



## City of Vista Recreation & Community Services Dept. Facility Use Application

**City of Vista Rental Facilities:** *Please check the facility that applies \*No youth-oriented events*

- Park Terrace Café (Sr. Center)** Maximum Capacity: 200 Dining (Indoor Facility)
- Azalea Room (Sr. Center)** Maximum Capacity: 140 Dining (Indoor Facility)
- Rancho Buena Vista Adobe\*** Maximum Capacity: 250 Dining (Outdoor Facility)
- Thibodo Ranch House** Maximum Capacity: 150 Dining (Indoor / Outdoor Facility)
- Jim Porter Recreation Center** Maximum Capacity: 200 Dining (Indoor Facility)
- Morris B. Vance Community Room** Maximum Capacity: 200 Dining (Indoor Facility)

**Personal Information** *\*Required*

Name\*: \_\_\_\_\_ Date of Birth\*: \_\_\_\_\_  
Renter must be 21 years of age and present throughout the entire event.

E-Mail: \_\_\_\_\_

Address\*: \_\_\_\_\_  
 Address: \_\_\_\_\_

City & State\*: \_\_\_\_\_ Zip Code\*: \_\_\_\_\_

Phone (Home)\*: \_\_\_\_\_ Phone (Alt.): \_\_\_\_\_

**Event Information** *\*Required information*

Event Type\*: \_\_\_\_\_ Event Date\*: \_\_\_\_\_  
Event types include Weddings, Graduations, Quinceaneras, Baptisms, Anniversaries, Memorials ...

Event Sponsor (if applicable): \_\_\_\_\_

Estimated Attendance\*: \_\_\_\_\_ **PLEASE NOTE:** *Estimated attendance includes children and City must be notified if attendance changes because number of people can affect the fees .*  
(See Note)

Beer, Wine &/or Champagne\*: Yes \_\_\_\_\_ No \_\_\_\_\_  
-This permit is limited to beer, wine and champagne not to exceed 14% alcohol. It will not be issued for any youth-oriented events. No glass bottles or kegs allowed.  
 -If beer &/or wine is being sold, a separate permit is required which is issued by the Alcohol Beverage Control and signed off by the Assistant Director of Recreation and Community Services. **If beer &/or wine is being sold please check here.** \_\_\_\_\_ We will supply you with the ABC paperwork necessary to get started.

Music\*: Live \_\_\_\_\_ D.J. \_\_\_\_\_ Other (please explain): \_\_\_\_\_  
If there is live music, security guard is required (based on the number of people at 1 guard per 100 people)

Caterer (if applicable): \_\_\_\_\_  
Caterer required at R.B.V. Adobe & Morris B. Vance Community Room. Regardless of the facility, all caterers must have a City of Vista Business License and must file their insurance naming the City of Vista additionally insured with an endorsement. Must be received by Recreation office 30 days prior to the event.

<b>REHEARSAL (if applicable):</b> <small>Charged at the event rate with the exception of the Adobe which is charged at \$173/ hour. Rehearsals can only be booked one month before event date.</small> Date: _____ Day: _____ Start Time: _____ End Time: _____	<b>EVENT HOURS:</b> <small>Please list start and end times for each.</small> Time of event: _____ Set-up/Decorating Time: _____ Break-Down Time: _____	<b>For office use only</b> <small>Noted changes to original contract regarding times:</small> _____ _____ _____ _____
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**Facility Fees Breakdown**

Event Hourly Rate: Cost of event per hour \_\_\_\_\_  
 Number of event hours \_\_\_\_\_ Total for Event time: \_\_\_\_\_  
 Set-up/ Decorating/Breakdown: Cost of set-up per hour \_\_\_\_\_  
 Number of set-up hours \_\_\_\_\_ Total for Set-up time: \_\_\_\_\_  
 Kitchen Staff: \$25/ hr. by number of hours in kitchen \_\_\_\_\_ Total for Kitchen Staff: \_\_\_\_\_

*Applies only to Park Terrace and Morris B. Vance Community Room. Must be a licensed caterer to have access to either kitchen*

Kitchen Cleaning: \_\_\_\_\_  
*Applies only to Park Terrace and Morris B. Vance Community Room & and is charged if caterer uses kitchen.* Kitchen Cleaning: \_\_\_\_\_

Insurance: Provide own Insurance or Purchase with HUB LINK Insurance Total: provide own or purchase

Security: \$45/ hr. (5-hour minimum) by number of event hours plus 1\* \_\_\_\_\_ Security Total: \_\_\_\_\_

*Applies to all events with beer & wine and/or live music. Events without beer & wine must have one guard if over 100 people. Youth oriented events (quinceanera's, sweet sixteen's, ...) require 3 guards no matter the attendance.  
 \*Security is scheduled for the entire event time plus 1/2 hour before event starts to 1/2 hour after event ends.  
 Holiday's \$67 per hour.*

Beer & Wine Permit (if applicable): \_\_\_\_\_ Permit Total: \_\_\_\_\_

*Beer, wine & champagne are not permitted in any youth-oriented event, and events are limited to 6 hours maximum.*

Rehearsal (if applicable): \_\_\_\_\_ Rehearsal Total: \_\_\_\_\_

California Cleaning Service (Table/Chair Set Up in MBV Community Room and Adobe Only): \_\_\_\_\_ CCS Total: \_\_\_\_\_

Carpet Cleaning (MBV Community Room Only): \_\_\_\_\_ Carpet Cleaning Total: \_\_\_\_\_

Cleaning Service: \_\_\_\_\_ Cleaning Total: \_\_\_\_\_

**\*Please Note:** Not all fees apply to either the facility or the type of event. City Staff will assist in calculating the cost to use the chosen facility. Thank you.

**Permit Total:**

**Payment Details**

**Booking payment** Date Received: \_\_\_\_\_ Amount: \_\_\_\_\_  
 Balance Due: \_\_\_\_\_ Due Date: \_\_\_\_\_  
 Ck #: \_\_\_\_\_ Cash: \_\_\_\_\_ Visa/ MC (last 4 digits): \_\_\_\_\_

**Final Payment** Date Received: \_\_\_\_\_  
 Ck #: \_\_\_\_\_ Cash: \_\_\_\_\_ Visa/ MC: (last 4 digits): \_\_\_\_\_

**Security Deposit(s)**

Facility Deposit Date Received: \_\_\_\_\_ Amount: \_\_\_\_\_

Due Date: \_\_\_\_\_ Ck #: \_\_\_\_\_ Cash: \_\_\_\_\_ Visa/ MC (last 4 digits): \_\_\_\_\_

Kitchen Deposit Date Received: \_\_\_\_\_ Amount: \_\_\_\_\_

*Applies only to Park Terrace & Morris B. Vance Community Room*

Ck #: \_\_\_\_\_ Cash: \_\_\_\_\_ Visa/ MC (last 4 digits): \_\_\_\_\_

**NOTE:** If group departure exceeds time listed on facility use application or if additional cleanup is needed at time of departure, the renter will be charged the event per hour rate. The time will be deducted from the security deposit.

Applicant, for himself and the above group and all members thereof, hereby waives any and all rights to make a claim for any loss or damage that may hereafter accrue against the City of Vista, members of its City Council, its officials, employees and agents, arising out of the use of City property pursuant to this permit by reason of negligence or otherwise; and further agrees to indemnify and save free and harmless the City and said persons for any loss occasioned to City or said persons as a result of liability for bodily injury or property damage arising out of the use of said property pursuant to this permit by reason of negligence or otherwise.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*Permit Holder's Signature*