



OFFICE USE ONLY
RENTAL CONTRACT #

City of Mill Valley

Outdoor Facility Application

Please read all items carefully - the forms & policies have changed, effective Dec 4, 2019.
Please complete all items, front & back. **Incomplete applications will delay confirmation.**

Please check the facility you are requesting:

Old Mill Park

- Redwood Grove
- Group Picnic Area
- Amphitheater

Boyle Park

- Minor League Baseball Field
- Major League Baseball Field
- Group Picnic Area

Bayfront Park

- Bayfront Field
- Bell-Ropers Field

Alto / Edna Maguire

- Alto Field

*Downtown

- Plaza / Depot
- *Special restrictions apply*

Friends Field

- Friends Field North
- Friends Field South

Hauke Field

- Hauke North (softball field)
- Hauke South (athletic field)

Desired Date: _____ / _____ / _____
(DAY OF THE WEEK) (MONTH) (DAY) (YEAR)

If requesting multiple dates or an ongoing rental, please write or type on a separate paper & attach to this form.

Rental Hours: _____ am/pm - _____ am/pm **Event Hours:** _____ am/pm - _____ am/pm

Rental hours must include all time needed for setup / cleanup & meet rental hour requirements for the requested facility.

Type of Event: _____ **Estimated Attendance:** _____

Insurance: Please check one of the following: Individual Policy Organization Policy

Insurance may be required for commercial use or any gathering with 50+ participants.

Renter's Information			
Name: _____		Org Name (if applicable): _____	
Email: _____ <small>(REQUIRED)</small>		DOB: ____ / ____ / ____	
Address: <i>(if renting on behalf of an Org., please list the Org.'s address)</i> _____			Non-profit Tax ID: _____ <small>(REQUIRED FOR NON-PROFIT RATE)</small>
<small>(STREET ADDRESS)</small>	<small>(CITY)</small>	<small>(STATE)</small>	<small>(ZIP)</small>
Phone Number: 1st preference: _____ 2nd preference: _____			

Please check all that apply:

- Food / refreshments will be: Served Sold N/A
- Is this event open to the public? Yes No
- Is there admission / participation or donation required? Yes No
- Will you be renting a "Jumpee / inflatable"? *If yes, special restrictions apply.* Yes No
- Is this an organized Youth or Adult Sporting event? *If yes, special restrictions apply* Yes No
- Will the event involve tents, large displays / physical objects, machinery, generators, third-party vendors, (rental companies, caterers, etc.) or other similar equipment? *If yes, please explain further in the section below.* Yes No

Please list special requests / items to be considered: _____



Outdoor Facility Application

Please read all items carefully - the forms & policies have changed, effective Dec 4, 2019.
Please complete all items, front & back. **Incomplete applications will delay confirmation.**

All items below must be initialed, prior to this request being considered:

- Initial_____ I acknowledge Mill Valley Recreation does not permit allowance for alcohol for private rentals. Mill Valley Municipal Code (8.15.010) prohibits drinking alcoholic beverages & possession of open alcoholic beverage containers in Mill Valley Parks (including fields) & violations may result in loss of deposit/possible citation.
- Initial_____ I acknowledge special restrictions apply for amplified sound & use of audio equipment, including but not limited to microphones, amplifiers, speakers, electric instruments, etc. & must be pre-approved by Recreation Staff.
- Initial_____ I acknowledge a certificate of insurance may be required for commercial use or any gathering with over 50 participants and must be provided to the Recreation Department in advance per contract instructions.
- Initial_____ I will obtain special permission from Recreation Staff for the use of "jumpee" (maximum 1 per event), tents, large displays/objects, rental items from third party vendors & other similar equipment.
- Initial_____ I have read all applicable supporting Outdoor Facility Policy & Information Documents for the facility requested prior to filling out this application & agree to abide by those rules & regulations before, during & after the event.
- Initial_____ I understand the deposit & rental fees are due in full at time of application unless otherwise stipulated and that credit cards expiring in one (1) calendar year from time of application will not be accepted.
- Initial_____ I acknowledge I may need to seek additional permits & approval from other City Departments & entities depending on the size & nature of the requested event.

By signing, you agree to the below statement & the policies & procedures governing the requested facility.

It is distinctly understood & agreed that the applicant assumes all risks for loss, damages, liability, cost of expense that may arise during or be caused in any way by such use or occupancy of the facility of the Mill Valley Recreation Department. The applicant further agrees that in consideration of being permitted to use said facility they will save & hold harmless the City of Mill Valley and said Recreation Department and/or their employees from any loss, claims, liabilities or damages, and/or injuries of persons and property that in any way may be caused by applicant's use of occupancy of said facility. I have read the rules and regulations of rental carefully and agree to them as written.

SIGNATURE OF APPLICANT

DATE

Pay by MasterCard or Visa

Cardholder Name (as it appears on card): _____

Credit Card #: _____ **Exp. Date:** _____ **CVV:** _____

Billing Address Same as Mailing

Billing Address (if different from mailing): _____