

**City Of Dorris**  
**City Hall Use Application**

P.O. Box 768, Dorris, CA 96023 \* Phone: 530-397-3511 \* Fax: 530-397-8831

Thank you for choosing our facility for your event. Please read this form and carefully complete it and return it to the City Hall for approval.

Club or Individual \_\_\_\_\_

Mailing Address for Contract: \_\_\_\_\_ Phone No. \_\_\_\_\_

Person to Sign Contract: \_\_\_\_\_

Date of Event: \_\_\_\_\_ Description of Event: \_\_\_\_\_

Hours of Event: \_\_\_\_\_ to \_\_\_\_\_ Setup Date: \_\_\_\_\_ Setup Hours \_\_\_\_\_ to \_\_\_\_\_

Estimated Attendance: \_\_\_\_\_ Alcohol Sold? \_\_\_\_\_ Alcohol Served? \_\_\_\_\_ Clean by: \_\_\_\_\_

*\*MUST COMPLY WITH ABC RULES*

Type of Entertainment: \_\_\_\_\_ Insurance not required \_\_\_\_\_

Providing Own Insurance \_\_\_\_\_

**RENTAL FEES:**

Rental fees are governed by City Council Resolution and are due five (5) days before the event. This fee is currently **\$15.00** per hour, or a maximum of 10 hours for all day functions. There is a **30% discount for non-profit organizations, unless it is a fund raising event**. If you intend to request use for a regularly scheduled event, the terms may be different.

The Applicant and the Organization they represent are responsible for the conduct of the participants, and for their security. The Applicant and the Organization acknowledge that the building is not a physically secure facility. The City assumes no responsibility for loss of personal property from the premises either before, during, or after the event.

There is a mandatory cleaning/security deposit required to be paid **prior to** using the City Hall for events. This deposit is refundable **if Hall is left in good order** and no damage has occurred.

Required CASH deposit: \$500 for functions with dancing AND/OR alcohol; \*  
\$250 for functions with NO dancing or alcohol;  
\$250 for functions where the Rent Fee has been  
waived;

\*A 'One-Day' ABC Permit is needed for any day/date on which alcohol is sold.

Key Return: \$25 per set will be charged for keys not returned within 48 hours of event.

**Use Application:**

No reservations will be accepted more than one (1) year in advance. Any individual or group desiring use of the facility is required to complete an Application for Use and pay the fees, if required, no later than five (5) business days in advance of the scheduled activity. For activities such as weddings and/or dances, and uses involving alcoholic beverages, the use application must be submitted a minimum of twenty-one (21)

days in advance of the requested use date. All cancellations must be made at least seventy-two (72) hours in advance of the scheduled date to receive a refund. If cancellation is made after 72 hours a **\$25.00 Administration Fee** will be charged.

If a police problem arises as a result of the event or activity, the event or activity may be closed by the police. If an event or activity is closed, none of the fees paid shall be refunded.

Applicants requesting use of the facility must be eighteen (18) years of age or older.

**Insurance Requirements:**

Events with **DANCING AND/OR ALCOHOL** are required to provide proof of insurance. Such events include private social gatherings, lectures, religious or other meetings, or groups using the building. All other functions/events must provide a certificate of insurance **NO LATER THAN FIVE DAYS BEFORE THE EVENT** in the amount of \$1,000,000, which meets the criteria as specified in the contract. Special Event Insurance is available through the City's insurance carrier.

**Permanent Meetings:**

Regular meeting facility requests will be considered and granted as long as schedule conflicts do not arise. Such use applications must be renewed annually.

**Alcoholic Beverages:**

Possession or consumption of alcoholic beverages is permitted subject to the following conditions:

- Security shall be required for events. This fee is in addition to any other facility use fees and deposits. The applicant shall pay for all costs related to providing security/police reserve **FIVE DAYS IN ADVANCE** of the event. If a police problem arises, the event can be closed at the discretion of the City.
- A State Department of Alcoholic Beverage Control Permit is required when alcoholic beverages are to be sold. Said permit shall be secured by the applicant for the scheduled use date and time and filed with the City and **PROVIDED FIVE DAYS IN ADVANCE OF THE EVENT**. Failure to provide said permit shall void any approved use.
- Consumption of alcoholic beverages is permitted only in the facility and does not extend to the adjoining park. Those persons consuming alcoholic beverages must be 21 years or older and have proof of age on them. Supplying alcoholic beverages to a minor is a criminal act under Section 272 of the California State Penal Code. This section will be enforced.
- The application will be submitted twenty-one (21) days prior to the requested use date. This will permit the City to properly insure that all conditions have been met.

**Responsibility for Damages:**

Any individual, group, or organization using the facility is responsible for damages incurred during use. If damages occur, permission for future use may be denied. The City will not be held responsible for any losses, damages, injuries, or any other conditions, which may arise during the use of the facility.

**Cleaning Requirements:**

Follow the City Hall Clean-Up Checklist. Failure to comply will result in additional charges and/or forfeit of the deposit to cover custodial costs.

**Suspension from Use:**

Those individuals, groups, or organizations not abiding by the rules and regulations as adopted may be suspended from use of the facility. Suspension may only be given by the City Council.

**Granting Use for Fund Raising Purposes:**

An Application for Use may be approved for fund raising programs provided that a non-profit civic

community group sponsors the program and council approves their City Hall Application. Non-profit organizations will be charged a security deposit

**Granting Use for Commercial Purposes:**

An application for use for commercial purposes will only be granted if the City Hall has no other use scheduled. The fee for a commercial use is double the normal rate.

**Loaning of Equipment:**

No equipment will be loaned or removed from the premises of the Dorris City Hall.

**Hours for Use:**

The City Hall may be used between the hours of 8:00am and 1:00am. The Hall must be cleaned and vacated by 2:00am, unless prior arrangements are made.

I have read and agree to the conditions of this application. By signing this agreement, I agree to comply with all of the Rules and Regulations which apply to the use of the Dorris City Hall, with all applicable ordinances of the City, and with any additional conditions set forth by the approving supervisor and noted on this document. A copy of the City Rules and Regulations were provided to me with this application.

*The undersigned agree to hold harmless and indemnify the City of Dorris and its officers, agents and employees for any and all claims, costs (including attorney fees), and any liability which may arise directly or indirectly as a result of any actions or omissions in connection with the use of the Hall under this agreement provided, however the undersigned shall not be required to indemnify the City for its own negligence or willful misconduct.*

\_\_\_\_\_  
Club of Individual's Name

\_\_\_\_\_  
Signature of Renter

\_\_\_\_\_  
Approval by City

\_\_\_\_\_  
Title

**City of Dorris - Use Only**

Amount of Deposit Required \$ \_\_\_\_\_

Amount Collected \$ \_\_\_\_\_

Collected by: \_\_\_\_\_  
(Signature)

Did Renter meet cleaning obligations? Yes \_\_\_\_\_ No \_\_\_\_\_

List extra cleaning and damage fees to charge: \_\_\_\_\_

By: \_\_\_\_\_  
(Signature)

# CITY OF DORRIS CITY HALL CLEAN-UP CHECK LIST

- Empty all trashcans including the bathroom cans into dumpster. There will be an extra charge for anything outside of the dumpster. Do not overflow the dumpster, as there is also an extra charge by the waste disposal company.
- Clean kitchen counters, stovetops, refrigerator and ovens. Be sure ovens and stoves are off and all food has been removed.
- Put up all chairs and tables back in their storage racks or you will be required to do so before deposit is refunded or you may be charged.
- Sweep/mop entire hall, kitchen floor and bathrooms. Floors must be clean and not sticky.
- Remove all decorations. Nails are not allowed to put up decorations. Remove tape and thumb tacks from walls.
- Lock all doors, front, side and kitchen, shut all windows, and make sure they are locked.
- Turn off all lights (including bathrooms). Leave front porch light on if you are closing at night.
- DO NOT CHANGE THERMOSTAT PROGRAMS. Only adjust temperatures as explained. If the heat is left on at a high temperature and runs for an excessive amount of time, you will be charged accordingly at the discretion of the City of Dorris.

If the City Of Dorris has to clean the Hall, the CLEANING /SECURITY DEPOSIT will not be returned.

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Date and Time: \_\_\_\_\_

Deposit Amount Refunded: \_\_\_\_\_

Deposit Refunded To: \_\_\_\_\_

Name of Organization: \_\_\_\_\_

Key Received By: \_\_\_\_\_

Deposit Refunded By: \_\_\_\_\_

**LIST OF KNOWN DISCREPANCIES FOR WHICH YOU WILL NOT BE RESPONSIBLE:**

- Kitchen has various cracks and holes.

Additional Notations:

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