	(Insurance verification)	<i>Google Doc #</i> Permit #		
PLEASE READ AND	City of Los Angeles • Department of Recreation and Parks <b>APPLICATION FOR USE OF FACILITIES</b> (THIS IS NOT A P PERMITTEE MAY NOT PUBLICIZE THE EVENT UNTIL A PERMIT HAS BEEN ISSUED <u>D COMPLETE ITEMS 1 THRU 19 AND SIGN THE DOCUMENT (SIGNATURE OF APPLICANT)</u>	ERMIT)		
1. Recreation Cen	nter			
2. Name of Organ	Name of Organization 3. Representative's Name			
4. Mailing Addres		Zip		
5. Contact E	Evening ( ) Cell ( ) e-mail			
6. Type of Event				
7. Date and Time o Day(s)	of Event <u>Month/Date(s)</u> <u>Time(s)</u>			
Sunday _				
Monday	<u> </u>	to		
Tuesday _		to		
Wednesday		to		
Thursday		to		
Friday _		to		
Saturday	<u> </u>	to		
8. Charging Fee(s)	? Yes No \$ 9. Will food sales be conducted? Yes No 10. No. Participants?	s: Adult Youth		
Auditorium	ices Requested (check all that apply):          Kitchen       Outdoor Area       Baseball Diamond #       Other         Meeting Room       Utility Hookup       Picnic Area #       Field #			
12. Is this a Fundra	aiser? Yes No 13. Refreshments Served? Yes No 14. Canopies/	Tents? 🗌 Yes 🗌 No		
15. Rental: 🗌 Yes	s 🗌 No Chairs _# Tables _# Company Name			
16. Moon Bounce	🗌 Yes 🔲 No Company Name			
Contact Name	Phone No			
	re electrical set-ups? Yes No 18. Will you be erecting/assembling any structure larger that sibility that this event may need insurance, please check with the Facility director	n a canopy? 🗌 Yes 🛛 🗌 No		

## HOLD HARMLESS/WAIVER OF DAMAGES

Permittee hereby expressly agrees on its behalf and that of its dependents, heirs, assigns and legal representatives: That the City of Los Angeles, its officers, agencies, employees and volunteers shall not be responsible or liable for any injury (physical or mental), death, damage, loss or expense (including legal costs and reasonable attorney fees) either to Permittee, its invitees, or either party's property incurred while Permittee is exercising the above permission or is engaged in activities related thereto.

### PERMITTEE HEREBY ASSUMES FULL RESPONSIBILITY FOR ANY AND ALL RISK OF INJURY, DEATH OR PROPERTY DAMAGE

Arising out of said activities. Permittee further agrees to indemnify and hold harmless the City, its officers, agencies, employees, and volunteers from all loss or liability, actual or alleged, that may arise from Permittee's conduct, either intentional or negligent, while participating in the above described activities. However, neither the waiver nor the indemnity agreement exempts the City or its officers, agencies, employees or volunteers from acts of gross negligence or willful misconduct.

#### PERMITTEE HERBY REPRESENTS THAT:

Permittee is aware of the condition of the public premises and accepts the premises in their present condition. Permittee agrees to abide by all safety regulations. Permittee has carefully reviewed this document, understands its contents, and signs it voluntarily, without being subject to coercion.

THE SALE, SERVING AND CONSUMPTION OF ALCOHOLIC BEVERAGES IS NOT PERMITTED. SOUND APPLIFYING SYSTEMS ARE PROHIBITED. (MC63.44)

I certify that all statements on this application are complete and correct.

## Signature of Applicant/Permittee:

Date

# TO BE COMPLETED BY DIRECTOR IN CHARGE

APPLICATION MUST BE FILLED OUT COMPLETELY, GIVEN IMMEDIATELY TO THE DISTRICT SUPERVISOR FOR APPROVAL WITH <u>ALL FEES PAID IN FULL OR RESERVATIONS</u> <u>REQUIRE AN ADVANCE DEPOSIT OF 50% OF THE TOTAL FEES (PER RATES AND FEES MANUAL)</u>. ALL APPLICATIONS ARE TO BE SUBMITTED TO THE REGION OFFICE TWO WEEKS PRIOR TO EVENT. <u>SPECIAL EVENTS WITH 200+</u> REQUIRES PRIOR APPROVAL BEFORE FEES ARE COLLECTED AND 12 WEEKS PRIOR TO THE EVENT

	e verification Top of		
Is Insurance Required : Yes No of people. front page			
Fees:       Regular Permit       Fee Generating       Group Exempt from fees?       Yes       No         Permit       If yes - Exemption number       Proof of Non Profit status attached       Yes       No			
Basic Room Fee (1 <sup>st</sup> 3 hours) = \$			
No. Staff # of hours			
Needed x requested = Total Staff Hrs x Hourly rate \$ = \$			
Additional Hours Needed (Rates & Fees)       X Hourly         Rate       \$			
Additional Rooms (Rates & Fees) x \$ x \$ = \$			
Use of Kitchen (Rates & Fees) = \$			
Refreshment Fee (Rates & Fees) = \$			
Field / Gymnasium Rental Fee Hours x \$ = \$			
Picnic Reservation Fee: 1-50 51-100 101-200 201-400**see note 201-400**see note = \$			
Non-Refundable Permit Fee (All picnic reservation and specific facilities) – (deposited into Regional Account) = \$			
Picnic Maintenance Fee (MRP # ) = \$			
Moon Bounce Fee (Special Fund) = _\$			
Center Rental: Chairs _# x _\$ Tables _# x _\$ = \$			
Utility Hookup Fee			
Clean-up Breakage Refundable Deposit Receipt No = _\$			
Other Charges (Explain)			
TOTAL CHARGES: =			
LESS DEPOSIT:         Receipt No.	5		
Balance Due By: TOTAL: = _\$	5		
Approval of Director In Charge	Date		
Approval of District Supervisor	Date		
Approval of Principal Recreation Supervisor **PLEASE NOTE: For EVENTS (200 persons or more) Principal Maintenance Supervisor and Recreation Superintendent Required	Date		
Approval of Principal Maintenance Supervisor Date			
	Date		
Approval of Superintendent Comments:	Dale		