



# APPLICATION AND AGREEMENT FOR USE OF FACILITY

Name: \_\_\_\_\_ Name of Organization (if applicable): \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone Number (Primary): \_\_\_\_\_ Secondary: \_\_\_\_\_ Email: \_\_\_\_\_

## RESERVATION

Requested Date: \_\_\_\_\_ Facility/Park Requested: \_\_\_\_\_ Room/Area Requested: \_\_\_\_\_

Total Hours Requested: From \_\_\_\_\_ a.m. p.m. to \_\_\_\_\_ a.m. p.m. (Includes times for set-up and break-down)

Event Time: From \_\_\_\_\_ a.m. p.m. to \_\_\_\_\_ a.m. p.m.

Total Number of Guests Expected: \_\_\_\_\_ Guest Breakdown: Adults \_\_\_\_\_ Children \_\_\_\_\_

Do you plan on serving alcohol? \* YES NO Alcohol service has additional requirements. Please review attachments. \_\_\_\_\_  
\*Alcohol is not permitted at any outdoor facility Applicant Initials

Do you intend to charge admissions/donations? YES NO Is this event open to the public? YES NO

## FUNCTION TYPE:

Bridal Shower	Meeting/Lecture/Seminar/Workshop	Wedding Ceremony
Baby Shower	Reunion/Banquet	Wedding Reception
Birthday - age	Graduation Party	Celebration of Life
Cultural Celebration	Quinceañera/Sweet 16	Other:

## ACTIVITIES & EQUIPMENT - PLEASE CHECK ALL THAT APPLY

Jumper	DJ, Live Band, Live Music	BBQ
Tables, Chairs (Third-party rental)	Children's Characters	Catering (Delivery only)
Event Tent	P.A. System/Lighting	Catering on-site (serving) * Food trucks not permitted
Other:	Other:	Other:

### EVENT INSURANCE

- Special event insurance is provided by Alliant Insurance. Rates are set by the insurance provider and are subject to change. Initial \_\_\_\_\_

### CANCELLATION AND AMENDMENT POLICY

- All cancellation and modification requests must be submitted in writing by the applicant.
- Reservation cancellations submitted 30 days or more prior to the applicant's scheduled reservation will receive a full refund.
- Reservation cancellations submitted 29 - 15 days prior to the applicant's scheduled event will receive a refund minus fifty percent of the reservation deposit fee.
- Reservation cancellations submitted 14 days or less prior to the event will receive a refund of paid reservation fees, minus one hundred percent of the reservation deposit fee. Initial \_\_\_\_\_

### PUBLIC SAFETY OFFICERS

- The City of La Mirada may require Public Safety Officers at events to ensure the safety of all guests and City property. The types of events that require Public Safety Officers may include, but are not limited to: Weddings, Teenage Events, and Events with occupancies Public Safety deems necessary. Public Safety will determine the number of Public Safety Officers needed for any event. Initial \_\_\_\_\_

### FACILITY RESERVATION AGREEMENT

The undersigned hereby makes application for the use specified above and accepts all cancellation policies, responsibilities, liabilities, and obligations contained in the Reservation Policy for use of City facilities and the serving of alcoholic beverages. Initial \_\_\_\_\_

- The City of La Mirada may charge late fees from the rental deposit for continuing past the ending time stated in the rental agreement. Initial \_\_\_\_\_
- Food service and/or merchandise vending directly from vehicles/food trucks is not permitted at City facility reservations. Initial \_\_\_\_\_

I understand the Cancellation and Adjustment Policy and am aware that any cancellation requests must be submitted in writing to the La Mirada Resource Center. I understand that Public Safety reserves the right to assign Public Safety officer(s), to my event at their discretion. The determined fees due is my responsibility. I have read and received a copy of the Facility Reservation Policy and agree to abide by all the policies and regulations provided therein.

X \_\_\_\_\_ Date \_\_\_\_\_  
Signature

CITY OF LA MIRADA  
RESERVATION FEE SCHEDULE

Location	Refundable Deposit	Hourly Fees During Normal Operating Hours		Insurance**	
		Group A,B,C & D	Group E	100 people or less	101 people or more
Classrooms	\$500	\$45/per hour	\$55/per hour	\$87	\$122
Meeting Rooms	\$500	\$90/per hour	\$110/per hour	\$87	\$122
Specialty Rooms	\$500	\$125/per hour	\$135/per hour	\$87	\$122
Picnic Areas	\$200	\$25/per hour	\$35/per hour	\$87	\$122

\*\* Special event insurance is provided by Alliant Insurance. Rates are set by the insurance provider and are subject to change.

Groups/Classifications	Booking Time
A. Most City conducted and/or sponsored/co-sponsored activities provided at no fee	No Limit
B. Non-profits serving and based in La Mirada	12 Months
C. Government agencies serving La Mirada residents and/or Norwalk-La Mirada Unified School District	12 Months
D. La Mirada residents, La Mirada businesses or non-residents for use of the Activity Center, Gym, or Frontier Park Community Building	12 Months
E. Non-residents and/or non-La Mirada businesses	10 Months - no commercial use

Available Hours to Rent	
Activity Center	6am-12am - clean up allowed during 11pm-12am
Resource Center	6am-12am - clean up allowed during 11pm-12am
Community Buildings	Sun up - Sun down
Picnic Areas	Sun up - Sun down (Mon. through Sat.) *Sun. first come first serve
Neff Park Barn	6am-8pm - clean up allowed during 8pm-9pm

Staffing Fees	
Reservation Staff	\$20 per staff/per hour
Public Safety Officer	\$33 per staff/per hour
Sheriff Deputy	\$100 per staff/per hour