnasium	_____ until _____	_____ until _____	\$50	\$50
<input type="radio"/> Larkspur Recreation Community Room	_____ until _____	_____ until _____	\$30	\$30

AGREEMENTS - *By signing, I understand and agree to all of the following:*

- As an applicant for use of the City of Larkspur facilities, I hereby agree to assume all risks for loss, damage, liability, injury, cost or expense that may arise during or because in any way by use of a facility of the City of Larkspur.
- I further agree that in consideration of being permitted to use said facility, I will save and hold the City of Larkspur, and their official and employees free and harmless from any loss, claim, liability, damages and/or injuries to facilities.
- I agree to observe the rights of other facility users. I have read and agree to the rules on the reverse side of this request.
- Cancellation Policy: 14-day notice for 50% refund. No refund if less than 14-day notice.

SIGNATURE

TOTALS

HOURS: _____

HOURLY FEE: _____

TOTAL DUE NOW: _____

PAYMENT

Check payable to "City of Larkspur"

VISA/Mastercard Cash

Card #: _____

Exp Date: _____ CVV Code: _____

(Cardholder Name)

(Cardholder's Street/Billing Address)

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PIPER PARK FACILITIES

Any violation of the following rules will result in the loss of some or all of your deposit monies.

1. You must have your USE PERMIT, approved by the Recreation Department, on site during your event.
2. Applicant whose signature appears on the USE PERMIT is assumed to be responsible for the group on site.
3. No commercial sales/fundraising activities are allowed in any City of Larkspur park space.
4. Amplified music is not allowed in Piper Park.
5. Smoking is not allowed in Piper Park.
6. Dogs are allowed in Piper Park on a leash. Dogs are only allowed off-leash in the Dog Park at the west end of Piper Park. Owners must be with their pet(s) at all times. Pets are not allowed onto playing fields at any time. You could be fined up to \$500 for violation of Larkspur Municipal Code §9.32.070. This "Leash Law" is strictly enforced. Please be considerate of other Park users and clean up after your pet. The City of Larkspur has provided dog waste bags on the east and west sides of the parking lot.
7. Users of Piper Park are expected to leave their table(s)/area in the condition in which they were found. If you anticipate a large gathering, please provide additional garbage bags and deposit these bags in the dumpsters at either end of the parking lot.
8. Large inflatable adult games or dunk tanks are not allowed in Piper Park. "Bounce Houses" for children's parties are allowed with a permit, but are not to be secured by the use of stakes driven into the ground. Please use sandbags for this purpose.

IF YOU USE A VENDOR.....

9. Applicant is responsible for forwarding these rules to any outside vendors with whom the applicant is contracting for services at Piper Park. **Vendors must have in their possession a copy of the Use Permit and these rules on site.**
10. All vendors must provide the City of Larkspur with an Insurance Certificate of Liability, listing the City of Larkspur as an Additional Insured for the date of the event. Limits are to be no less than \$1,000,000.00.
11. Vendors will be allowed to park and immediately unload or load in the semi-circle at the East end of the parking lot. Under no circumstances are any vehicles to enter the picnic area or any other portion of Piper Park other than the parking lot. Only official City of Larkspur vehicles are allowed off of the blacktop area. Violation of this policy will result in the forfeiture of deposit.
12. All users of Piper Park must notify the City of Larkspur Staff of an event using vendor(s). Failure to notify the City of Larkspur will result in forfeiture of deposit.

HALL MIDDLE SCHOOL GYM & LARKSPUR RECREATION COMMUNITY ROOM

Any violation of the following rules will result in the loss of some or all of your deposit monies.

1. You must have your USE PERMIT, approved by the Recreation Department, on site during your event.
2. Applicant whose signature appears on the USE PERMIT is assumed to be responsible for the group on-site.
3. Food and drink are not allowed inside the Hall Middle School Gym.
4. Alcohol and tobacco are not allowed on school grounds. This includes both the Hall Gym and the Larkspur Recreation Community Room.
5. Dogs are not allowed on school grounds. This includes both the Hall Gym and the Community Room.
6. Users of the Hall Gym and/or Community Room are expected to leave these spaces in the condition in which they were found.

IF YOU USE A VENDOR.....

7. Applicant is responsible for forwarding these rules to any outside vendors with whom the applicant is contracting for services. **Vendors must have in their possession a copy of the Use Permit and these rules on site.**
8. All vendors must provide the City of Larkspur with an Insurance Certificate of Liability, listing the City of Larkspur and the Larkspur School District as Additional Insureds for the date of the event. Limits are to be no less than \$1,000,000.00.
9. Vendors will be allowed to park and immediately unload or load in the parking lot. Under no circumstances are any vehicles to enter the Fire Lane or any other portion of the Hall Middle School campus other than the parking lot. Violation of this policy will result in the forfeiture of deposit.

