PERFORMING ARTS PAVILION

Fees and Deposits

In order to reserve the Performing Arts Pavilion, all fees and deposits must be paid at the time of application. Fees must be paid by cash or check prior to 15 working days before the reservation.

RESERVATION FEES

Fees are $47 per hour with a two-hour minimum. The selected reserved time must include set-up and tear-down time.

The two-hour minimum reservation fee will be waived for use of the Pavilion for photo shoots if the facility is not previously reserved.

DEPOSITS

A $300 security deposit will be required for all events and activities.

All or part of the security deposit will be refunded based upon staff inspection of the facility. If the facility is left in a clean condition with no damage to the Performing Arts Pavilion or surrounding areas, the deposit will be refunded in full. If the facility is left in a non-satisfactory condition after staff inspection, the entire deposit or a portion of will be forfeited to the City.

PERFORMING ARTS PAVILION

Policies and Procedures

Events and programs where the City is the primary or co-sponsor will have reservation priority of the Performing Arts Pavilion and Temple City Park.

The following policies and procedures apply to all non-city sponsored uses of the Performing Arts Pavilion.

TO APPLY, APPLICANTS MUST BE FOR -

- **Local Public/Non-Profit Organization Use**:
  Use by *resident* youth/school district organizations (AYSO, TCALL, TCUSD, etc.), *resident* service clubs and organizations constituted primarily for the promotion of civic improvements (Kiwanis Club, Chamber of Commerce, etc.), *resident* organizations constituted to promote public adult recreation, education or welfare activities and all *resident* booster groups of youth recreation or education.

  These groups must show that at least 51% of the participants are Temple City residents, the organization is based in Temple City; the organization must be considered non-profit and should have a non-profit number issued by the State of California.

- **Resident Private Use**:
  Use by residents and residential organizations which are ***not open to the general public***. Proof of Temple City residency in the form of a current utility bill and CA driver's license is required at the time of application. Person filing the application must live in the City of Temple City to be considered a resident. This person will be responsible for rental and must be present at the event and stay for the duration of the rental. Residents may not reserve the facility for non-resident functions or uses.

- **Business/Commercial Use**:
  Use by professional groups or businesses. This includes all companies, organizations, or individuals wishing to sell merchandise or offering services for a fee (photography studio, company picnics, etc.)

RESERVED USE WILL BE ALLOWED FOR THE FOLLOWING USES -

- Local schools or church groups requesting use of the Performing Arts Pavilion for **theatrical, musical or artistic performances** may submit a completed application with the Parks and Recreation Department **at least 15 working days in advance.**

- Applicants requesting use of the Performing Arts Pavilion for **wedding ceremony only** may submit a completed application with the Parks and Recreation Department **at least 15 working days in advance.**

  Reservations for wedding ceremonies will be accepted for consideration by residents of Temple City only. Proof of residency (copy of California Driver's license or CA ID and current utility bill) is required when submitting an application. The applicant must be present at the event.

- **Photography for private use** including wedding photography normally does not require an application for reserved use however, use will not be guaranteed. This type of use is on a first come basis. Applicants are asked to call the Department of Parks and Recreation for date availability.

- **Commercial Photography or filming** covered under TCMC Article V, Chapter 2, Part II).

OTHER REQUESTS

Requests other than those listed above **will** require approval by the Parks and Recreation Commission. Applications and letter of intent must be submitted to the Parks and Recreation Department at the Live Oak Park Annex, 10144 Bogue Street (Monday - Friday during regular business hours (8 a.m. – 6 p.m.) **at least 45 days in advance of the reservation date.**

POLICIES

1. Reservations shall be considered and processed in the order of receipt subject to availability and including payment of all fees. Facilities are determined as "reserved" when **all** paperwork including Certificate of Insurance has been received and approved by the Parks and Recreation Department.

2. Applicants must be at least 18 years of age and must be in attendance for the function.

3. Applicants requesting use of the Performing Arts Pavilion must submit a Certificate of Insurance in the amount of $1,000,000 per occurrence of bodily injury, personal injury and property damage. Insurance carrier must be a California admitted carrier.

4. Special Event insurance may be purchased through the City (information available upon request).

5. Applications are available at the Live Oak Park Annex, 10144 Bogue Street or online at **www.templecity.us.**

FEES, DEPOSITS, RESERVATION CALENDAR

1. The Performing Arts Pavilion is reserved in one-hour increments with a minimum rental time of two hours and maximum rental time of four hours. Reserved time must include set up and clean up.

2. Fees are $45 per hour with a two-hour minimum. *(See Reservation Fee & Deposits pg. 1)*

3. A Security Deposit of $300 is required *(See Reservation Fee & Deposits pg. 1)*

4. Reservations will be accepted up to one year in advance. Telephone reservations are not accepted.

5. The City requires staff at all Performing Arts Pavilion rentals. Staff charges may be added to the rental fee depending on the date and time requested and requested use.

6. Security deposits are required to cover possible loss or damage to the Performing Arts Pavilion and surround area. Failure to leave all facilities and areas of the park intact and in a clean, orderly condition shall result in denial of further use and loss of the security deposit.

7. The Performing Arts Pavilion shall be available for reserved use between 9 a.m. and 9 p.m. daily. **No use will be permitted on City holidays.**

GUIDELINES FOR USE

1. Alcohol is not permitted on City property.

2. Canopies, tents and shade structures are not allowed.

3. Attendance for each use shall be limited to a **maximum of 150.**

4. Amplified music, D.J. or any excessive noise generating activity shall be permitted until 9 p.m. Loudspeakers and/or amplified sound equipment must be reasonably used and be compatible with the residential neighborhood. Request from City staff to reduce volume must be honored. Failure to comply will necessitate electrical power being turned off.

5. All events must be scheduled with minimal impact to the general public and to patrons of the library.

6. The City of Temple City reserves the right of full access to all activities at any time during their use to see that rules, regulations and City ordinances are not violated.

7. City ordinances regulating conduct in public parks must be complied with.

8. Applicant assumes all liability for injuries to persons or property as a result of use and agrees to indemnify and hold the City of Temple City free and harmless from all liability imposed by law for injury to people or damage to property.

9. Parking shall be authorized in marked areas in adjacent parking lots and on street parking as posted. No cars, motorcycles or other vehicles shall be permitted on the park at any time. NO EXCEPTIONS.

10. Applicants will be charged extra for law enforcement and maintenance response if needed as a result of the requested use.

11. **Any permit which has been denied by the Parks & Recreation Department can be appealed in writing to the Parks and Recreation Commission.**

CANCELLATIONS

1. When an event is cancelled by the applicant, the applicant may select another available date. If a satisfactory date cannot be arranged and the request for cancellation is received no later than fourteen (14) days prior to the scheduled event, a refund of the rental fees may be obtained upon written request to the Parks and Recreation Director.

2. The applicant must appear within sixty (60) minutes after the time specified on the application or the permit will be cancelled and all fees forfeited.

3. The City of Temple City reserves the right to cancel any reservation. When cancellations are necessary, the department will endeavor to give the group(s) a ten (10) day notice.

APPROVAL BY THE PARKS AND RECREATION DIRECTOR

1. No decorations may be attached to trees or any other permanent fixture, including the Performing Arts Pavilion.

   All decorations must be approved in advance by the Parks and Recreation Director or a designated staff person.

2. There shall be no admission charge, tickets sold, collections or donations solicited except by advance permission from the Parks and Recreation Director or designated staff person.

X _____
Applicant Signature

X _____
Date