



## Novato Facility Reservation Application

Welcome! Whether you are a first-time visitor or a regular guest, we hope that one of our Novato facilities will meet the needs of your upcoming event. This packet contains important information that you will need for completing the facility reservation process. If you have any questions, or would like to schedule a tour, please contact a facility reservation staff member by calling 415.899.8290.

### Application Process:

- Complete the rental application. Submit the application to the Margaret Todd Senior Center (MTSC) with payment of deposit and application fee.
- Staff will review the application within four business days. Applications are not considered approved until after staff has signed the rental contract, and a facility use permit has been issued.
- Please remember that the rental is **not** confirmed until the renter receives the approved contract.
- The contract will itemize fees, list the balance due, as well as list required insurance/permits that the renter must obtain.
- Final payment, room set-up form, and required insurance/permits, must be submitted to the MTSC at least 10 business days prior to the event.

### General Rental Information:

- Facility use hours are 8am to midnight.
- Your rental is limited to the space indicated on the use permit.
- Any changes to your rental must be made prior to the day of the event.
- Alcoholic beverages may only be consumed in designated areas if the proper endorsements/permits are obtained in advance. Alcoholic beverages may not be consumed on public sidewalks, in parking areas, or streets. Any event where alcohol is consumed must not exceed five (5) hours of event time. Alcohol is not permitted in the Hill Community Room.
- A parent or designated adult must supervise children under the age of 18 at all times. Running inside the facility and climbing on furniture is not permitted.
- Renter is responsible for informing the participants of all rental policies, as well as controlling the noise generated from the event. Noise levels of music must be monitored by the rental applicant.
- The use of any amplified sound in outdoor areas must end at sundown.
- Linens, cookware, china, and cutlery are not provided in the rental.
- Tables and chairs are included in facility rentals.
  - Margaret Todd Senior Center: Room set-up will be done by custodians prior to your arrival. Available table sizes are 48" rounds (seat 6), 6' rectangular (seats 6), 12' rectangular (seats 10).
  - Hill Community Room: Room set-up will be done by the renting party. Renters must check out a room key prior to event. Available table size at Hill Community Room is 8' rectangular (seats 8).
  - Novato City Hall: Room set-up will be done by custodians prior to your arrival. Available table sizes are 66" rounds (seat 8-10), 8' rectangular (seats 8), 6' rectangular (seats 6).

### Set-Up Information:

- Renters may begin set up according to the time listed on the application. Please inform **all** parties involved (caterer, entertainment).
- The following items are prohibited: ladders, candles, confetti, rice, birdseed, table glitter, fog machines, nails, tacks.
- Painters tape and t-pins may be used on select walls.

**Event Clean-Up:**

- Event clean-up must be finished by the time listed on the application form. Renters exit the building at this time.
- Renters are responsible for removing all items brought into the facility.
- Renters must place garbage in garbage cans, wipe kitchen area counters, and leave the room(s) used for the event in the same condition as they were found upon arrival.

**Event Wrap-Up:**

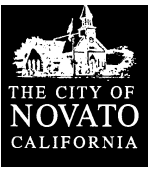
- The deposit is refundable after final assessment of cleaning and staff costs.
- If the deposit was paid by cash or check, the refund check will be mailed. This process takes approximately three weeks.
- If the deposit was paid by credit card, the refund will be applied back to the card.

**Cancellation Policy:**

- The deposit and rental fee for reservation cancellations requested at least 20 days prior to the event will be fully refunded.
- Cancellations requested **less** than 20 days prior to the event will be charged a fee equal to 50 percent (50%) of the deposit.

**Use Policy:**

- Facility use policies are available for review at [www.cityofnovato.org/prcs](http://www.cityofnovato.org/prcs).



**CITY OF NOVATO  
PARKS, RECREATION AND COMMUNITY SERVICES  
75 Rowland Way #200, Novato, California 94945 415.899.8200; Fax 415.899.8219**

**APPLICATION FOR USE OF A CITY FACILITY  
1560 Hill Road, Novato, California 94947 415.899.8290; Fax 415.897.0239**

1. Name of Applicant \_\_\_\_\_ Event Site \_\_\_\_\_
2. Organization: \_\_\_\_\_ 3. Tax ID# (if non-profit) \_\_\_\_\_
4. Phone: Work ( ) \_\_\_\_\_ Home: ( ) \_\_\_\_\_ Fax: ( ) \_\_\_\_\_
5. Address: \_\_\_\_\_ City/State/Zip: \_\_\_\_\_
6. Type of Event: \_\_\_\_\_ 7. Estimated Attendance: \_\_\_\_\_ per hour \_\_\_\_\_ total
8. Contact Person Prior to Event: \_\_\_\_\_ Phone ( ) \_\_\_\_\_  
Contact Person During Event: \_\_\_\_\_ E-mail Address: \_\_\_\_\_
9. Return Deposit To (if other than applicant): \_\_\_\_\_ Address \_\_\_\_\_

**10. Date and Time Requested:**

Event Date	Day of Week	Set-Up Time	Event Time	Clean-Up Time
	M T W Th F Sat Sun	_____ to _____	_____ to _____	_____ to _____
	M T W Th F Sat Sun	_____ to _____	_____ to _____	_____ to _____
	M T W Th F Sat Sun	_____ to _____	_____ to _____	_____ to _____

11. Please check if the event will involve any of the following:
 

<input type="checkbox"/> Admission	<input type="checkbox"/> Carnival or rodeo	<input type="checkbox"/> Large displays, machinery, or objects which could come in contact with people or property
<input type="checkbox"/> 100 or more people	<input type="checkbox"/> Use of animals	<input type="checkbox"/> Jump House
<input type="checkbox"/> Band or DJ	<input type="checkbox"/> Vehicle or animal racing	
<input type="checkbox"/> Public Dance	<input type="checkbox"/> Bingo Games	
<input type="checkbox"/> Youth oriented event		
<input type="checkbox"/> On-site event publicity		
12. **Check all that apply** Food or beverages will be:  served  sold  absent  
Alcohol will be:  served  sold  absent
13. a) I understand that a Certificate of Insurance is required for any event where alcohol is served or if there are more than 100 participants at the event. **Please initial** \_\_\_\_\_  
b) I understand that smoking is not permitted at any time in any Novato building, and I will be responsible for informing the participants of that policy. **Please initial** \_\_\_\_\_  
c) I understand that a Temporary Food Facility Permit is required if the event is more than one day and food will be served or sold. **Please initial** \_\_\_\_\_
14. **Notice to Applicant:** A permit denial, permit condition, refusal to waive the application deadline, fees, or insurance requirements can be appealed within five (5) days thereof by filing an appeal with the City Clerk stating the grounds for appeal. (Section 10-12 of Novato Ordinance Code.)
15. **Hold Harmless, Responsibility:** I understand that I shall be held responsible for any and all loss, accidents, injury or damage to persons or property which result from this activity. I, the undersigned applicant, agree to the fullest extent permitted by law and regardless of the City's passive negligence to RELEASE, INDEMNIFY, HOLD HARMLESS and DEFEND the City of Novato, Redevelopment Agency of the City of Novato, City of Novato Public Finance Authority, and their respective officials, officers, agents, employees, and volunteers ("indemnitees") from and against any and all claims, demands, losses, damages, failure to comply with any current or prospective laws, defense costs or liability of any kind or nature (including attorney fees and expert witness fees) which indemnitees may sustain or incur or which may be imposed upon them for injuries to or death of persons, or damage or injury to property as a result of, arising out of, or in any manner connected with this activity.

I have read and understand the terms and conditions of use as outlined in this application. I acknowledge and accept responsibility.

\_\_\_\_\_  
Signature of applicant or representative

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name of Applicant or Representative



# FACILITY FEES FOR THE MARGARET TODD SENIOR CENTER

1560 Hill Road, Novato CA 94947

DUE AT TIME OF APPLICATION	Senior Group*	Community Service	Private	Commercial**
Application Fee	\$15.00	\$15.00	\$15.00	\$15.00
Deposit	\$ 400.00	\$ 400.00	\$ 400.00	\$ 400.00
<b>HOURLY ROOM RATES</b>				
Stage and Auditorium (A)	\$ 23.00	\$ 45.00	\$ 68.00	\$ 90.00
Activity Room (B)	\$ 8.00	\$ 15.00	\$ 23.00	\$ 30.00
Kitchen (C)	\$ 8.00	\$ 15.00	\$ 23.00	\$ 30.00
Whole Auditorium (A-C) (accommodates up to 300)	\$ 36.00	\$ 71.00	\$ 107.00	\$143.00
Lobby	\$ 8.00	\$ 15.00	\$ 23.00	\$ 30.00
Meeting Room 1 (accommodates up to 12)	\$ 12.00	\$ 24.00	\$ 36.00	\$ 48.00
Meeting Room 3 (accommodates up to 50)	\$ 15.00	\$ 30.00	\$ 45.00	\$ 60.00
Crafts Room (accommodates up to 30)	\$ 15.00	\$ 30.00	\$ 45.00	\$ 60.00
Card Room (accommodates up to 24)	\$ 12.00	\$ 24.00	\$ 36.00	\$ 48.00
Whole Building (All listed rooms)	\$ 95.00	\$188.00	\$282.00	\$376.00
<b>EXTRA FEES</b>				
Facility Maintenance Fee (charged per event)	\$ 75.00	\$ 75.00	\$ 75.00	\$ 75.00
Custodial Fee - \$30 (costs estimated before event, assess actual costs after event)				
Building Attendant Fee - \$16.00 per hour (fee not charged for events held Monday through Friday, 9am-5pm)				
Cancellation Fee - Less than 20 days before the date of the event will result in forfeiture of 50% of deposit as a handling and processing fee				

\*Senior group rate available only during senior core hours: Monday-Friday, 9am - 5pm. Senior Group: 50% or more members are 50 years of age and older.

\*\*Commercial: Individual or group conducting an activity for profit.

10% will be added to total cost of rental for non-residents.

There is a 2-hour minimum for rooms A-C. All other rooms have a 1-hour minimum.

Minimum rental of auditorium A is required for Friday and Saturday rentals.

Room capacity depends on room set-up. Sample room set-up forms are available at the Center.

Deposits are not considered part of the rental fee. Full payment of the rental fee is due at least 10 working days prior to the event.

(User recognizes that this permit may create a possessory interest subject to property taxation under California Revenue and Taxation Code 107, etc, and that user may be subject to the payment of property taxes levied on such interest. User shall pay, before delinquency, all taxes, assessments, license fees and other charges that are levied or assessed during the term of the user's interest in the real property or improvements installed or located in or upon the premises.)

## FACILITY FEES FOR HILL COMMUNITY ROOM

1560 Hill Road, Novato, CA 94947

DUE AT TIME OF APPLICATION	Community Service	Private	Commercial*
Application Fee	\$15.00	\$15.00	\$15.00
Deposit	\$ 400.00	\$ 400.00	\$ 400.00
HILL COMMUNITY ROOM HOURLY ROOM RATES			
Resident	\$ 15.00 Novato based groups, or maximum daily rate of \$60.00	\$ 45.00	\$ 60.00
Non-resident	\$ 30.00 Groups based outside Novato – No maximum daily rate	\$ 45.00**	\$ 60.00**
EXTRA FEES			
Custodial Fee - \$30 (costs estimated before event, assess actual costs after event)			
Cancellation Fee - Less than 20 days before the date of the event will result in forfeiture of 50% of deposit as a handling and processing fee			

\*Commercial: Individual or group conducting an activity for profit.

\*\*10% will be added to total cost of rental for non-residents (Private and Commercial categories).

Room capacity depends on room set-up. Sample room set-up forms are available at the Center.

Key deposit is \$20 per key.

Deposits are not considered part of the rental fee. Full payment of the rental fee is due at least **10 working days prior to the event.**

# FACILITY FEES FOR NOVATO CITY HALL

901 Sherman Avenue, Novato CA 94945

DUE AT TIME OF APPLICATION	Community Service*	Private	Commercial**
Application Fee	\$15.00	\$15.00	\$15.00
Deposit	\$ 400.00	\$ 400.00	\$ 400.00
<b>HOURLY ROOM RATES: FRIDAY – SUNDAY USE</b>			
A – Novato City Hall	\$ 100.00	\$ 150.00	\$ 200.00
B – Novato City Hall and Outdoor Patio	\$ 150.00	\$ 200.00	\$ 300.00
C – Novato City Hall, Outdoor Patio and the City Green	\$ 171.00	\$ 230.00	\$ 345.00
Novato City Green only	\$ 21.00	\$ 30.00	\$45.00
<b>HOURLY ROOM RATES: MONDAY – THURSDAY USE</b>			
A – Novato City Hall	\$ 70.00	\$ 100.00	\$ 140.00
B – Novato City Hall and Outdoor Patio	\$ 95.00	\$ 140.00	\$ 190.00
C – Novato City Hall, Outdoor Patio and the City Green	\$ 116.00	\$ 170.00	\$ 235.00
Novato City Green only	\$ 21.00	\$ 30.00	\$ 45.00
<b>EXTRA FEES</b>			
Custodial Fee - \$30 (costs estimated before event, assess actual costs after event)			
Building Attendant Fee - \$16.00 per hour			
Cancellation Fee - Less than 20 days before the date of the event will result in forfeiture of 50% of deposit as a handling and processing fee			

\*Community Service groups must have a non-profit tax identification number.

\*\*Commercial: Individual or group conducting an activity for profit.

10% will be added to total cost of rental for non-residents.

There is a 2-hour minimum for Friday – Sunday use.

Room capacity depends on room set-up. Sample room set-up forms are available at the Center.

Deposits are not considered part of the rental fee. Full payment of the rental fee is due at least 10 working days prior to the event.

(User recognizes that this permit may create a possessory interest subject to property taxation under California Revenue and Taxation Code 107, etc, and that user may be subject to the payment of property taxes levied on such interest. User shall pay, before delinquency, all taxes, assessments, license fees and other charges that are levied or assessed during the term of the user's interest in the real property or improvements installed or located in or upon the premises.)