



## 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*

- \_\_\_\_\_ **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\*: \_\_\_\_\_  
\*Enter 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.

|   |   |  |
|---|---|--|
| <p><b>REHEARSAL (if applicable):</b><br/> <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></p> <p>Date: _____ Day: _____</p> <p>Start Time: _____ End Time: _____</p> | <p><b>EVENT HOURS:</b><br/> <small>Please list start and end times for each.</small></p> <p>Set-up/Decorating Time: _____</p> <p>Time of event: _____</p> <p>Break-Down Time: _____</p> | <p><b>For office use only</b> <i>Noted changes to original contract regarding times:</i></p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> |
|---|---|--|

# Facility Fees Breakdown

**Event Hourly Rate:** Cost of event per hour \_\_\_\_\_  
 Number of event hours \_\_\_\_\_ Total for Event: \_\_\_\_\_

**Set-up/ Decorating/Breakdown:** Cost of set-up per hour \_\_\_\_\_  
 Number of event hours \_\_\_\_\_ Total for Set-Up: \_\_\_\_\_

**Facility Maintenance Fee:** (Base rental fee) x (# of hours) x (0.05) \_\_\_\_\_

**Kitchen Cleaning:** Kitchen Cleaning: \_\_\_\_\_

\*Morris B. Vance Community Room. Must be a licensed caterer to have access to either kitchen

**Insurance:** Provide own Insurance or Purchase with HUB LINK Insurance Total: provide COI 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 events, and events are limited to 6 hours maximum.

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

**Table/Chair Set Up in MBV Community Room:** CCS Total: \_\_\_\_\_

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

**Permit Total:**

**Please Note:** Not all fees apply to every facility or event type. City staff will assist in calculating the total cost for your selected facility. A 3% processing fee applies to all credit card transactions.

## Payment Details

|  |   |
|--|---|
| <p><b>Booking Payment</b></p> <p>Date Received: _____ Amount: _____</p> <p>Balance Due</p> <p>Amount: _____ Due Date: _____</p> <p>Payment Method:</p> <p>Ck # _____ Cash Visa/MasterCard (Last 4 Digits): _____</p> | <p><b>Final Payment</b></p> <p>Date Received: _____ Amount: _____</p> <p>Payment Method:</p> <p>Ck # _____ Cash</p> <p>Visa/MasterCard (Last 4 Digits): _____</p> |
|--|---|

## Security Beposit(s)

|   |   |
|---|---|
| <p><b>Facility Beposit</b></p> <p>Date Received _____ Amount _____</p> <p>Due Date _____</p> <p>Payment Method</p> <p>Ci _____ Cash _____ Visa/MasterCard (Last 4 Digits) _____</p> | <p><b>Kitchen Beposit (Morris B. Vance Community Room)</b></p> <p>Date Received _____ Amount _____</p> <p>Payment Method</p> <p>Ci _____ Cash _____ Visa/MasterCard (Last 4 Digits) _____</p> |
|---|---|

**NOTE:** If the group stays beyond the time listed on the Facility Use Application, or if additional cleaning is required at departure, the renter will be charged the hourly event rate. These charges will be deducted from the security deposit.

The applicant, on behalf of themselves, the group listed above, and all group members, waives any and all claims for loss or damage that may arise against the City of Vista, its City Council, officials, employees, and agents, resulting from the use of City property under this permit, whether caused by negligence or otherwise. The applicant further agrees to indemnify and hold harmless the City and said persons from any liability, loss, or damage for bodily injury or property damage arising from the use of the property under this permit, whether caused by negligence or otherwise.

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

*Permit Holder's Signature*