



The garden area is designed for events and activities on a small and intimate scale. To preserve and protect the garden, activities are limited to groups of 100 or less. This page is intended to provide basic rental information. More detailed guidelines and other important information is outlined on additional pages in the rental packet.

RENTAL INFORMATION

TIME: Reservations are booked for three-hour (3) time blocks between the hours of 9:00 am and dusk, except during daylight savings time when garden rentals are available until 8:00 pm. Customers must include all set-up and take-down activities within the reserved time. Reservations can be made up to one year in advance and no less than 30 days prior to the event date.

FEES & DEPOSIT: The rental rate for the Rose Garden is \$140 for any three-hour time block; additional hours are available at \$40 per hour (up to a maximum of five (5) hours). A refundable \$100.00 rental deposit will be charged at the time of submitting an application to reserve the garden.

CANCELLATIONS: A \$25 administrative fee will be assessed for events that are cancelled 60 or more calendar days in advance. A \$50 cancellation fee will be retained for all reservations cancelled 59 or less days in advance of the event date.

INSURANCE: A liability insurance policy will be required for your activity. It must be submitted on a standard ACORD form or on the insurance company's letterhead. The City of Sacramento must be listed as the certificate holder and as an additional insured with respect to General Liability. An endorsement naming the "The City of Sacramento, its officials, agents, employees and volunteers" must accompany the certificate of insurance. The endorsement page is often referred to as page CG 2011. Insurance can be obtained through your insurance agent or The City of Sacramento's Risk Management Department. Please call 808-5556 for more details about insurance.

PLEASE NOTE:

1. In accordance with City Code 12.72.080 possession or consumption of alcoholic beverages is prohibited in the Rose Garden.
2. Table and chair arrangements must be made by the customer at their own expense with a private company. **The South Natomas Community Center WILL NOT provide tables and chairs for Rose Garden events.**

Additional rental space for receptions and wedding preparations may be available at the Community Center at an additional cost.



ACCEPTABLE USE

- 🌹 Restroom facilities are located inside the South Natomas Community Center.
- 🌹 Only ribbons and balloons may be tied for decoration purposes. All decorations, trash and equipment must be removed by the end of your reserved time.
- 🌹 Bird seed and bubbles are acceptable. Please do not use rice.
- 🌹 Any rented equipment must be dropped off and picked up during the reserved time frame. The City of Sacramento will not be responsible for equipment left on the premises. Penalty fees will be assessed for equipment left anywhere in the Rose Garden after the event ending time.
- 🌹 If you plan on including tables, chairs or other equipment, this must be disclosed and discussed with Center reservation staff no later than two weeks prior to the event date. There are additional guidelines and instructions related to this.
- 🌹 The Garden must be restored to its original condition at the end of use. Clean up and/or repairs made beyond normal wear and tear will be billed to the permit holder based on cost of repair.

UNACCEPTABLE USE

- 🌹 Do not leave tables and chairs unattended after your event.
- 🌹 Signs, banners and party decorations are allowed; however, the use of glue, nails, tacks, screws, staples or other fasteners that may scratch and damage surfaces are prohibited. No adhesive or tape can be used on the trellises.
- 🌹 Barbeque grills are not allowed in the vicinity of the Rose Garden.
- 🌹 Alcohol is not to be consumed in the Rose Garden. No exceptions.
- 🌹 Due to City ordinance, there is no smoking in the Rose Garden, nor on park grounds.
- 🌹 Be respectful of the garden; please refrain from picking or removing any roses from the grounds.

VEHICLE ACCESS REGULATIONS

- 🌹 Event parking is available on the Library and Community Center lots. Parking is shared between Fort Natomas, Rose Garden, Library and Community Center constituents.
- 🌹 Access roads are for loading and unloading purposes only. Cars must park in the designated parking areas around the Community Center and Library.
- 🌹 No vehicles are allowed in the park or the Rose Garden.
- 🌹 A limousine, passenger drop-off and loading area is provided by an access road next to the Rose Garden.
- 🌹 Please observe the "No Parking" and parking limitation signs in the surrounding neighborhood.
- 🌹 Do not park on sidewalks, intersection corners or in front of residential driveways.
- 🌹 Be courteous to the Rose Garden neighbors related to noise, garbage and parking.



Insurance Liability Coverage Requirements For Indoor Events

The City of Sacramento requires anyone holding an event at a City facility to provide verification of general liability insurance in the amount of \$1 million.

A certificate of Insurance must be presented to the reservation office at South Natomas Community Center 2921 Truxel Road., Sacramento, CA 95833 60 days prior to your event date. This certificate may be obtained through your personal insurance company*. If you do not have a personal insurance you can purchase insurance thru the City of Sacramento Risk Management Division at 915 "I" Street, 4th Floor, Sacramento, CA. 95814, Phone: (916) 808-5278, Fax: (916) 808-5160.

*If you are obtaining insurance your personal insurance company, it is imperative that they contact our Risk Management Division to ensure that all requirements have been met.

The standard proof of insurance is the ACORD certificate form. A sample is attached. Coverage verification provided on an insurance company's Certificate form is also acceptable. Following are the requirements for proof of insurance:

- The name of the insured, the insurance carrier, the policy number and coverage limits must be stated on the certificate of insurance as well as the effective and expiration dates for the coverage.
- An endorsement specifically naming "The City of Sacramento, its officials, agents,
- If alcohol will be served, a liquor liability endorsement is also required. The certificate holder will be: City of Sacramento Risk Management Division, 915 I Street, Fourth Floor, Sacramento, CA 95814
- **A second page**, known as the "Additional Named Endorsement" must accompany the Certificate of Insurance.
- Name and address of the facility you are using
- Date(s) and times of your event
- Permit/Reservation Number
- Note if alcohol is being served (Certificate of Insurance must state that alcohol is covered under the policy).
- Proof of insurance must be filed with the Risk Management office at least one week prior to the event, unless other arrangements have been made.

SIGNATURE: _____

DATE: _____

Rose Garden - Receipt of General Guidelines

Alcohol is **not** permitted in the Rose Garden under any circumstance. If City of Sacramento staff suspects that there is alcohol being consumed in the Rose Garden, you will be asked to remove it from the premises or have it removed by one of your representatives. The City of Sacramento, South Natomas Community Center reserves the right to entirely close down an event for alcohol violations.

As the permit holder/contact person, you will be the individual our Building Monitor looks for if any sort of a situation or problem occurs. We hope nothing will happen to bring a negative light to your special event and it is better to have a plan of action in place just in case. If an individual gets out of hand and cannot be controlled by members of your group, the City Building Monitor has been instructed to call the Center Supervisor, Park Safety Services, and Sacramento Police Department.

I, _____, have read and received a copy of the guidelines. By signing this agreement, I take full responsibility for enforcing these rules during the course of my event. I realize that violation of the above.

Deposits will be forfeited for the following:

- Loitering in the parking lot and outside of the Community Center
- Anyone consuming alcoholic beverages outside the designated room in the Community Center, in vehicles, in parking lot or in area around the Community Center. Alcoholic beverage containers found in Community Center parking lot area or area around the Community Center.
- Garbage not taken out and dumped correctly
- Alcoholic beverage containers found in Community Center parking lot
- Lack of cleaning rooms, floors, spills, tables, lobby and patio areas
- Disregarding City of Sacramento regulations
- Fighting or any other physical violence
- Vandalism or damage to building or building contents
- Police or Fire responding to non-medical emergencies
- Threatening City or security personnel
- Falsifying application or any required documents
- Theft of City of Sacramento property
- Over maximum capacity of reserved venue or attendance listed on application
- Uncontrolled exits and entrances
- Smoking in undesignated smoking areas
- Fire alarm being activated
- Event exceeds time reserved on contract
- Any form of criminal activity, (i.e. illegal drugs)
- Garbage left in building, park, parking lots and bathrooms

I, _____, have read and understand that I will forfeit my deposit if I, or any of my guests, do not abide by the above mentioned deposit guidelines.

SIGNATURE: _____ DATE: _____

Cancellation and Refund Policies

ALL CANCELLATION NOTIFICATIONS MUST BE IN WRITING. Cancellation notifications can be faxed, e-mailed, brought in person or sent USPS mail. It is the responsibility of the customer to make sure the cancellation notification has been received by the community center at which the reservation was made.

Reservations for the South Natomas Rose Garden can be made up to one (1) year in advance and no less than thirty (30) days prior to the event date.

Once a Facility Booking has occurred, the following fees and charges will be assessed for cancellation:

NOTE: Final payment for the Rose Garden usage is due no later than 60 calendar days prior to the event date.

- A \$25 cancellation fee will be retained for all reservations cancelled, in writing, 60 or more days in advance of the event/use date.
- A \$50 cancellation fee will be retained for all reservations cancelled 59 or less days in advance of the event date.

I have read, received a copy of and agree to the term of cancellation and refunds outlined in this policy.

SIGNATURE: _____ DATE: _____

Application to Reserve the South Natomas Rose Garden
South Natomas Community Center, 2921 Truxel Road, 95833
 Phone: (916) 808-1571 www.cityofsacramento.org

Contract # _____

Applicant Information	Name			Driver's License (Required)
	Address			E Mail Address
	City	State	Zip Code	
	Day Phone	Night Phone	Cellular/Pager Number	Fax Number
	Company/Organization Name (if applicable)		Is this a company event? Yes _____ No _____	Web Address
	Company Address / City / Zip			Company Phone Number

Answer All Questions Completely

Responsible Party	Will you be in attendance at this event? Yes _____ No _____		Are you the responsible party for this event? Yes _____ No _____	
	IF YOU ARE NOT THE RESPONSIBLE PARTY YOU MUST ANSWER THE FOLLOWING ITEMS:			
	Responsible Party's Name		Driver's License Number	
	Address	City	State	Zip
	Day Phone	Night Phone	Cellular/Pager Number	Fax Number
	Name of Alternate Contact Person		Phone Number	

Answer All Questions Completely

Indoor Event Information	Event Date	Day of Week	Event Start Time (include set-up)	Event End Time (include clean-up)
	/ /			
	*Multiple Dates? (List dates, day of the week and times; attach additional page if necessary)		What time will guests arrive?	What time will guests leave?
	Facility South Natomas Rose Garden			
	What type of event are you having?			
	Are you a visual or performing arts agency? _____ If yes, which art? _____ Are you a non-profit agency? _____ Non-profit Number: _____			
	* Note: You must provide the current non-profit status document with this application.			
	Is this event open to the public? Yes _____ No _____			
	If open to the public, how will it be advertised?			
	Is this event a benefit to the community? Yes _____ No _____ If yes, how?			
	Is this event an educational workshop or seminar? Yes _____ No _____			
	Is this event a planning meeting for an upcoming community service event? Yes _____ No _____			
	Is this a private social function either by membership or private invitation? Yes _____ No _____			
What is the maximum number of people you expect to attend? Adults _____ Teens _____ Children _____ Total: _____				

Indoor Event Information continued

Will there be amplified sound at your event? Yes _____ No _____ If yes, explain:
 Does this activity include dancing? Yes _____ No _____

***Note: City noise ordinance hours are 6am – 10pm**

Will you have any need to access electricity? Yes _____ No _____ If yes, explain:
 Will you be bringing any equipment like coffee pots, TV/VCR, screen, overhead projector, extension cords, and service carts? Yes _____ No _____
 If yes, what items?

Will money be charged or exchanged? Registration? Tickets? Raffle? Donations? Yes _____ No _____
 Explain:

Do you need special access for the physically challenged? Yes _____ No _____

Will your guests need to park adjacent to the building (in the parking lot)? Yes _____ No _____
 Have you been given a guideline on facility procedures and have all your questions been answered? Yes _____ No _____

Initial _____ In case of emergency or for reasons beyond the City’s control, the City reserves the right to cancel the scheduled event prior to scheduled use without liability. Refunds will be made if cancellation by the City is necessary.

Initial _____ I have read, signed, and received a copy of the cancellation and refund policy. I accept the terms as outlined. In addition, I understand that only after all fees and required documents are turned in, will my reservation be considered approved and finalized.

Initial _____ Cleaning and damage deposits are refunded according to the condition of the room after use. Tables must be wiped clean, floors swept, any spills cleaned off the floor decorations taken down and all trash picked up, bagged and taken to the dumpster located outside.
 Any equipment needed to complete the cleaning of the room may be obtained from the event host that will be on site for the duration of your event. Should your event go past the time on your permit, the overtime will be deducted from your deposit. Any fees paid by check less than 60 days prior to event may delay the refund up to 8 weeks.

Note: Cleaning/damage deposit and refunds will be processed within 21 business days after the event cancellation or event provided that the building is cleaned, repaired and restored to its condition immediately prior to the activity.

Note: Please state if the refund should be sent to anyone other than the applicant: _____

Initial _____ I hereby attest that the forgoing information is true and correct, and that should any of the information be found to be false or should any conduct by myself, participants or guests not be as described in the application; or should any applicable City, State or Federal rules, regulations, codes or laws be violated, said reservation will be deemed null and void and any activity associated with this reservation will immediately cease..

Initial _____ I also agree that I will be financially responsible for any costs incurred by the City for damages to city property; costs associated to any public safety action or enforcement as a direct or indirect result of the event; the recovery of any and all reasonable attorney fees to enforce the provisions of any permit that is issued for the event described in the application; forfeit all fees and deposits as liquidated damages of any costs associated with the enforcement of the provisions of the application or permit or providing false information on the application; pay any costs that exceed deposits or fees already collected by the City for enforcement or provisions related to this application or reservation.

Initial _____ The users agrees to fully indemnify, defend, and save harmless, the City of Sacramento, its officers, agents, employees, and volunteers from all actions, liabilities, claims, damages, to personals or property, losses, costs, penalties, obligations, errors, or omissions that may be asserted or claimed by any person, firm, or entity arising out of or in connection with the activities conducted by the applicant, whether or not there is concurrent passive or active negligence on the part of City or City Personnel. This shall be a continuing release and shall remain in effect until revoked in writing.

Initial _____ “If I, the Applicant, am not the Responsible Party, I represent and warrant that I am authorized to execute this Application on behalf of the Responsible Party.”

Signature of Applicant _____
Date

Authorized Signature: _____ Received/Processed By: _____ Date: _____