



Equestrian Park Facility Reservation Form

For Office Use Only	
Date Received:	Received By:

Community Services Department (CSD)
41810 Juniper St., Murrieta, CA 92562 | Phone: (951) 304-PARK (7275) | Email: CSD@MurrietaCA.gov

Completion of this form does not guarantee your date request will be granted.

In order to hold a date, submit the completed form along with the required deposit to the Community Services Department for approval.

CONTACT INFORMATION

Group/Organization, if applicable:		Is group/organization a Federally recognized non-profit 501(c)? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>If yes, group must provide proof.</i>	
Host/Event Coordinator (MUST be on site at event start and end times.):		Alternate Contact (MUST be on site during the event.):	
Street Address:		Street Address:	
City, State, Zip:		City, State, Zip:	
Mobile Phone:	Alternate Phone:	Mobile Phone:	Alternate Phone:
Email Address:		Email Address:	

GENERAL EVENT INFORMATION

- An event on a Friday or Saturday must end no later than 10 p.m., and clean-up must be completed and renter out by 12:00 midnight.
- An event on a Sunday through Thursday must end no later than 8 p.m., and clean-up must be completed and renter out by 10:00 p.m.
- Renters are not to exceed reservation times, and must not arrive early or depart past their reservation end time.

Facility Requested:		
<input type="checkbox"/> Thompson/Large Arena <input type="checkbox"/> Small/Dressage Arena <input type="checkbox"/> Pipe Stable <input type="checkbox"/> Garden Area <input type="checkbox"/> Hay Barn <input type="checkbox"/> Adobe Worker House <input type="checkbox"/> Adobe Caretaker House <input type="checkbox"/> Other: _____		
Date Requested (Day & Date):	Type of Event (Brief Description):	Estimated Attendance:
Start/Set-up Time (Set-up time must be included):	End/Clean-up Time (Clean-up time must be included):	Event Start Time (Guest Arrival):
Is event open to the public? <input type="checkbox"/> Yes <input type="checkbox"/> No	A Special Event Permit may be required to serve and/or sell alcohol.⁵	Will food be served? <input type="checkbox"/> Yes <input type="checkbox"/> No
Will admission be charged? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>If yes, purpose of proceeds to be collected?</i>	Will alcohol be served? <input type="checkbox"/> Yes <input type="checkbox"/> No	Will food be sold? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>If yes, a Health Permit may be required.²</i>
Is the event a fundraiser? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>If yes, whom will this event benefit?</i>	Will alcohol be sold? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>If yes, ABC permit is required.⁴</i>	Will event be catered? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>If yes, list name of caterer below under Vendors.³</i>
	What time will alcohol be served/sold? Service Start Time: _____	Will you bring your own food? <input type="checkbox"/> Yes <input type="checkbox"/> No
Will contributions be solicited? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>If yes, what is the purpose of proceeds?</i>	Will items be offered for sale? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>If yes, what is the purpose of proceeds?</i>	

EQUIPMENT

VENDORS³

Check below the equipment to be brought on-site: <table style="width: 100%;"> <tr> <td><input type="checkbox"/> Canopies/Large Tents</td> <td><input type="checkbox"/> Tables</td> </tr> <tr> <td><input type="checkbox"/> Chairs</td> <td><input type="checkbox"/> Trash Receptacles - Disposable</td> </tr> <tr> <td><input type="checkbox"/> Generator</td> <td></td> </tr> <tr> <td><input type="checkbox"/> Portable Toilets</td> <td><input type="checkbox"/> Other: _____</td> </tr> </table> Will renter bring any audio/visual equipment or props on-site? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>If yes, please list the equipment or props that will be brought on-site:</i> _____ _____ _____	<input type="checkbox"/> Canopies/Large Tents	<input type="checkbox"/> Tables	<input type="checkbox"/> Chairs	<input type="checkbox"/> Trash Receptacles - Disposable	<input type="checkbox"/> Generator		<input type="checkbox"/> Portable Toilets	<input type="checkbox"/> Other: _____	List all vendors that will remain on-site during the event. <i>(If needed, use a separate sheet of paper for additional vendors.)</i> <input type="checkbox"/> If NONE, check box. Type of Vendor: _____ Business Name: _____ Type of Vendor: _____ Business Name: _____
<input type="checkbox"/> Canopies/Large Tents	<input type="checkbox"/> Tables								
<input type="checkbox"/> Chairs	<input type="checkbox"/> Trash Receptacles - Disposable								
<input type="checkbox"/> Generator									
<input type="checkbox"/> Portable Toilets	<input type="checkbox"/> Other: _____								

INSURANCE⁴

***Requirement: The renter of the park/facility, and any vendor(s) must obtain insurance as follows:**

Commercial General Liability (CGL) Insurance written on an occurrence basis to protect RENTER, VENDOR(S) and CITY against liability or claims of liability which may arise out of this Agreement in the amount of one million dollars (\$1,000,000) per occurrence, and subject to an annual aggregate of two million dollars (\$2,000,000). There shall be no endorsement or modification of the CGL limiting the scope of coverage for either insured vs. insured claims or contractual liability.

FEE SCHEDULE

Description	Facility Deposit (Refundable)	Resident Hourly/Day Rate	Non-Resident Hourly/Day Rate	If required, Hourly Staff Fee
Thompson/Large Arena	\$200	\$30 Per Hour / \$200 Day	\$45 Per Hour / \$300 Day	\$25 Per Hour
Small/Dressage Arena	\$200	\$20 Per Hour / \$125 Day	\$30 Per Hour / \$185 Day	\$25 Per Hour
Pipe Stable	\$200	\$10 Per Day, Per Stall	\$10 Per Day, Per Stall	Not Applicable
Garden Area	\$200	\$200 Day	\$200 Day	\$25 Per Hour
Hay Barn	\$200	\$15 Per Hour / \$100 Day	\$22.50 Per Hour / \$150 Day	\$25 Per Hour
Adobe Worker House	\$200	\$15 Per Hour / \$100 Day	\$22.50 Per Hour / \$150 Day	\$25 Per Hour
Adobe Caretaker House	\$200	\$15 Per Hour / \$100 Day	\$22.50 Per Hour / \$150 Day	\$25 Per Hour
Security Fee (Required if alcohol is served.)	\$80 Per Hour	One Murrieta Police Officer is required to be scheduled for events serving alcohol. Minimum four (4) hours is required. CSD will provide a Security Form that the renter must take to the Police Department to pay for their event security.		
Late Fee	\$100 Fee	If all fees are not paid in full ten (10) business days prior to the event, a late fee will be applied to the account, and deducted from the deposit.		
Late Changes Fee	\$100 Fee	If changes to the reservation are made less than ten (10) business days prior to the event date, a late fee will be applied. All changes must be received in writing (email acceptable).		
Cleaning Fee	\$100 Per Man-Hour	Facilities must be returned to the same condition as it was received. If not, a cleaning fee of \$100 per man-hour will be deducted from the facility deposit, and the balance (if any) will be refunded. If cleaning fee exceeds the deposit, the renter will be charged the difference.		
Tractor Service	\$40 Per Hour	Tractor service may be purchased by the renter.		

ADDITIONAL INFORMATION

¹ ABC Permits (Alcohol Sold)	A California State Daily License Authorization is required (Form ABC-221). Visit the California Department of Alcoholic Beverage Control website for more information and forms.
² Health Permits (Food sold or served to the public during an open event.)	<p>Events that will have food for sale or are serving food to the public during an open event must obtain a Special Event Food Permit and/or Food Handlers card through Riverside County Department of Environmental Health. Once the permit/card is obtained, a copy must be provided to the Community Services Department (CSD).</p> <p style="text-align: center;"><i>Riverside County Department of Environmental Health (Murrieta Office)</i> 30135 Technology Dr. #250, Murrieta, CA 92563 (951) 461-0284</p>
³ Vendors	<p>The event organizer has the responsibility to ensure all vendors are compliant with City Ordinance. All vendors participating in or selling items at events on City property must have the following:</p> <ul style="list-style-type: none"> • A City of Murrieta Business License (COMBL) or a Temporary Event Permit/One-Day Permit. • If a vendor with a business address outside of the City limits does not have a COMBL, a Temporary Event/One-Day Permit can be obtained for a \$10 fee per vendor. The vendor must complete a <i>Temporary Event</i> application, and submit to the event organizer, and the organizer keeps this completed application for their files. • The event organizer is responsible for payment of the One-Day Permit. The organizer completes the Special Event Master List, and submits with payment directly to the Business License/Cashier located at City Hall no later than seven (7) business days prior to the event date. Late submittals will incur a \$5 per vendor per day fee. • Vendors must provide proof of a California Resellers permit. To confirm requirements for a Reseller's permit, contact the California Department of Tax and Fee Administration. • The event organizer must ensure that all vendors have the proper documents, and also must submit them. If requested, all necessary documents must be available the day of the event. If not available, the vendor may be cited and shut down.

<p>⁴ Insurance</p>	<p>Commercial Liability Insurance is required to be obtained by the renter of the park/facility, and any participating vendor(s) must be listed on the event organizer’s policy. If vendor(s) is not listed, the vendor(s) must provide their own insurance policy which names the City of Murrieta as an additional insured. Below are the insurance documents required to be submitted:</p> <ul style="list-style-type: none"> • A Certificate of Insurance which states \$1,000,000 per occurrence, and \$2,000,000 aggregate, with the City added as an additional insured. • An additionally insured endorsement page is required, and must state the following as additional insureds: “City of Murrieta, its officials, officers, employees and volunteers.” • The certificate and endorsement must have the following City contact information: City of Murrieta, 1 Town Square, Murrieta, CA 92562. • The completed certificate and endorsement must be submitted to CSD staff at least ten (10) business days prior to the event date in order to obtain approval from the City Risk Manager.
<p>⁵Special Event Permits Contact Laura Frasso at: LFrasso@MurrietaCA.gov</p>	<ul style="list-style-type: none"> • Events lasting multiple days or having an estimated attendance over 500 people may require a Special Event Permit. • Events requesting to serve/sell alcohol may be required to obtain a Special Event Permit, and must have CSD approval.

General Rules and Regulations

1. The following are **NOT** permitted:

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| <ul style="list-style-type: none"> • Climbing the trees or fencing. • Decorations using nails, tape, staples or glue on the walls, posts, fences or doors. • Driving vehicles onto grass areas. • Glass containers. • Loud, amplified music without permission. | <ul style="list-style-type: none"> • Outside BBQ’s. • Pets or animals inside buildings; unleashed pets. • Receptions in the hay barn. • Smoking, including vaporless devices. • Sparklers or any type of fireworks. • Throwing of rice, birdseed, confetti or anything similar in nature. • Vendors without permit, and insurance. |
|--|---|

2. Arenas are open for public use during reservations from dawn to dusk, unless arena(s) have been reserved.
3. No receptions are allowed in the Hay Barn; no ceremonies or receptions in the arenas.
4. Amplified music and live entertainment are permitted. Reservation group is responsible for controlling music and sound levels that could be disturbing to the surrounding neighborhood. Facility user shall comply with request(s) from Community Services staff to reduce the volume, if deemed to be a disturbance. Decibel readings are not to exceed fifty (50) at property line.
5. Kitchens at the facilities are not intended for cooking, but are to provide a convenient space for the preparation of pre-prepared/ready-to-serve foods.
6. The Community Services Department is not responsible for supplying paper goods, cups, food, tea, coffee, condiments and/or containers.
7. Hay is permitted, but must be cleaned up at the end of the reservation.
8. Canopies are allowed; holding pegs cannot exceed 6” in length.
9. Electricity and water hook-ups are not available at any park facility.
10. Littering is prohibited; trash must be disposed of in trash receptacles. Litter includes broken balloons and small trash pieces.
11. Leave park clean for the next user.

Reservation Policies and Procedures

Please initial each statement:

	1. The Murrieta Community Services Department must receive requests for park/facility use at least thirty (30) days in advance of the event, and no earlier than one (1) year prior to the event. Reservations cannot be taken over the phone; and requests are not accepted for any holiday including Mother's Day and Father's Day.
	2. The rental client named on the Facility Use Permit is responsible for the function, and must ensure to adhere to all Rules & Regulations, and Policies and Procedures.
	3. No non-City sponsored person or group may reserve any one facility more than two (2) times during a six (6) month period, and no more than four (4) times during any calendar year.
	4. Any needed changes to a confirmed reservation must be made in writing (email acceptable) no less than ten (10) business days prior to the reservation date. Only the person(s) on the reservation request form are permitted to make changes.
	5. Community Services staff cannot extend a rental at the time of the event. Any party exceeding the scheduled reservation time will be charged \$100 per hour, and for any portion in excess of an hour, which will be taken out of the deposit.
	6. All fees are to be paid in full not less than ten (10) business days prior to the event. Any fees paid late may be assessed a one hundred dollars (\$100.00) late fee. All required documents (i.e. Insurance, ABC License, Health Permit, security, etc.) must be submitted no less than ten (10) business days prior to the event; forms submitted late may be assessed a one hundred dollar (\$100.00) late fee.
	7. It shall be the responsibility of each reservation applicant to leave the park clean and orderly. Applicants are responsible for their own set-up and breakdown. Applicants must satisfy that they will be personally responsible for the care and cleaning of the park, and that they will underwrite any damages due to their use of the park/facility. Costs for any damages to the City of Murrieta park/facility will be taken out of the deposit. If cost of damages exceeds the rental deposit, the renter will be billed for the additional amount.
	8. All equipment including rental equipment can only be dropped off, and picked up during the hours listed on the Facility Use Permit.
	9. A rental may be rescheduled ten (10) business days prior to the reservation date in anticipation of inclement weather provided the rescheduled date is available for use; however, no refunds will be issued due to inclement weather.
	10. An hourly rate shall be charged for the use of park/facility. A cancellation of a reservation after sixty (60) days from the initial issue date of the Facility Use permit will be assessed one hundred dollars (\$100.00) cancellation fee. If a cancellation is made less than ten (10) business days prior to the scheduled reservation date, the deposit fee is non-refundable. There will be a twenty-five dollar (\$25.00) service charge on all returned checks.
	11. Except where the deposit is forfeited pursuant to this policy, the City of Murrieta will issue a refund check for the deposit, provided that the park/facility was cleaned and undamaged after the event, and that no unlawful activity took place during the event. Refund checks will be issued only to the group, organization or individual who submitted the original payment. Should additional cleaning need to be done by Community Services Department staff, it will be billed at \$100.00 per man-hour and deducted from the deposit. If cleaning fee exceeds the deposit, the renter will be charged the difference. If applicable, allow up to thirty (30) days for refund check to be processed and mailed.
	12. Any event violating policies at any time during the use of the park/facility will be closed down immediately by Community Services Department staff or the Murrieta Police Department, and will be granted time only to clean the park/facility. All other guests or participants of said event, other than those cleaning, will be instructed to leave the premises.
	13. Any group granted the use of any park or facility shall use them only for such purpose as specified by said group on the reservation application, and shall limit the use to the park, building and/or facility requested.
	14. Based on attendance, the applicant may be responsible for providing additional trash cans, dumpsters, hand wash stations, portable toilets or security.
	15. Alcohol sold requires an ABC license, and a Special Event Permit may be required. Failure to follow this policy will result in immediate closure of the park/facility and deposit forfeited.
	16. Food for sale must obtain a Special Event Health Permit from the Riverside County Environmental Health Department.
	17. Any flyers, invitations or brochures to be posted at park sites must be submitted and approved by the Community Services Department before posting.
	18. Permission to use any park/facility does not constitute an endorsement of any organization's beliefs, policies, or procedures by the City of Murrieta or its employees.
	19. The City of Murrieta is not responsible for any loss or theft of property. This includes items left by caterers or rental companies.

I have read and agree to adhere to the above rules. I understand violation of any of the above rules may result in my event being cancelled, and forfeiture of all fees paid.

Signature: _____ Date: _____

"Waiver of Liability, Assumption of Risk, and Indemnity Agreement"

Waiver: In consideration of being permitted to reserve (facility) on the above listed date(s) and time(s) , I, for myself, my heirs, personal representatives or assigns, **do hereby release, waive, discharge, and covenant not to sue** The City of Murrieta, its officers, employees, and agents from liability **from any/all claims including the negligence of the City of Murrieta, its officers, employees and agents**, resulting in personal injury, accidents or illnesses (including death), and property loss arising from, but not limited to, participation in this event.

Assumption of Risks: Participation in this event carries with it certain inherent risks that cannot be eliminated regardless of the care taken to avoid injuries. The specific risks vary from one activity to another, but the risks range from 1) minor injuries such as scratches, bruises, and sprains 2) major injuries such as eye injury or loss of sight, joint or back injuries, heart attacks and concussions to 3) catastrophic injuries and/or illnesses including paralysis and death 4) exposure to, and infection with, SARS-Cov-2, the virus that causes Coronavirus Disease 2019 (COVID-19).

I have read the previous paragraphs and I know, understand, and appreciate these and other risks that are inherent in this event and I hereby assert that my participation is voluntary and that I knowingly assume all such risks.

Indemnification and Hold Harmless: I also agree to INDEMNIFY and HOLD the City of Murrieta HARMLESS from any and all claims, actions, suits, procedures, costs, expenses, damages and liabilities, including attorney's fees brought as a result of my involvement in this activity and to reimburse them for any such expenses incurred. I hereby acknowledge that as a voluntary participant that I am not an employee of the City of Murrieta, and that I am not covered under the City's workers' compensation plan. I intend to perform voluntary services for or in the City of Murrieta without compensation. As a condition of performing the above referenced volunteer activities, I hereby knowingly and unequivocally waive, release and discharge any and all rights that I, my heirs, assigns, agents or other representatives may have or which hereafter may accrue to me, to file any claim, lawsuit and/or any other cause of action against the City of Murrieta, its employees, officers, agencies, other volunteers and officials as a result of performing said volunteer services. In granting this full and complete release and waiver of liability on the part of the City of Murrieta, I specifically waive California Civil Code Section 1542, which states:

A general release does not extend to claims, which the creditor does not know or suspect to exist in his favor at the time of executing the release, which if known by him, must have materially affected his settlement with the debtor.

I expressly desire to release the City of Murrieta, its employees, officers, other volunteers, property owner, and officials from any financial responsibility to me for any personal injury and/or property damage I may incur as a result of my voluntary participation, even when it results from the negligence, both active and passive, of the City of Murrieta and/or its employees. I understand that injury, accidents or illnesses (including death) can arise out of my volunteer activities; knowing the risk, nevertheless, I hereby agree to assume those risks and to release and to hold harmless the City of Murrieta, its employees, officers, agencies, other volunteers and officials, who (through negligence or carelessness) might otherwise be liable to me (or my heirs, assigns, agents or other representatives) for damages. No promise, inducement, or agreement has been made to me to induce me to release the City of Murrieta from liability for any personal injury and/or property damage incurred by me as a result of my voluntary participation, nor has any promise, inducement, or agreement been made to me in return for the express waiver of rights referred to above.

Initials: _____

Severability: The undersigned further expressly agrees that the foregoing waiver and assumption of risks agreement is intended to be as broad and inclusive as is permitted by the law of the State of California and that if any portion thereof is held invalid, it is agreed that the balance shall, notwithstanding, continue in full legal force and effect.

Acknowledgement of Understanding: I have read this waiver of liability, assumption of risk, and indemnity agreement, fully understand its terms, and **understand that I am giving up substantial rights, including my right to sue.** I acknowledge that I am signing the agreement freely and voluntarily, and **intend by my signature to be a complete and unconditional release of all liability** to the greatest extent allowed by law.

Signature

Print Name

Date

Name of Organization, if applicable.

Title