

# GROUP PICNIC AREA RENTAL APPLICATION

Event Date: \_\_\_\_\_ Event Title: \_\_\_\_\_

Estimated # of Beach Guests: \_\_\_\_\_ Applicant Initials: \_\_\_\_\_

Do you have a valid IVGID Picture Pass w/ Beach access?  YES  NO IVGID PASS #: \_\_\_\_\_

Applicant: \_\_\_\_\_ Rented For (if applicable): \_\_\_\_\_

Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_

State & Zip: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Email: \_\_\_\_\_ Applicant's Parcel #: \_\_\_\_\_

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

Signage (What would you like on the Reservation Sign?): \_\_\_\_\_

| <u>Group Picnic Areas:</u>                                  | <u>Time Requested:</u>                     | <u>Fees:</u>   |
|---|--|--|
| <i>Preston Park:</i>  | <input type="checkbox"/> AM (8am-2pm)      | <i>Preston Park: (100 guests max)</i>  |
| <input type="checkbox"/> Preston Park BBQ                   | <input type="checkbox"/> PM (3pm-8pm)      | <input type="checkbox"/> Preston, Mon-Sun: AM/PM \$100/\$75 w/IVGID          |
| <i>Burnt Cedar Beach:</i>                                   | <input type="checkbox"/> ALL DAY (8am-8pm) | <input type="checkbox"/> Preston, Mon-Sun: ALL DAY \$150/\$120 w/IVGID       |
| <input type="checkbox"/> Burnt Cedar Beach – Center BBQ Pit |  | <i>Incline &amp; Burnt Cedar Beaches: (200 guests max)</i>                   |
| <input type="checkbox"/> Burnt Cedar Beach – East End       |  | <input type="checkbox"/> Beach, Mon-Thu: AM/PM \$110 (0-99) / \$160 (100+)   |
| <i>Incline Beach:</i>                                       |  | <input type="checkbox"/> Beach, Mon-Thu: ALL DAY \$175 (0-99) / \$225 (100+) |
| <input type="checkbox"/> Incline Beach – Center             |  | <input type="checkbox"/> Beach, Fri-Sun: AM/PM \$160 (0-99) / \$210 (100+)   |
| <input type="checkbox"/> Incline Beach – Creek Side         |  | <input type="checkbox"/> Beach, Fri-Sun: ALL DAY \$250 (0-99) / \$300 (100+) |

**Please Complete Sections 1 -3 Below:**

\*\$100 refundable damage deposit applies to all rentals\*

**1. How will you pay for guests? (PLEASE SETTLE PAYMENT WITH GATE HOST BY 6 P.M.)**

- Guests will provide own payment at gate
- Please tally at gate. Payment will be made by (please select):
  - Punch Card
  - Cash/Check
  - Credit Card (See #2)

Additional Guest Arrangements? \_\_\_\_\_

**2. If paying for guests by Credit Card: PLEASE READ & INITIAL:**

\_\_\_\_\_ By electing to pay for guests by credit card day of event, I understand a Credit Card is required to be on file with IVGID Parks & Recreation.  
 \_\_\_\_\_ I agree to be charged the applicable rates for any unsettled guest payments for this event and understand IVGID Parks & Recreation will charge my credit card on file.

**3. Will alcohol be served?  Yes  No Will alcohol be sold?  Yes  No Liquor License #: \_\_\_\_\_**

Non-Profit #: \_\_\_\_\_ PLEASE ATTACH A COPY OF FEDERAL OR STATE NON-PROFIT STATUS VERIFICATION

Insurance Carrier: \_\_\_\_\_ Policy #: \_\_\_\_\_ Amount: \_\_\_\_\_

***I have read and understand the statements on the reverse of this form and agree to all conditions of this contract and indicate so by my signature below.***

**Applicant Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**OFFICE USE ONLY**

Billing Status:  Regular  Exempt  Non-Profit  
 Booked By: \_\_\_\_\_ Date: \_\_\_\_\_ Contract #: \_\_\_\_\_  
 Payment Type: Check (payable to IVGID) Cash CC Amount Received: \_\_\_\_\_

Reserve Sign(initials) \_\_\_\_\_  Entered in Beach Calendar (initials) \_\_\_\_\_  
 Contract Copied/Distributed (initials) \_\_\_\_\_  Parks(PRESTON)-Invite attendees (initials) \_\_\_\_\_

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I/We hereby assume all responsibility for any physical damage to premises or liability incurred as a result of this function. It is understood that the Incline Village General Improvement District reserves the right to impose any requirements felt necessary after review of this application. Should IVGID believe that there is a potential danger to persons or property, or violation of local, state, and/or federal laws, or IVGID rules and regulations based on activities at a given function, then IVGID reserves the right to terminate the function immediately or while it is in progress. All fees must be paid for facility use up to the time of termination. \$100 refundable damage deposit required for all picnic rentals.

I/We understand that the person signing this contract will be on-site during the entire event. Should the person signing this contract not be on-site, IVGID shall assume that fraudulent use of Recreation Privileges has occurred. False or misleading information to attain picture pass rates at IVGID facilities will be grounds for voiding all recreation privileges issued against the parcel. IVGID reserves the right to pursue any other legal action. Number of guests are limited to 200 at Burnt Cedar and Incline Beach picnic rentals and 100 at Preston Park picnic rentals.

IVGID does not insure to the benefit of any parties utilizing the district facilities be it public liability or damage to the property. Further, although IVGID does not normally require insurance, it does reserves the right to require insurance for specific events. When insurance is not required, renters should understand that they're exposing themselves and/or their organization to significant risks by sponsoring event, and that those risks are significantly higher if alcohol is served. When insurance is required or provided, renters should ensure that coverage includes IVGID "additional insured" and that a "certificate of insurance" that arrives at the IVGID Administration Department not less than 30 days prior to be event. Group Picnic Reservations do not include inflatable's (i.e. bounce house etc), livestock, and amplified sound or other attractions/entertainment. Additional permits are required.

- \_\_\_\_\_ Outside catering services on the IVGID approved list are permitted at IVGID's group picnic properties. Information about the approved catering services can be found by contacting IVGID's Parks and Recreation Department at 775-832-1310.  
*Initials*
- \_\_\_\_\_ A valid credit card number is required for all beach group picnic area reservations. I/We understand that as the Resident applicant are responsible for the IVGID beach entrance fees for all guests, and that this credit card will be charged if any outstanding balance remains following my reservation.  
*I/we Initials*
- \_\_\_\_\_ Proof of insurance at minimum \$500,000 with the Incline Village General Improvement District named as additionally insured is required for any inflatable, including but not limited to bounce houses and slides. Insurance certification must be provided with application.  
*Initials*
- \_\_\_\_\_ A security deposit is required for many facility reservations. No fees will be refunded if the sheriff's department is called to the event.  
*Initials*

The charges for facility rental will be paid at the time of booking. To be eligible for any Incline Village "Pass Holder" rental rates, the applicant must hold and provide staff with a valid IVGID Picture Pass, and be current in all recreation fees and assessments.

- \_\_\_\_\_ Should an event be canceled by the applicant more than 30 days prior to the scheduled date, all user fees paid will be refunded.  
*Initials*
- \_\_\_\_\_ Should an applicant cancel the scheduled event within 30 days of the scheduled date, the applicant will forfeit 50% of the user fees.  
*Initials*
- \_\_\_\_\_ Confirmation indicates the requested facility is available on the date requested. Confirmation does not guarantee facility availability, in the event that circumstances beyond IVGID's reasonable control prevent the facility's availability (i.e. weather, vandalism, and/or other factors).  
*Initials*
- \_\_\_\_\_ IVGID reserves the right to terminate any function if an inflatable, livestock, amplified sound, or other unauthorized activity is used without permission.  
*Initials*

**Rental Policies:** (A Facility Use Rules and Regulations document is available upon request.)

- \_\_\_\_\_ • Group use and weddings are by permit only. Weddings are to be informal gatherings with no setup of tables, chairs or floral displays.  
*Initials*
- All cooking must be done in District supplied barbecue units and/or authorized privately-owned gas barbecue appliances.
- Use of privately-owned charcoal barbeque units is prohibited.
- Glass containers of any kind are prohibited within the entire beach properties at all times.
- Electrical Outlets (power) is not provided
- Beach Access is limited to valid IVGID Pass Holders with Beach Access and their guests.

It is further understood that should rates change after this application is submitted, but before the date applied for, prevailing rates at the time of the event will be applicable.

\_\_\_\_\_ I/We understand the facility and the grounds around the facility will be left clear of all debris and personal belongings.  
*Initials*

**PLEASE SIGNIFY YOUR UNDERSTANDING AND ACCEPTANCE OF THE ABOVE POLICIES BY SIGNING THE FRONT PORTION OF THIS FORM & INITIALING THE ABOVE STATEMENTS. THIS APPLICATION WILL NOT BE CONSIDERED OR APPROVED WITHOUT YOUR SIGNATURE.**

**Incline Village Parks & Recreation Department**  
**980 Incline Way. Incline Village, NV 89451 / Ph 775.832.1310 / Fx 775.832.1380**  
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