



CITY of CALABASAS  
COMMUNITY SERVICES  
DEPARTMENT

**Facility Rental Office**  
**Juan Bautista de Anza Park**  
**3701 Lost Hills Road, Calabasas, CA 91301**  
**Phone: 818-880-6461**  
**Email: [facilityrentals@cityofcalabasas.com](mailto:facilityrentals@cityofcalabasas.com)**

# CITY FACILITY RENTAL REQUEST FORM

**REQUEST FORM ONLY/DOES NOT CONSTITUTE A USE PERMIT**

## APPLICANT INFORMATION

Applicant Name: \_\_\_\_\_  
Date of Birth (MM/DD/YYYY): \_\_\_\_\_  
Street Address: \_\_\_\_\_  
City: \_\_\_\_\_ ST: \_\_\_\_\_ ZIP: \_\_\_\_\_  
Primary Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_  
Email Address: \_\_\_\_\_  
Organization Name (if applicable): \_\_\_\_\_

Non-profit organization: 501 (c) number (required): \_\_\_\_\_ (please attach tax exempt IRS letter)

## DAY OF CONTACT INFORMATION

Event Day Contact: \_\_\_\_\_  
Relationship to Applicant: \_\_\_\_\_  
Street Address: \_\_\_\_\_  
City: \_\_\_\_\_ ST: \_\_\_\_\_ ZIP: \_\_\_\_\_  
Primary Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_  
Email Address: \_\_\_\_\_  
Company Name (if applicable): \_\_\_\_\_

## RENTAL INFORMATION

Requested Use Date(s): \_\_\_\_\_ Day(s) of Week: \_\_\_\_\_ Expected Attendance: \_\_\_\_\_

Start Time (include set up): \_\_\_\_\_ a.m./p.m. End Time (include clean up): \_\_\_\_\_ a.m./p.m. Type of Event: \_\_\_\_\_

Will you be working with an event coordinator, entertainer, vendor, or service provider?  Yes  No

Please list all: \_\_\_\_\_

Will you be bringing any rental or event equipment (generators, tables, canopies, umbrellas, etc.) to the site?  Yes  No

Please list all: \_\_\_\_\_

Will food be served?  Yes  No

If yes:  Delivered / brought from home  Prepared personally on site  Prepared or distributed by a catering company while on site

Will alcohol be served?  Yes  No (NOTE: Not applicable for picnic shelters or outdoor park facilities)

**REQUESTED FACILITY AREA(S)** Check all that apply. Consult the Facility Rental Rate Sheet for Available Hours, Pricing, and Amenities.

|                                                   |                                                                                                                                                                                                                                                                                                                                                                                                                         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                                                                                                                                                                                                                                                  |                                                                                                                                             |
|---------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------|
| <b>CALABASAS<br/>PARKS</b>                        | <b>Juan Bautista de Anza Park</b><br><input type="checkbox"/> Single picnic shelter<br><input type="checkbox"/> Combo of Two (2) Picnic Shelters<br><input type="checkbox"/> Multipurpose Room / Patio<br><input type="checkbox"/> Multipurpose / Conference<br><input type="checkbox"/> Grass field<br><input type="checkbox"/> Full Multipurpose Sport Court<br><input type="checkbox"/> 1/3 Multipurpose Sport Court | <b>Gates Canyon Park</b><br><input type="checkbox"/> Picnic Shelter<br><input type="checkbox"/> Basketball Court<br><input type="checkbox"/> Grass field<br><input type="checkbox"/> Parking Lot                                                                                                                                                                                                                                                                                                                                                                                                                                                       | <b>Grape Arbor Park</b><br><input type="checkbox"/> Picnic Shelter<br><input type="checkbox"/> Basketball Court<br><input type="checkbox"/> Grass field<br><input type="checkbox"/> Volleyball Court<br><input type="checkbox"/> T- Ball Diamond | <b>Creekside Park</b><br><input type="checkbox"/> Grass field<br><input type="checkbox"/> T- Ball Diamond                                   |
|                                                   | <b>Founders Hall, Plaza, &amp; Amphitheatre</b><br><input type="checkbox"/> Founders Hall- 2/3 Room<br><input type="checkbox"/> Multi-Purpose Room - 1/3 Room<br><input type="checkbox"/> Founders & Multi-Purpose - Full<br><input type="checkbox"/> Plaza<br><input type="checkbox"/> Amphitheatre                                                                                                                    | <b>Founders Hall Optional Add-Ons (fees apply):</b><br><b>AV Equipment</b><br><input type="checkbox"/> Podium with Mic<br><input type="checkbox"/> Screen Projector<br><input type="checkbox"/> Input for Laptop<br><input type="checkbox"/> Input for MP3                                                                                                                                                                                                                                                                                                                                                                                             | <input type="checkbox"/> Hand Held Mic<br><input type="checkbox"/> Lapel Mic                                                                                                                                                                     | <b>Stage</b><br><input type="checkbox"/> 6ft x 8ft<br><input type="checkbox"/> 12ft x 16ft<br><input type="checkbox"/> Black stage skirting |
| <b>CALABASAS<br/>CIVIC CENTER</b>                 | <b>Calabasas Senior Center</b><br><input type="checkbox"/> Multi-Purpose Room<br><input type="checkbox"/> Outdoor Patio                                                                                                                                                                                                                                                                                                 | <b>Senior Center Optional Add-Ons (fees apply):</b><br><input type="checkbox"/> Portable PA with speakers<br><input type="checkbox"/> Projector with screen<br><input type="checkbox"/> TV with USB OR HDMI port                                                                                                                                                                                                                                                                                                                                                                                                                                       |                                                                                                                                                                                                                                                  |                                                                                                                                             |
|                                                   | <b>Indoor Rooms, Courts, &amp; Patio</b><br><input type="checkbox"/> Fireside Room<br><input type="checkbox"/> Center Court Room<br><input type="checkbox"/> Center Court & Fireside Combo                                                                                                                                                                                                                              | <input type="checkbox"/> Stadium Court<br><input type="checkbox"/> Tennis Patio<br><input type="checkbox"/> Parking Lot                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                                                                                                                                                                                                                                                  |                                                                                                                                             |
| <b>CALABASAS<br/>TENNIS<br/>&amp; SWIM CENTER</b> | <b>Swim Parties (persons = adults and children)</b><br><input type="checkbox"/> Up to 25 persons <input type="checkbox"/> Up to 75 persons<br><input type="checkbox"/> Up to 50 persons <input type="checkbox"/> Up to 100 persons                                                                                                                                                                                      | Qty of Adults _____<br>Qty of Children _____<br>Age Range of Children _____                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                                                                                                                                                                                                                                                  |                                                                                                                                             |
|                                                   | <b>Rooms &amp; Patio</b><br><input type="checkbox"/> Sycamore Room -1/3 Hall<br><input type="checkbox"/> Walnut Room -1/3 Hall<br><input type="checkbox"/> Valley Oak Room / Kitchen<br><input type="checkbox"/> The "Grove" - Full Banquet Hall<br><input type="checkbox"/> Manzanita Room                                                                                                                             | <b>Optional Add-Ons: (Fees apply except with rental of The Grove Banquet Hall)</b><br><input type="checkbox"/> Stage <input type="checkbox"/> 6ft x 8ft <input type="checkbox"/> 12ft x 16ft <input type="checkbox"/> 18ft x 24ft <input type="checkbox"/> Black stage skirting<br><input type="checkbox"/> Podium with Mic <input type="checkbox"/> Hand Held Mic<br><input type="checkbox"/> Video Panels/Screens <input type="checkbox"/> HDMI Input / Laptop<br><input type="checkbox"/> Gymnasium Full Court <input type="checkbox"/> Gymnasium Half Court<br><input type="checkbox"/> Full Parking Lot <input type="checkbox"/> Half Parking Lot |                                                                                                                                                                                                                                                  |                                                                                                                                             |
| <b>CALABASAS<br/>COMMUNITY<br/>CENTER</b>         |                                                                                                                                                                                                                                                                                                                                                                                                                         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                                                                                                                                                                                                                                                  |                                                                                                                                             |
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# CITY OF CALABASAS FACILITY RENTALS – RULES AND REGULATIONS

*Please read all rules carefully before signing*

## RESPONSIBLE PARTY

1. Applicant or Day of Event Contact signing the Facility Reservation Application must be 21 years of age and present during the event.
2. The applicant is responsible for any damages, losses, accidents, or injuries to persons or property resulting from the use of City property. Any violation of City rules and regulations may result in a denial of further permits and, in the case of damage to a facility, financial reimbursement by the applicant.
3. Applicant is responsible for supervision and control of persons in attendance during the use of the facility and shall see that no damage is done to furnishings, fixtures, or any part of the facility. Any serious injury or damage incurred on The City of Calabasas premises shall be reported to staff immediately.
4. All persons using the facility and attending the applicant's event must abide by City of Calabasas rules, regulations as well as City, County, and State laws. These conditions are also in effect during event set-up and clean-up.
5. City of Calabasas staff reserves the right to have full access to all activities at any time and to suspend an individual or group from using the facility in order to ensure that all City rules and regulations, as well as City, County, and State laws, are being observed.

## SECURITY DEPOSITS, FEES, & REFUNDS

1. Applicant is responsible to pay a down payment at time of application submission. Down payment is the entire security deposit and non-refundable application and processing fee.
2. All additional fees must be paid thirty (30) days in advance of the event. Failure to meet this deadline will subject the reservation to cancellation and forfeiture of 50% of deposit fees paid. If booking less than 30 days ahead, full payment is due at time of booking. Initial \_\_\_\_
3. Any portion of the deposit may be withheld for any one of the following reasons: a) damages to building, furnishings, or grounds, b) missing equipment, c) facility left in unclean condition, d) space occupied beyond maximum capacity or approved number of guests, e) use of an unapproved vendor, f) space occupied beyond reservation hours, g) violation of the City's rental rules and regulations or government laws. Initial \_\_\_\_
4. Security deposits are refunded within thirty (30) days after the rental date, unless any portion of the deposit is withheld for the aforementioned reasons.
5. If a natural disaster, scheduling conflict on behalf of the City, or other issues arise impacting the site or time requested of event, one of the following will occur: all refundable monies may be returned or credited, an alternative location may be provided, or the event may be rescheduled.
6. Outdoor rentals may be cancelled, and all refundable monies returned or credited due to inclement weather, so long as the facility is unused by the applicant and the weather meets one or more of the following criteria:
  - i. temperatures reach below 45°f or above 96°f
  - ii. active precipitation
  - iii. winds in excess of thirty (30) miles-per-hour
  - iv. The National Weather Service forecast twenty-four hours prior to the rental date show 50% or greater chance of inclement weather in Calabasas during the rental hours
7. If the applicant cancels a reservation ahead of their scheduled date, a refund request must be submitted in writing. Administrative and credit card convenience fees are not refundable.

Refund rates are as follows: Initial \_\_\_\_

| DAYS PRIOR TO RESERVATION DATE | DEPOSIT REFUND AMT. | RENTAL FEE REFUND AMT. | INSURANCE FEE REFUND AMT. |
|--------------------------------|---------------------|------------------------|---------------------------|
| 31 days or more                | 100%                | 100%                   | 100%                      |
| 30 - 15 days                   | 50%                 | 100%                   | 100%                      |
| 14 - 1 day(s)                  | 0%                  | 25%                    | 100%                      |
| After Event                    | 0%                  | 0%                     | 0%                        |

## INSURANCE REQUIREMENTS

The City of Calabasas requires all renters, contractors, and third-party vendors to secure liability coverage of \$1,000,000 with a separate Endorsement Page (two pages total) naming the City of Calabasas as an additional insured while on property.

Renter: As the renter, event coverage will be automatically purchased on the applicant's behalf through a third-party tenant/user liability insurance program. See current Facility Rate Sheet for pricing. Renters may opt out of the City's third-party program if a certificate with proper endorsement pages is received no less than thirty (30) days prior to the event date. Initial \_\_\_\_

Vendors: Companies and individuals hired to provide equipment, entertainment services, inflatables, catering, etc. are required to supply their own separate policy that meets the City's requirements. Proof of coverage is due no less than thirty (30) days prior to the event date. It is the renter's responsibility to ensure vendors have met the insurance requirements prior to the deadline. A list of vendors who have satisfied these requirements is available through the Community Services Department. Initial \_\_\_\_

## ENTERTAINERS, ATTRACTIONS, & THIRD-PARTY SERVICE PROVIDERS

1. It is the responsibility of the renter to secure all necessary insurance documents mandated by the City for third party vendors and service providers.
2. Bounce houses / inflatable attractions restricted to park facilities and may be no larger than 25' x 25' in size.
3. It is the responsibility of the renter to coordinate delivery, set-up, and breakdown of equipment within paid rental hours.
4. The following items are prohibited at all Calabasas parks and facilities: Initial \_\_\_\_

|                       |                       |                     |                 |
|-----------------------|-----------------------|---------------------|-----------------|
| Bull Horns            | Fog / Smoke Machines  | Personal Barbecues  | Water Bead Guns |
| Candles / Open Flames | Glitter               | Rock Climbing Walls | Waterslides     |
| Confetti              | Motorized Equipment   | Silly String        |                 |
| Colored Powder        | Outdoor Amplification | Trampolines         |                 |
| Dunk Tanks            | Ponies / Petting Zoos | Water Balloons      |                 |
5. Food trucks prohibited at City parks /facilities except at the Calabasas Community Center and Civic Center when authorized as part of a facility rental.
6. City Staff reserves the right to prohibit any attractions, services, or equipment with potential to damage property or threaten the safety of others.
7. The City of Calabasas does not provide electricity for outdoor rentals. Renters must secure generators for any outdoor equipment requiring power. Initial \_\_\_\_
8. The City of Calabasas does not supply water or hoses for attractions or activities (ie. water balloons) or equipment such as ladders, tools, or hand trucks.

## DECORATIONS, SET-UP, & CLEAN-UP

1. Set-up and clean-up to occur during paid rental hours.
2. All items brought in by the applicant or furnished by a rental company must be removed at the conclusion of the event. The City is unable to store any items prior to or after the event.
3. Decorations must be hung with masking or painter's tape only and be of fireproof or fire-retardant materials. No cellophane tape, duct tape, nails, tacks, or staples are to be used for decorations.
4. The City does not provide ladders or other equipment to aid in decorating or setup. Use of ladders during a rental is at the risk of the applicant.
5. At no time should exits or exit signs be covered or obstructed.
6. All clean up must be completed prior to check out time on the same day as the event. Applicants are responsible for:, wiping clean all tables and chairs, picking up trash, depositing all refuse in garbage dumpsters and removing all decorations, equipment, and personal belongings.

7. No signage, including balloons, are permitted to be posted inside the library, hallways, and City Hall, or outside anywhere in the Civic Center and surrounding areas.

### **ALCOHOLIC BEVERAGES \*\* APPLIES TO INDOOR FACILITIES ONLY**

1. Alcoholic beverages are not permitted in any park or parking lot except as permitted by the City in accordance with an event specifically approved by the City. LACC 17.04.440. Initial \_\_\_\_\_
2. Dispensing, consumption, and/or possession of alcoholic beverages is restricted to areas specified in the facility rental agreement.
3. Only beer, wine, and \*seltzer\* may be served. Hard alcohol is strictly prohibited.
4. Additional Insurance fees applied to events serving alcohol. Rates subject to underwriter discretion.
5. A minimum of two security officers are required for events serving alcohol, regardless of number of attendees.
6. Officers hired for an event will be scheduled for duty ½ hour before guests' arrival and remain on duty ½ hour after the scheduled event.
7. Renter is required to stop serving alcohol no less than one (1) hour prior to end of event.

### **STAFFING & SECURITY**

1. All rentals may be required to add staff or security officers for an additional fee if deemed necessary by the City. The number of Staff or security is determined by the type of event, attendance, and security needs. The number of Staff assigned is at the sole discretion of the Community Services Director or designee.
2. Security is required for events serving alcohol, regardless of attendance number.
3. Security must be obtained through the Calabasas Community Service Department at the expense of the applicant. Additional fees apply and must be paid thirty (30) days prior to the scheduled event.

### **ADDITIONAL POLICIES**

1. Control of lights, heating/cooling systems, and other equipment is the responsibility of The City of Calabasas staff member on duty. All requests for adjustments should be made to the staff member assigned to the event.
2. Vehicles are prohibited on any grass areas. All vehicles must remain in designated parking areas.
3. Smoking (Including E-Cigarettes) is strictly prohibited anywhere in the City of Calabasas – ordinance 2006-217.
4. The renter is required to use environmentally acceptable food packaging in compliance with Calabasas Municipal Code chapter 8.18.
5. The City of Calabasas reserves the right to suspend any individual or group from using the facilities in the event their behavior is abusive or destructive, or violates any City ordinances, rules or regulations, without refund.

*The undersigned applicant has read and agrees to fully abide by the City of Calabasas Facility Rentals Rules & Regulations. The applicant further agrees to defend, indemnify, and hold harmless the City of Calabasas and its officers, employees and agents from and against any and all loss, liability charges, demands and/or claims for damage or injury (including claims from negligence) and expenses (including attorney's fees) which may arise for reasons or in connection with said facility rental. The applicant also agrees that the City of Calabasas, its employees or officers may act in an emergency as best fits the situation if efforts to contact the applicant fail.*

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SIGNATURE OF APPLICANT

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DATE