



Murrieta Equestrian Park Facility Reservation Form

Community Services Department
41810 Juniper Street, Murrieta CA 92562
Phone: (951) 304-PARK (7275)

For Office Use Only	
Date received	Received by

Please complete the following and return to the Murrieta Community Services Department. Completion of this form does not guarantee that your request will be granted. If the facility is available, the complete deposit must be submitted to reserve the date(s).

Contact Information

Group:			
Host / Event Coordinator: (MUST be on site at opening and closing times)		Alternate Contact Person: (MUST be on site during event)	
Address	Day Phone	Address	Day Phone
City, Zip	Evening Phone	City, Zip	Evening Phone
E-Mail		E-Mail	

General Event Information

Reservation hours must include set-up and clean-up.

Reservations for Friday and Saturday must end no later than 10 p.m. and you must be cleaned-up and out by midnight.

Sunday through Thursday reservations must end no later than 8 p.m. and you must be cleaned-up and out by 10 p.m.

(Renters are not to exceed reservation times, must not arrive early or leave late)

Dates Requested:	Reservation Times: (Friday/Saturday 8a.m. to 10p.m.) (Sunday – Thursday 10a.m. to 8p.m.) (Clean-up to be completed no later than midnight for Friday/Saturday and 10 p.m. for Sunday – Thursday)
Set-Up: _____ Event Start: _____ Event End: _____ Clean- Up: _____	

Facility Requested:
<input type="checkbox"/> Thompson Arena <input type="checkbox"/> Small/Dressage Arena <input type="checkbox"/> Hay Barn <input type="checkbox"/> Adobe Worker House <input type="checkbox"/> Caretaker House <input type="checkbox"/> Pipe Stable Rental <input type="checkbox"/> Garden Area

Type of Event:	Estimated attendance:
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Is this event open to the public? Yes No	Admission to be charged? Yes No	Purpose of proceeds collected:
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Will alcohol be served? Yes No	Will alcohol be sold? Yes No (ABC Permit required)	What time will alcohol be served / sold? Serving start time _____ until cleanup.
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Will the event be catered? Yes No (Insurance required) Name of Food Vendor: _____	Will food be sold? Yes No (Health permit may be required)	Will food be served? Yes No
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Will contributions be solicited? Yes No	Will items be offered for sale? Yes No
Purpose of proceeds:	Purpose of proceeds:

If event is a fundraiser, who will this event benefit? _____
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Are they a Federally-recognized 501(c)(3) Non-Profit Organization? Yes No

What props/equipment will you bring on-site?	<i>Amenities Available, check if needed</i> <input type="checkbox"/> Sound System/PA <input type="checkbox"/> Water <input type="checkbox"/> Electricity
<i>Event Equipment/Vendors to be brought on-site:</i> <input type="checkbox"/> Band/Live Music* Name: _____ <input type="checkbox"/> Bouncers* <input type="checkbox"/> Canopies/Large tents Size: _____ <input type="checkbox"/> Chairs/Tables <input type="checkbox"/> DJ* <input type="checkbox"/> Food vendors* <input type="checkbox"/> Generator <input type="checkbox"/> Photo booth* <input type="checkbox"/> Other* _____ * May require one million dollar liability insurance and endorsement of additional insured.	Insurance is required for all reservations and vendors: Commercial General Liability (CGL) Insurance written on an occurrence basis to protect RENTER 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 one million dollars (\$1,000,000). 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	Deposit Required (refundable)	Staff Fee Required (setup to cleanup)	Resident Fee	Non-Resident Fee
Large Arena	\$200	\$25 per hour	\$30 hr / \$200 Day	\$45 hr / \$300 Day
Small Arena / Dressage Arena	\$200	\$25 per hour	\$20 hr / \$125 Day	\$30 hr / \$185 Day
Barn / House	\$200	\$25 per hour	\$15 hr / \$100 Day	\$22.50 hr / \$150 Day
Pipe Stable Rental Fee	\$200	-----	\$10 per day per stall	\$10 per day per stall
Garden Area	\$200	\$25 per hour	\$200 per day	\$300 per day
Security Fees	One Murrieta Police Officer is required for any events serving alcohol. \$80 per hour with a four hour minimum, a total of \$320 for the first four hours. \$80 for each additional hour.			
Late Fee	\$100 late fee if all fees are not paid 10 days prior to event.			
Late Changes	\$100 fee if changes are made less than 14 days prior to event. All changes must be submitted by applicant in writing.			
Cleaning Fee	Facility must be returned to the same condition as it was received. If not, cleaning costs of \$100.00 per man-hour will be deducted from the facility deposit and the balance (if any) will be refunded.			
Tractor Service	If necessary, a tractor may be rented at a rate of \$40 per hour.			
Insurance	Commercial General Liability (CGL) Insurance written on an occurrence basis to protect RENTER 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 one million dollars (\$1,000,000). There shall be no endorsement or modification of the CGL limiting the scope of coverage for either insured vs. insured claims or contractual liability. *All vendors must have the City of Murrieta listed as additional insured. For insurance requirements see insurance in fee schedule.			

General Rules and Regulations

- The Murrieta Community Services Department must receive requests for 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 telephone
- 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
- Submit any changes to the reservation request in writing no later than fourteen (14) business days before the event
- Arenas are open for public use during reservations from dawn to dusk
- *The following are **not** permitted:*
 - Sparklers or any type of fireworks
 - Receptions in the hay barn
 - Glass bottles
 - Vehicles on grass
 - Decorations using nails, tape, staples, or glue on the walls, posts, or doors
 - Pets or animals inside the buildings
 - Climbing the trees or fencing at this facility
 - Throwing of rice, birdseed, confetti or anything else similar in nature
 - Smoking or disposing of tobacco products is prohibited
- Hay is permitted, but must be cleaned up at the end of the night
- Barbecues are permitted, but please note that the facility DOES NOT have a site to dump hot coals
- Littering is prohibited and trash must be disposed of in trash receptacles. All litter, including broken balloons and small pieces of trash, must be cleaned up prior to the end of the rental period
- Canopies are allowed only if the holding pegs DO NOT exceed 6 inches in length
- All applicants must bring their own kitchen supplies if the kitchen is requested
- For children's events the Community Services Department requires an adult-to-child ratio of 1:6
- All animals must be leashed at all times
- Staff is not allowed to accept tips

Additional Information

Health Permits:

An event having foods for sale will need to obtain a Special Event Food Permit for the duration of your event. Please note the office only accepts cash. No checks or credit cards.

Riverside County Department of Environmental Health
Murrieta Office
38740 Sky Canyon Drive, Murrieta, CA 92563

Vendor Permits:

*Any event where vendors will be offering items for sale will need to ensure all vendors have a Murrieta business license. . If they do not have one, a one day Temporary Event Special Event permit can be obtained for \$10 per day at City Hall. It is the event organizers responsibility to ensure all vendors are compliant with the city ordinance. All vendors need to have these available the day of the event. If not they may be cited by code enforcement and shut down. Additionally all vendors must provide proof of a California Resellers Permit. All forms must be submitted to Murrieta City Hall not later than 10 days prior to the event. Effective July 1, 2014 a \$5 per day per vendor late fee will be assessed. Forms from individual vendors will not be accepted. The event organizer must submit all paperwork.

Murrieta City Hall
1 Town Square
Murrieta, CA 92562
951-304-CITY

Insurance

Any group utilizing a city of Murrieta Facility must provide a \$1,000,000 liability insurance policy naming the City as additionally insured as well as the letter of endorsement. Additionally, each and every vendor must also be listed on the policy or provide individual policies naming the city as insured too.

Reservation Policies and Procedures

Please Initial Each Statement:

- _____ The rental client named on the Facility Use Permit is responsible for the function, must adhere to all rules.
- _____ Community Services staff cannot extend a rental at the time of the event. This must be done at least fourteen (14) days prior to the rental date through the Community Services Department during regular business hours. For more information call (951) 304-PARK (7275).
- _____ No receptions are allowed in the hay barn.
- _____ No ceremonies or receptions are allowed in the arena area.
- _____ Amplified music and live entertainment are permitted. Rental groups are responsible for controlling music and noise that could be disturbing to the surrounding neighborhood. Facility User shall comply with the request from Community Services staff to reduce the volume if deemed to be a disturbance. Decibel readings will be taken. Decibels readings are not to exceed fifty (50) at property line.
- _____ Music and event must end by 10 p.m. for Friday/Saturday and 8 p.m. for Sunday through Thursday.
- _____ Renters and all vendors are required to have the City of Murrieta listed as additional insured and must provide the city with a copy of insurance policy and endorsement page. For insurance requirements see insurance in fee schedule.
- _____ Alcoholic beverages are allowed in the facility under the following circumstances: (A) One (1) Murrieta Police Officer is required for any event serving alcohol. (B) Alcohol being sold or admission fees being charged requires an ABC license. Failure to follow this policy will result in immediate closure of the facility and deposit forfeited.
- _____ Buildings and facilities will be available for use from the hours of 8 a.m. to 10 p.m. for Friday/Saturday and 10 a.m. to 8 p.m. for Sunday through Thursday. In consideration of the neighboring homes, the event is to be over by 10 p.m. on Saturdays and 9 p.m. on Sundays, with breakdown completed by midnight on Saturdays and 11 p.m. on Sundays. Schedule time is critical. Any party exceeding the scheduled closing time will be charged the \$100 per hour and for any portion of an hour in excess of the scheduled closing time, to be taken out of Deposit.
- _____ Any group granted the use of the Equestrian Park and/or its facilities shall use them only for such purposes as specified by said group on the Reservation Form and shall limit the use to the building and/or facility requested.
- _____ Any event violating this policy at any time during the use of the buildings or 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 facility. All other guest or participants of said event, other than those cleaning, will be instructed to leave the premises.
- _____ All equipment including rental equipment must be dropped off and picked up only during the hours listed on the Facility Use Permit.
- _____ 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. The Community Services Department is not responsible for supplying paper goods, cups, food, tea, coffee, condiments and/or containers.
- _____ All fees are to be paid not less than fourteen (14) business days prior to the event. All forms (insurance, ABC, health permit, security, rental companies, etc.) must be submitted at least fourteen (14) business days prior to the event. Any forms not submitted or fees not paid fourteen (14) days prior to the event will be assessed a one hundred dollar (\$100.00) late fee.
- _____ Cancellation of reservation after sixty (60) days will be assessed a one hundred dollar (\$100.00) cancellation fee. If a cancellation is made less than fourteen (14) business days prior to the scheduled reservation, the deposit fee is non-refundable. A twenty-five dollar (\$25.00) service charge will be charged on all returned checks.
- _____ A rental may be rescheduled fourteen days (14) prior to reservation in anticipation of inclement weather provided the re-scheduled date is available for use; however, no refunds will be issued due to inclement weather.
- _____ 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 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 one hundred- dollars (\$100.00) per man-hour and deducted from the deposit. Allow thirty (30) days for the check to be processed. All refunds will be mailed to the contact address on the Facility Use Permit.
- _____ Person(s) on the reservation request form are the only ones that are permitted to make changes.
- _____ It shall be the responsibility of each reservation applicant to leave the facility clean and orderly. When using Community Services Department tables and chairs, the applicant shall be responsible for their set-up and return to proper storage space. Stoves, grills, ovens, and refrigerators will be cleaned properly after each use by the applicant. Applicants must satisfy the Community Services Department that they will be personally responsible for the care and cleaning of the facilities and that they will underwrite any damages due to their use of the facilities. Costs for any damages to Community Services Department facilities will be taken out of the deposit.
- _____ Permission to use any facility does not constitute an endorsement of any organization's beliefs, policies, or procedures by the City of Murrieta or its employees.
- _____ 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, policies and procedures. I understand violation of any of the above rules may result in my event being cancelled and forfeiture of all fees paid.

Signed: _____

Dated: _____

"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 including paralysis and death.

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 accidents and injuries 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

Date

Name of Organization

Title