



City of Santa Clarita
 Recreation and Community Services
 20880 Centre Pointe Parkway, Santa Clarita, CA 91350
 Phone: 661-286-4115 Email: TesoroAdobe@santa-clarita.com

RESERVATION AGREEMENT – Tesoro Adobe Historic Park

INSTRUCTIONS:

- ◆ All fees must be paid when the Tesoro Adobe Historic Park office confirms the reservation date – no exceptions.
- ◆ All requests must be received at least 14 days prior to the requested event date.
- ◆ A four-hour minimum is required for all picnic reservations. Special event fees vary by the scale of the event.
- ◆ Must initial all indicated sections whether or not it applies to you.
- ◆ A refundable deposit is required for all reservations.
- ◆ All Tesoro Adobe Historic Park reservations require a General Liability insurance policy. Please refer to section C under policies and procedures.
- ◆ A staffing fee is required for all Tesoro Adobe Historic Park reservations.
- ◆ Applicant/Organization is responsible for ensuring all current Public Health Orders are followed by their organization, guests, and participants, if applicable.
- ◆ Maximum capacity – PICNICS: 50 people (available seating for 36) / SPECIAL EVENTS: 150 people.
- ◆ Tesoro Adobe Historic Park does not supply any equipment other than the five permanent picnic tables (seats up to 36 people) and a built-in barbeque.

Applicant Information:

| | | | |
|--|-------------|------------------------------|------------------|
| Name of Applicant: | | Organization, if applicable: | |
| Address: | | | Phone: |
| City: | | Zip Code: | |
| Applicant's Email: | | | |
| Alternate Contact Name: | | Phone: | Alternate email: |
| If Credit Card Payee is different from the applicant please include the name and email here: | Payee name: | | Email of Payee: |
| Payee address: | City: | Payee Phone Number: | |

Please check the best category which applies to you/your organization:

- **Non-Profit Organization (Resident*)
 Private Function (Resident*)
 Commercial/Business
 **Non-Profit Organization (Non-Resident)
 Private Function (Non-Resident)
 City Sponsored

**Requires Proof of Non-Profit Status 501©3 or 501©4, please attach a copy of IRS documentation stating non-profit status.

Event Information:

| | | | |
|---|--|---|----------------|
| Event Date Requested: | | | |
| Start Time (include set up): | | End Time (include clean up): | |
| Type of Event: | | | |
| Total # of Expected Attendees: | | # of Adults: | # of Children: |
| Is the event open to the public? <input type="checkbox"/> YES <input type="checkbox"/> NO | Will food be served? <input type="checkbox"/> YES* <input type="checkbox"/> NO | If food is served: <input type="checkbox"/> self-prepared <input type="checkbox"/> professionally catered | |
| *Food served to the public requires Public Health Permit and a current Business License. | | | |
| Will alcohol be served? <input type="checkbox"/> YES <input type="checkbox"/> NO | Will alcohol be sold? <input type="checkbox"/> YES <input type="checkbox"/> NO | Type of alcohol: <input type="checkbox"/> Beer <input type="checkbox"/> Wine <input type="checkbox"/> Liquor | |

Facility requested (see map below):

| | | |
|---|-------------|-----------|
| <input type="checkbox"/> Picnic area (large grass area by main ranch house, picnic tables, BBQ) | Start time: | End time: |
| <input type="checkbox"/> Special Event (area #2 and/or #3, see map) | Start time: | End time: |

Which of the following will be present at your event and supplied by the applicant and/or rental company?

(Please check all that apply):

- Generator
- Stage
- Amplified Sound
- Pop-up Canopy (not to exceed 10x10)
- Outside Rental tables/chairs
- Lighting
- Dance floor
- DJ/Band/Music
- Photo booth

For Special Events, please check all grass areas to be utilized:

- Main house grass area #2 (see attached map)
- Water Fountain area #3 (see attached map)

Please provide a description of your event including activities and anything you or a rental company are bringing to the site not listed above:

| |
|--|
| |
| |
| |
| |
| |

For Viewing Purposes Only

TESORO ADOBE HISTORIC PARK

RESERVATIONS MAP



AVENIDA RANCHO TESORO



RESERVABLE

- 1 JOE'S CABIN*
- 2 PICNIC AREA
- 3 AMPHITHEATRE
- 4 BBQ

* Joe's Cabin not reservable at this time.

NOT RESERVABLE

- 5 BUNKHOUSE
- 6 STABLES
- 7 MAIN RANCH HOUSE
- 8 SMOKEHOUSE
- 9 ADOBE OVEN

City of Santa Clarita – Tesoro Adobe Historic Park Reservation
Agreement for Use
(Policies and Use Procedures)

A. GENERAL INFORMATION:

1. "Agreement for Use" forms and other required documents for special events must be filed and all fees paid at the time of agreement approval. All fees including security deposit must be paid by check, cash, money order, or credit card.
2. Approved "Agreement for Use" forms may not be transferred, assigned, or sublet.
3. The applicant must be at least 18 years of age or older and the individual in charge must be in attendance throughout the duration of the event. In addition, the applicant must verify all conditions are met and acceptable on the "Agreement for Use" form at the conclusion of the event, including cleanup.
4. Only vehicles with handicapped parking permits may park in handicapped parking spaces. Violators will be cited and/or towed at the owner's expense.
5. No reservations will be accepted for the following City-observed holidays: New Year's Eve, New Year's Day, Martin Luther King Jr. Day, President's Day, Easter, Memorial Day, Juneteenth, Independence Day, Labor Day, Indigenous People's Day, Veteran's Day, Thanksgiving Day, Day after Thanksgiving, Christmas Eve, Christmas Day unless prior approval from the Tesoro Adobe Historic Park office.
6. Allocation of facilities will be the sole responsibility of the Tesoro Adobe Historic Park office. All City facility reservations must be submitted a minimum of 14 days and a maximum of six (6) months in advance with payment and will be processed in the order received.
7. When applying for a permit, a maximum group size may be instituted, or a request may be denied due to the maximum occupancy limits of the facility and parking availability. Exceeding occupancy limits can result in the termination of the issued permit and/or security deposit.
8. On-going reservations are prohibited at Tesoro Adobe Historic Park.
9. Groups of minors shall be supervised minimally by one (1) adult for every twenty-five (25) minors at all times.
10. Denial of "Agreement for Use" may be made by the Tesoro Adobe Historic Park office on the basis of the following reasons:
 - a) The facility is incapable of accommodating the proposed activity for the number of people involved.
 - b) Falsification or omission of information provided to the Tesoro Adobe Historic Park office.
 - c) The nature of the activity may endanger the participants, facility, equipment, or staff.
 - d) Based on any substantive reason(s), as deemed by the City.
 - e) Or, in the event that the current L.A. County Public Health Order is amended.
11. All groups and individuals using City facilities must comply with City, County, State, and Federal laws. Failure to abide by these laws or established Recreation and Community Services Department policies and regulations shall result in the loss of an "Agreement for Use" and forfeiture of all fees and deposits.
12. Picnic reservations may not begin before 10:00 a.m. and must end by sunset due to limited lighting at Tesoro Adobe Historic Park. Actual hours may vary depending on the time of year and are subject to approval.
13. Use of generators, amplified sound, pop-up canopies, etc. must be approved at the time of agreement and must meet all City codes.
14. For events open to the public that offer food or items for sale, a current Seller's Permit and/or Los Angeles County Health Permit are required. Proof of permit(s) is/are required two (2) weeks prior to the event.
15. All exhibits, shows, and public gatherings must comply with the minimum safety requirements established by the Los Angeles County Fire Department. Proof of compliance must be provided two (2) weeks prior to the event.
16. Only service animals are allowed at Tesoro Adobe Historic Park.
17. No park or open space area may be used for any commercial use or enterprise in any form unless the City is directly involved as a co-sponsor of an event or project, or the City Manager has authorized such commercial enterprise in writing with a permit (14.06.160).

18. At the conclusion of events, organizations must leave the park/facility quickly, quietly, clean, and clear of debris.

I have read and acknowledge Section "A" pertaining to general information. Please initial here for section "A":

B. FEES/DEPOSITS/CHANGES/CANCELLATIONS/REFUNDS:

1. Fees and security deposits will be assessed for all events and/or rentals as set forth by the City Council in the current City of Santa Clarita Schedule of Fees and Charges.
2. A security deposit and all fees are required for all events and/or rentals and must be paid by the date provided by the Tesoro Adobe Historic Park office in order to reserve the facility. The deposit is refundable only after the event is complete and no outstanding fees are due or repairs are required.
3. City staff will be assigned to work, and fees charged, for all reservations at Tesoro Adobe Historic Park. Porters may also be required as deemed necessary by the Tesoro Adobe Historic Park office.
4. Incomplete or inaccurate information provided by the applicant on the contract may result in the cancellation of the event and forfeiture of all fees, including the security deposit.
5. Cancellation and "Agreement for Use" changes must be received in writing. Cancellation fees are assessed as follows:
 - a) If cancellation is received 14 days or more prior to the event date, a full refund will be issued.
 - b) Cancellations made less than 14 days prior to the event date will forfeit all rental fees and only the security deposit will be refunded.
6. Forfeiture of all fees including security deposit will result if any of the following occurs:
 - a) Facility damage beyond normal use.
 - b) Excessive maintenance is required following use.
 - c) Any act by the applicant and/or applicant's group requiring police action.
 - d) Cancellation of an event in progress due to violation of City policies, rules, or regulations governing such usage.
 - e) Deviation from the parameters listed in the issued permit.
7. The City reserves the right to cancel or suspend at any time a FACILITY PERMIT for emergency situations or when deemed necessary for the safety and best interest of the customers, the City of Santa Clarita, and all concerned.
8. Refunds will be processed as follows:
 - a) If payment was made with a credit card, the refund will only be credited back to that same credit card.
 - b) If payment was made with cash or check a refund check will be requested. Checks are mailed out approximately four (4) weeks after the request has been submitted.

I have read and acknowledge Section "B" pertaining to fees/deposits/changes/cancellations/refunds. Please initial

here for section "B":

C. INSURANCE/LIABILITY:

1. For all reservations at Tesoro Adobe Historic Park, applicants are required to purchase Insurance Certificates and endorsements from a private insurance agent and must list the City of Santa Clarita, its officers, employees, and volunteers as additionally insured. Policy limits shall be a minimum of \$1,000,000 combined single limits unless otherwise required by the City. The Certificate Holder's address must read as follows; **City of Santa Clarita, 23920 Valencia Blvd, Attn: Tesoro Adobe Historic Park office, Santa Clarita, CA 91355**. Certificate of Insurance and the Additional Insured Endorsement is due three (3) days after your event has been confirmed by the Tesoro Adobe Historic Park office.
2. All individuals, groups, and organizations shall agree to hold the City of Santa Clarita, its elected and appointed boards, commissions, officers, agents, employees, and volunteers harmless from any liability for damages and claims for personal injury including death, as well as from claims for property damage which might arise from the use of City facilities and/or furnishings.
3. The City is not liable for lost or stolen items.
4. The City is not liable for any items delivered before or left after an event.

I have read and acknowledge Section "C" pertaining to insurance/liability. Please initial here for section "C":

D. LOS ANGELES COUNTY PUBLIC HEALTH ORDERS:

1. Applicant/Organization is responsible to ensure full compliance with current Public Health Orders.

I have read and acknowledge Section "D" pertaining to Los Angeles County Public Health Orders. Please initial here for section "D":

E. GAS GENERATORS:

1. Generators must be placed in a location in which the public cannot be harmed by the fumes or hot exhaust.
2. All gasoline must be transported and stored in an approved gas safety can. An ABC Fire Extinguisher must be placed near the gas generator.

I have read and acknowledge Section "E" pertaining to gas generators. Please initial here for section "E":

F. ELECTRICITY:

1. Renters must supply a list of items that will need electricity for indoor and outdoor areas.
2. Renters must supply any needed electrical cords. Electrical cords must be of high quality and free of any defects.
3. All exposed cords must be covered with a mat or duct tape.
4. No electrical cords may run through areas where puddles or wet grass exist. Electricity must be shut off if it rains or drizzles for outdoor events.

I have read and acknowledge Section "F" pertaining to electricity. Please initial here for section "F":

G. FACILITY SET UP/CLEAN UP:

1. All set up and clean up are the responsibility of the applicant. Applicant must return the facility to its original condition, including cleaning up, removing all decorations, and properly disposing of all trash into trash receptacles.
2. Set up and clean up time must be included in the rental time.
3. Furniture specified and designated for specific rooms and/or facilities may not be removed or relocated to another room or facility.
4. Facility users' property, supplies, trash, and equipment including dance floors must be removed from the facility within one hour following the event unless prior arrangement is made with the Tesoro Adobe Historic Park office.
5. City staff will be responsible for unlocking and securing the facility after use.

I have read and acknowledge Section "G" pertaining to the facility set up/clean up. Please initial here for section "G":

H. FOOD SERVICE/CATERERS:

1. The applicant's caterer must provide proof of their current Business License and a Los Angeles County Health Permit is required prior to processing a reservation permit.
2. Taco carts are permitted only in specified areas with proper ground covering.
3. A **K class** extinguisher would be required for events that are using a taco cart.

I have read and acknowledge Section "H" pertaining to food service/caterers. Please initial here for section "H":

I. ALCOHOL:

1. Alcohol may only be served and consumed within the confines of an approved "reserved" facility. Applicants desiring to serve alcoholic beverages must provide required liquor liability insurance.
2. Renters that charge a fee to serve alcohol, or charge an admission fee and serve alcohol, must obtain a temporary sales permit from the Alcohol Beverage Control Board. A copy of the permit must be provided to the City of Santa Clarita two (2) weeks prior to the event.
3. Security personnel, and/or additional insurance will be required and is the sole responsibility of the renter.
4. Approved, bonded, licensed, uniformed security guards and /or off-duty law enforcement are required at all events when alcoholic beverages are being served. A copy of the contract or letter of commitment is required two (2) weeks prior to the event. Applicant must provide evidence that the uniformed security guard or off-duty law enforcement officer is licensed and bonded.
5. A designated bartender is required for the event serving alcohol. Bartenders must have a minimum of Responsible Beverage Service Training (RBS) and provide proof of insurance.
6. No self-service of alcohol will be allowed. A designated area for alcohol must be set up and staffed during the entire event. The bartender must serve and monitor alcohol sales and consumption so that guests are not overserved during the event.
7. Service of alcoholic beverages to minors is strictly prohibited.
8. Alcohol service is limited to five (5) hours and must cease 15 minutes prior to the end of the event. At the contracted conclusion of alcohol serving time, all alcohol is to be removed from the facility.
9. The City of Santa Clarita reserves the right to terminate alcoholic beverage services or to terminate any event at any time if the welfare and safety of participants and/or staff is endangered, or if the facility is not used as contracted.

I have read and acknowledge Section "I" pertaining to alcohol. Please initial here for section "I":

J. DECORATIONS:

1. Decorations are allowed provided they are made of flame-resistant materials and must be approved prior to the event date.
2. No decorations and/or objects are to be suspended, attached, or affixed to the ceiling, walls, window blinds, drapes, room dividers, or doors. No tacks, pins, or staples are to be used on facility property or furnishings. Renters are required to use earthquake putty or blue painter's tape.
3. Helium balloons must be secured and not released. Forfeiture of the damage deposit will be assessed if any balloons are released.
4. All decorations must be removed from the facility within one hour following the event. The applicant is responsible for any damage resulting in the use or removal of decorations.
5. Please refer to Section "K" of prohibited decoration items at Tesoro Adobe Historic Park.

I have read and acknowledge Section "J" pertaining to decorations. Please initial here for section "J":

K. BANDS/DJs:

1. Bands and Disc Jockeys must be approved by the Tesoro Adobe Historic office.
2. Bands and Disc Jockeys, and/or the renter must provide equipment including extension cords and must be secured.
3. Bands and Disc Jockeys can perform during the hours of 10:00 a.m. to 10:00 p.m. per City of Santa Clarita Municipal Code ((14.06.020), subject to approval by the Tesoro Adobe Historic office. The noise level must be at a controlled level so it does not negatively affect the neighboring community.
4. Bands and Disc Jockeys are required to provide insurance coverage.

I have read and acknowledge Section "K" pertaining to bands/DJs. Please initial here for section "K":

L. Prohibited at Tesoro Adobe Historic Park:

1. Driving, operating, or parking any motor vehicle within the City parks and/or facilities is prohibited, except in areas specifically designed as parking areas. In case of medical emergencies, only emergency vehicles will be allowed in the park for rescue purposes.
2. Changes, alterations, or defacement of property to any facility, its furnishings, or equipment will not be permitted. Any person or group causing damage to property or equipment will be required to pay for the current cost of repair including labor, or replacement to restore furnishings or equipment to their original condition. Until full payment for damage is received, the City shall have the right to deny future agreements without any stated cause.
3. Storage of property is not permitted.
4. Overnight parking is prohibited in the parking lot.
5. Alcohol, smoking, tobacco, vaping, or marijuana use is prohibited at all outdoor City facilities. Special events may serve alcohol only with appropriate documentation stating alcohol use.
6. Possession of firearms and/or weapons is strictly prohibited.
7. Advertising materials, flyers, or other promotional materials are prohibited.
8. Fire and personal portable barbecues are prohibited.
9. All bouncers/jumpers, Nerf wars, and bubble soccer are prohibited at Tesoro Adobe Historic Park.
10. Food trucks are prohibited due to limited parking.
11. Moving, rearranging, altering, or removing any City equipment is strictly prohibited.
12. Open flames of any kind are prohibited, (i.e., candles, barbecues, fireworks, etc.).
13. The use of fog/smoke machines, rice, confetti, birdseed, or other granular substance is strictly prohibited.

I have read and acknowledge Section "L" pertaining to prohibited at Tesoro Adobe Historic Park. Please initial here for section "K":

M. MUNICIPAL CODE:

1. By initialing and signing this form, the customer agrees to all rules and regulations stated in the municipal code. For the complete municipal code go to: www.codepublishing.com/CA/SantaClarita/

I have read and acknowledge Section "M" pertaining to the municipal code. Please initial here for section "L":

N. WAIVERS & GUARANTEES:

I hereby certify that I have read and will abide by all rules and regulations of the City of Santa Clarita. As a duly authorized representative of the sponsoring organization or individual, and on behalf of sponsoring organization or individual, I agree to defend and hold harmless the City of Santa Clarita, together with its officers and employees against any and all liability or claim thereof, for any injury, death, or property damage allegedly suffered by any person including sponsoring organization or individual, its agents or employees, due to or caused by, or arising out of the acts or omissions of sponsoring organization or individual, its agents or employees, or the negligent acts or omissions of the City of Santa Clarita, its officers or employees, and occurring during and as a result of the exercise of the privileges, and the permission hereby being granted for the use of City facilities and applicable equipment to sponsoring organization or individual, its agents, and employees. I hereby give permission to the City of Santa Clarita Recreation and Community Services Department to use my, or my guests' photographs as they see fit in their seasonal recreational brochure. I understand the photograph belongs to the City of Santa Clarita, and I/we will not receive payment of any kind. I understand that any violations of the alcohol policy will nullify this agreement. The parties agree that this agreement may be signed by electronic mail and that such signatures shall have the same force and effect as original signatures, in accordance with California Government Code section 16.5 and Civil Code section 1633.7.

By signing below, you acknowledge and understand the above rules and regulations and agree that you and your group will comply with the aforementioned conditions.

| | |
|--|---------------|
| Name of Applicant, the person responsible for this contract: | Today's Date: |
|--|---------------|

Failure to abide by the aforementioned policies and procedures may result in loss of security deposit, cancellation of the permit without refund, and/or other action as deemed appropriate by the Director of Recreation and Community Services.

The Director of Recreation and Community Services has jurisdiction over all Facility Policies and Procedures and therefore has the right to modify any item contained in this document.

Form of Payment

(please make checks payable to the City of Santa Clarita)

Please note if paying by cash, check, or money order, you must schedule an appointment with the Tesoro Adobe Historic Park office at TesoroAdobe@santa-clarita.com or 661-286-4115 to deliver your payment.

| | | |
|--|--|-------------------------------|
| <input type="checkbox"/> Cash | <input type="checkbox"/> Check/Money Order | Check #: |
| <input type="checkbox"/> Visa | <input type="checkbox"/> MasterCard | <input type="checkbox"/> AMEX |
| <input type="checkbox"/> Discover | Exp. Date: | Security Code: |
| Credit Card #: | | |
| Name as it appears on Credit Card: | | |
| Signature of Card Holder: | | |
| By checking this box, you agree to all the terms above and agree to pay all fees via credit card: <input type="checkbox"/> | | |

For Viewing Purposes Only