



**300 E. Oak Ave. Visalia, CA. Corner of Oak & Garden**  
**RENTAL APPLICATION FOR THE OLD LUMBERYARD (OUTDOOR FACILITY)**

ORGANIZATION: \_\_\_\_\_

FIRST & LAST NAME of RESPONSIBLE PARTY: \_\_\_\_\_

EMAIL: \_\_\_\_\_ PHONE NUMBER: \_\_\_\_\_

ADDRESS/CITY/ZIP: \_\_\_\_\_

EVENT DATE: \_\_\_\_\_ RENTAL TIMES: \_\_\_\_\_

EVENT DESCRIPTION: \_\_\_\_\_

- 1. PUBLIC EVENT? YES\_\_\_ NO\_\_\_
- 2. CHARGE FOR ADMISSION: YES\_\_\_ NO\_\_\_ Admission Price \_\_\_\_\_
- 3. WILL FOOD BE SERVED/SOLD? YES\_\_\_ NO\_\_\_
- 4. WILL ALCOHOL BE SERVED/SOLD? YES\_\_\_ NO\_\_\_

If YES to questions 1 -4 above, you must complete all A.B.C./Tulare County Health permit requirements and paperwork for the City of Visalia (COV) Special Events. (This permit also requires rented portable bathrooms, event trash cans, etc.) A certificate of **liability insurance is required** for facility reservations. Details follow below.

For a copy of the Special Events application for the City of Visalia  
[http://www.ci.visalia.ca.us/depts/fire/special\\_events](http://www.ci.visalia.ca.us/depts/fire/special_events)

**Rates include Pre-Event Cleaning Fee – unless otherwise initialed below**

**\$250 Security Deposit: \$250 security deposit must be turned in with application. Deposit is NOT refundable if event is cancelled. Deposit will be refundable if event space is returned in the same condition or better than it was released to contract holder.**

Entire rental amount must be paid 30 days prior to event (Initial below):

- \_\_\_\_\_ **Member Rate \$800 + Security Deposit (upon verification of membership)**
- \_\_\_\_\_ **Member Rate Without Cleaning \$300 + Security Deposit**
- \_\_\_\_\_ **Non-Member Rate \$1000 + Security Deposit**
- \_\_\_\_\_ **Non-Member Rate Without Cleaning \$500 + Security Deposit**

Additional Options (Initial):

- \_\_\_\_\_ **10x10 White Pop Up Canopies: \$25 each, Limit 50**
- \_\_\_\_\_ **Cushioned Metal Stacking Chairs: \$5 each, Limit 50**

(Continues on next page)

## OLD LUMBERYARD RENTAL TERMS & CONDITIONS

**General Information:** Rental times must include set up and clean up time. Set up may be allowed on the day before and tear down may be allowed on the day after, if the days are available and only with staff approval. Approval of facility applications for groups of persons under the age of 18 will be issued only to adults who accept supervisory and liability responsibilities for the rental contract.

Yard comes **AS IS**, if you opt out of standard pre-event cleaning.

Lighting in yard is scarce. Renters will need to provide their own lighting for evening events.

Restrooms are **NOT** available in the Lumberyard.

**Liability Insurance:** A certificate of liability insurance is required for facility reservations. Contract holders are to provide proof of liability insurance with a minimum coverage of **\$1,000,000 naming the City of Visalia and the Visalia Arts Consortium, Inc. as additionally insured.** Any rented equipment or personal items left in the Lumberyard will be not be insured or replaced by the Arts Consortium or the City of Visalia if it is stolen or damaged.

**Alcohol:** Facility applications must state whether alcohol will or will not be served and/or sold during the rental. If it is sold, **one licensed security guard is required per 100 guests.** Alcohol must be consumed only in the areas of the facility included in the contract. Contract holder is responsible for any guest who brings alcohol to their event without proper requirements. **Proper ABC permit and City Special Events permits must be obtained.**

**Guests:** Contract holder is responsible for all guests' behavior. Any and all accidents or injuries to persons or property resulting from use of facilities fall on the contract holder and the Arts Consortium and City of Visalia will not be held responsible. Violence, excessive drinking, loud behavior and unsupervised youth are not permitted. Any violations could result to event cancellation by the Arts Consortium.

**Facility Staff:** Contract holder is required to check-in before the event to pick up keys during business hours (10am-3pm Tues-Fri) or by appointment. Keys must be returned by the following business day.

**Smoking:** No smoking will be allowed on premises at any time.

**Clean Up:** Lumberyard must be **returned to the same condition prior to the event** or rental deposit will be retained.

### ADDITIONAL PERMITS AND DOCUMENTS ARE REQUIRED BEFORE KEY CHECK-OUT (Initial below)

\_\_\_ I have attached a copy of the corresponding approved COV Special Events app/permit.

\_\_\_ I have attached proof of insurance.

\_\_\_ I have attached proof of Tulare County Health Permits (including proof of toilet/trashcan rental).

\_\_\_ I have attached a site map.

**Applicant Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

INTERNAL ONLY: \_\_\_ App Complete \_\_\_ Deposit \_\_\_ Payment \_\_\_ COV Clear \_\_\_ Insurance \_\_\_ Other Permits  
\_\_\_ On Calendar \_\_\_ Key Out \_\_\_ Key In \_\_\_ Deposit Returned \_\_\_ Add Options Paid \_\_\_ Add Options Returned

For More Info: Arts Consortium | [artsconsortium1@gmail.com](mailto:artsconsortium1@gmail.com) | 559.802.3266

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