



City of Colfax Facility Rental and Event and Reservation Policies

Please initial each clause below to acknowledge you read, understand, and agree to abide by each policy.

_____ Permits for special events must be obtained not less than thirty (30) days in advance of the proposed event. Reservations may be made up to, but not more than, one year in advance.

_____ Applications for a Facility Use Permit and/or Special Event will be taken on a first come, first serve basis at City Hall. Inquiries can be made in person or by telephone at (530) 346-2313. Inquiries are not considered to be a formal application.

_____ Facilities must be reserved and under the direct supervision of a responsible adult (25 years of age or older) who will be present at all times. Groups of minors must have at least one responsible chaperone, 25 years of age or older, per 20 minors. The City must be provided with a list of names and phone numbers of the chaperones at least two days (48 hours) prior to the event.

_____ To obtain a facility use permit, the applicant must submit a complete City of Colfax Facility Use/Event Application and Agreement form, **pay the required fees and deposits**, and satisfy all the conditions imposed on the event. **The appropriate event deposit is required at the time of application. All required fees, deposits and insurance must be submitted by the established deadline** (generally within 30 days of confirmation by no later than fourteen (14) days prior to the event).

_____ Cancellations must be made through City Hall at least two (2) weeks prior to the event to receive a full refund of any fees.

_____ Applications to conduct New/Initial Special events within the City where there are street closures must be approved by City Council and must be review and approved by the appropriate departments that will be involved or impacted. This may take up to fifteen (15) working days.

_____ All Facility Use/Event Permits require the applicant to provide and maintain general liability **insurance** and the coverage shall be in the amount of \$1 million for bodily injury, personal injury and property damage. If alcoholic beverages are served, then host liquor liability coverage in the amount of \$1 million for bodily injury and property damage will be required. General liability and host liquor liability shall be endorsed naming the City of Colfax, its officer, agents, employees and volunteers as additional insured's. Each policy required by this clause shall be endorsed to state that coverage shall not be cancelled or changed except for after thirty (30) days written notice has been given to the City of Colfax. Facility use/Event permits will be revoked if satisfactory proof of the required insurances is not received at least fourteen (14) days prior to the event.

_____ Any person or group that is unable to obtain the necessary insurance coverage **may** be able to obtain Special Event Insurance through an agency that provides this service to the City of Colfax.



_____ If an event involves the sale of service, food or merchandise by commercial vendor(s), the vendor(s) **must possess a City of Colfax Business License**. **If alcohol is to be served or sold** an Alcoholic Beverage Control (ABC) License must be obtained.

_____ Conditions imposed on an event can include, but are not limited to: restrictions on amplified sound, alcohol consumption, sales of service, food or merchandise; as well as requirements to ensure public notice of event and street closure, parking, security, traffic flow, sanitary facilities and trash collection and removal. Consideration must also be given to local businesses by not placing like vendors in front of like businesses. Any cost associated with this are the applicant's responsibility.

_____ **A site map must be included** with the application for events with applicable sites noted for parade routes and barricades, vendor booths, dumpsters, porta potties, handicap parking, fenced area where alcohol will be sold with location of ticket sales and where alcohol will be served with one entry clearly marked.

_____ Event applicants need to be aware of the Railroad traffic and take measures to provide safety at the crossing for increased pedestrian foot traffic or Parade route on the rail crossing. For street closures the Amtrak bus be notified and arrangements must be made for bus turnaround at Railroad St.

_____ Facilities must be used for the purposes stated on the Facility Use/Event Application and Agreement form. **Facility preparation and clean-up is the responsibility of the applicant** and must occur within the specified hours noted on the front of this form. The applicant must return the facility or city property to its original arrangement and condition. Failure to clean and vacate the facility or street on time or return the key may result in additional charges and/or forfeiture of the Cleaning/Damage deposit. The applicant will be held responsible and financially liable for any damage incurred as a result of the applicant's event. Applicants must provide their own cleaning supplies.

_____ Any gathering which violates the conditions of this agreement or which is considered dangerous, a disturbance of the peace or endangering public property is subject to closure. The city reserves the right to cancel events due to weather or facility conditions.

_____ **All trash** must be placed in the appropriate dumpster and arrangements to have the trash removed are the **responsibility of the applicant**.

_____ Submit copies of flyers, posters, notifications to home and/or businesses for road closures or other materials that will advertise the event. The applicant is responsible for ensuring that all flyers, posters, etc. advertising the event are removed from public facilities. Failure to comply may impact approvals for future applications and forfeiture of cleaning deposit.

_____ All banners or signs hung within the City Limits must have an application on file at city Hall. There is no charge for banners or signs hung for 30 days or less advertising the event.

_____ In accordance with SB1383, a minimum of 20% of edible food that is not consumed at the event must be repurposed and recovered for human consumption.