

## ORGANIZER & EVENT INFORMATION

Organization: \_\_\_\_\_ Event: \_\_\_\_\_

Your Name: \_\_\_\_\_ Event Date: \_\_\_\_\_ # Attending \_\_\_\_\_

Mailing Address \_\_\_\_\_  
Street/PO Box City Zip

Contact Info \_\_\_\_\_  
Home Phone Cell Phone Work Phone Email Address

**Will Outside Vendors be used? Yes No IF YES, please consult VENDOR RULES on next page.**

## FACILITY REQUEST *Check off the facility desired and indicate the time(s) you are requesting.*

FACILITY (see <a href="http://www.cityoflarkspur.org">www.cityoflarkspur.org</a> for locations)	Start Time	End Time	Deposit	Fee/Hr	Fee/Day
Grass Sports Field (youth)	_____ until _____	_____	---	\$41	---
Grass Sports Field (adult)	_____ until _____	_____	---	\$46	---
Synthetic Field @ Hall School	_____ until _____	_____	---	\$72	---
Softball Field (circle choice(s)) #1 #2 (youth)	_____ until _____	_____	---	\$41	---
Softball Field (circle choice(s)) #1 #2 (adult)	_____ until _____	_____	---	\$46	---
Sand VB Ct (circle choice(s)) #1 #2 (youth)	_____ until _____	_____	---	\$41	---
Sand VB Ct (circle choice(s)) #1 #2 (adult)	_____ until _____	_____	---	\$46	---
Entire Picnic Area (30 Tables & 12 BBQ's)	---- All Day Use ----		\$200	---	\$780
Picnic Table(s) <i>Table #(s) requested:</i> _____	---- All Day Use ----		\$50	---	\$41/table
Bounce House Space <i>only 1 space available</i>	---- All Day Use ----		Included with the rental of two tables		
Hall Gymnasium (public use)	_____ until _____	_____	\$200	\$50	---
Hall Gymnasium (commercial use)	_____ until _____	_____	\$200	\$80	---
Larkspur Recreation Community Room	_____ until _____	_____	\$50	\$30	---
Larkspur Recreation Meeting Room	_____ until _____	_____	\$50	\$20	---
Other (specify): _____	_____ until _____	_____	_____	_____	---

### AGREEMENTS *By signing, I understand and agree to all of the following:*

- As an applicant for the use of the City of Larkspur facilities, I hereby agree to assume all risks for loss, damage, liability, injury, cost or expense that may arise during in any way during my use of a facility of the City of Larkspur.
- I further agree that in consideration of being permitted to use said facility, I will save and hold the City of Larkspur, the Larkspur-Corte Madera School District and their officials and employees free and harmless from any loss, claim, liability, damages and/or injuries to persons and property occurring during my group's use of said facilities.
- I agree to observe the rights of other facility users. If using the soccer and other sports fields, I Agree that participants and spectators will use the perimeter path while walking to and from the outer Fields. I have read and agree to the rules listed on the FACILITY USE RULES sheet.

### LARKSPUR RECREATION DEPARTMENT

240 Doherty Drive, Larkspur, CA 94939  
 Phone: 415-927-6746 Fax: 415-927-6758  
 EMAIL: [lk\\_recreation@cityoflarkspur.org](mailto:lk_recreation@cityoflarkspur.org)  
 WEB: [www.cityoflarkspur.org](http://www.cityoflarkspur.org)  
 HOURS: Mon-Thurs: 9am – 12pm & 1pm – 5pm (Closed Fridays, Saturdays and Sundays)

### TOTALS

Deposit(s) \_\_\_\_\_  
 # Hours \_\_\_\_\_  
 Hourly Fee \_\_\_\_\_  
 Daily Fee \_\_\_\_\_  
**TOTAL DUE NOW** \_\_\_\_\_

### PAYMENT

Check payable to "City of Larkspur"

VISA/Mastercard Cash

Card # \_\_\_\_\_

Exp Date \_\_\_\_\_ CVV Code \_\_\_\_\_

Cardholder Name \_\_\_\_\_

Cardholder's street/billing address \_\_\_\_\_

## PIPER PARK FACILITIES

Revised September 29, 2003

**Any violation of the following rules will result in the loss of some or all of your deposit monies.**

1. You must have your USE PERMIT, approved by the Recreation Dept., on site during your event.
2. Applicant whose signature appears on the USE PERMIT is assumed to be responsible for the group on site.
3. No commercial sales/fundraising activities are allowed in any City of Larkspur park space.
4. No amplified music is allowed in Piper Park
5. Smoking is not allowed in Piper Park.
6. Dogs are allowed in Piper Park on a leash. Dogs are only allowed off-leash in the Dog Park at the west end of Piper Park. Owners must be with their pet(s) at all times. Pets are not allowed onto playing fields at any time. You could be fined up to \$500 for violation of Larkspur Municipal Code 9.32.070. This "Leash Law" is strictly enforced. Please be considerate of other Park users and clean up after your pet. The City of Larkspur has provided dog waste bags on the east and west sides of the parking lot.
7. Users of Piper Park are expected to leave their table(s) /area in the condition in which they were found. If you anticipate a large gathering, please provide additional garbage bags and deposit these bags in the dumpsters at either end of the parking lot.
8. Large inflatable adult games or dunk tanks are not allowed in Piper Park. "Bounce Houses" for children's parties are allowed, but are not to be secured by the use of stakes driven into the ground. Please use sandbags for this purpose.

## IF YOU USE A VENDOR. ....

9. Applicant is responsible for forwarding these rules to any Outside vendors with whom the applicant is contracting for services at Piper Park. **Vendors must have in their possession a copy of the USE PERMIT and these rules on-site.**
10. All vendors must provide the City of Larkspur with an Insurance Certificate of Liability, listing the City of Larkspur as an Additional insured for the date of the event. Limits are to be no less than \$1,000,000 per occurrence.
11. Vendors will be allowed to park and immediately unload or load in the semi-circle at the East end of the parking lot. Under no circumstances are any vehicles to enter the picnic area or any other portion of Piper Park. Only official City of Larkspur vehicles are allowed off of the blacktop area. Violation of this policy will result in the forfeiture of deposit.
12. All users of Piper Park must notify the City of Larkspur staff of an event using vendor(s). Failure to notify the City of Larkspur will result in forfeiture of deposit.

## HALL MIDDLE SCHOOL GYM & LARKSPUR RECREATION COMMUNITY ROOM

Revised January 1, 2004

**Any violation of the following rules will result in the loss of some or all of your deposit monies.**

1. You must have your USE PERMIT, approved by the Recreation Dept., on site during your event.
2. Applicant whose signature appears on the USE PERMIT is assumed to be responsible for the group on site.
3. Food and drink are not allowed inside the Hall School Gymnasium facility.
4. Alcohol and tobacco are not allowed on school grounds. This includes both the Hall School Gymnasium and the Larkspur Recreation Community Room.
5. Dogs are not allowed on school grounds. This includes both the Hall School Gymnasium and the Larkspur Recreation Community Room.
6. Users of the Hall School Gymnasium and/or the Larkspur Recreation Community Room are expected to leave these spaces in the condition in which they were found.

## IF YOU USE A VENDOR. ....

7. Applicant is responsible for forwarding these rules to any Outside vendors with whom the applicant is contracting for services at Piper Park. **Vendors must have in their possession a copy of the USE PERMIT and these rules on-site.**
8. All vendors must provide the City of Larkspur with an Insurance Certificate of Liability, listing the City of Larkspur as an Additional insured for the date of the event. Limits are to be no less than \$1,000,000 per occurrence.
9. Vendors will be allowed to park and immediately unload or load in the semi-circle at the East end of the parking lot. Under no circumstances are any vehicles to enter the picnic area or any other portion of Piper Park. Only official City of Larkspur vehicles are allowed off of the blacktop area. Violation of this policy will result in the forfeiture of deposit.
10. All users of Piper Park must notify the City of Larkspur staff of an event using vendor(s). Failure to notify the City of Larkspur will result in forfeiture of deposit.

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