

APPLICATION TO RESERVE ALTA VISTA COMMUNITY CENTER

FACILITY REQUESTED (Check one)				Purpose:		
<input type="checkbox"/>	MULTIPURPOSE ROOM	<input type="checkbox"/>	BARBECUE AREA		ADULTS	YOUTHS UNDER 18
<input type="checkbox"/>	KITCHEN	<input type="checkbox"/>	GAS GRILL	YOUTH NON-PROFIT ORGANIZATION		
<input type="checkbox"/>	OTHER	<input type="checkbox"/>	SOUTH PATIO	NON-PROFIT ORGANIZATION		
Will you charge group fees and / or be accompanied by paid staff for the purpose of your visit?				PRIVATE PARTIES		
				TOTAL ATTENDANCE		

	DAY	DATE	TIME IN	TIME OUT	TOTAL HOURS	NO. TABLES	NO. CHAIRS

INSURANCE _____

PLEASE READ THE FOLLOWING AND SIGN BELOW:

REFUND POLICY

I understand that the fee paid by me / organization in the amount of \$ _____ on _____ is **NON-REFUNDABLE** unless requested in writing and accompanied by a cash register receipt one week before date of reservation. Also, that an administration fee of \$25.00 will be deducted from all refunds requested. No refund will be given for amounts less than \$5.00

ALCOHOLIC BEVERAGES PROHIBITED

I do hereby agree to not bring or consume any alcoholic beverage, beer, or other intoxicants in Community Center, patio or barbeque area and so advise members of my group, and will not permit them to do so.

If I or any other member of my group violates this agreement, I forfeit my reservation privilege and will leave the area without contest.

QUIET HOURS AFTER 10:00 PM

My signature below confirms that I agree that I and all persons associated with this reservation are or will be made aware of all rules set forth on this reservation sheet and will leave the area in as good a condition as we found it.

DRIVER'S LICENSE OR I.D.

PRINT NAME

REQUESTED BY ORGANIZATION

ADDRESS

CITY

PROOF OF RESIDENCY

HOME PHONE

WORK PHONE

SIGNATURE (I AGREE TO BE RESPONSIBLE FOR THE ACTIONS OF MY GROUP)

VALIDATED RESERVATION NO.	APPROVED BY:	DATE:
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Rules for Use of Alta Vista Community Center & Picnic Site

• Applicant's Responsibilities:

Multi-Purpose Room:

- ✓ Close all doors and lock windows, including kitchen window.
- ✓ Pick up trash and empty all barrels into trash bins located at the northeast corner.
- ✓ Everything brought into the facility, including rented furniture and equipment is to be removed at the time of your departure. The City of Redondo Beach is not responsible for the safekeeping of any property left behind.
- ✓ Complete form entitled "User's Cleaning Responsibilities" and accompany attendant on walk-through prior to return of cleaning deposit.

Food Serving Areas:

- ✓ Empty all trash barrels.
- ✓ Serving areas must be cleaned thoroughly after each use. Wash with soap, dry, and return all items to their proper storage locations.
- ✓ Do not leave food or other items in refrigerator or cabinets.
- ✓ Kitchen may be used only for food warming.

Barbecue Area:

- ✓ Pick up trash and empty barrels into large trash bins located outside Community Center at the northeast corner.
- ✓ Turn off gas barbecue and tank valve.
- ✓ Do not pour grease into sink.
- ✓ No charcoal or propane-fueled barbecues may be brought into facility.

- No decorations are allowed on walls, ceilings, or floors. Tables may be decorated with centerpieces and/or balloons.
- Use only flameproof decorations. Candles and open flames are not permitted.
- No paper or plastic confetti may be used.
- No straw or hay may be used for decoration.
- All decorations must be removed at event's conclusion.
- City property and equipment, is to be handled with care and may not be removed from premises.
- No City property will be modified by applicant.
- Advertising or promotion to the public of events held at the Community Center is forbidden.
- Extended reservation privileges are not assured beyond the times on the application. Applications are subject to Department cancellation at any time.
- The initial fee is refundable upon written request at least seven days prior to the date of the reservation. An administrative fee of \$25.00 will be deducted from all refund requests.
- Your set-up diagram must be turned in no later than one week prior to event date.
- Premises must be vacated by 12:00 midnight in consideration of the residential neighborhood around the park.
- **Amplified sound is not permitted at any time.**
- **TOBACCO PRODUCTS OF ANY KIND ARE STRICTLY PROHIBITED.**
- **ALCOHOL BEVERAGES ARE STRICTLY PROHIBITED.**
- **IMPORTANT:** Anyone using the Community Center or picnic area must keep party members in the building or in the south area. Running, noise and games are not permitted around or on the tennis courts or walls.
- Please notify the Department office (318-0670) of any breakage, equipment malfunction, or other problems encountered with the building or outside area.

READ AND SIGN: I hereby agree to indemnify and hold harmless the City of Redondo Beach, its officers, elected and appointed officials, employees, and members of boards, commissions, and volunteers from any and all liability from damages, loss or injuries, either to persons or property which may be sustained while engaged in activity conducted by or in connection with the City of Redondo Beach and/or sponsored by the City of Redondo Beach.

I have read and understand the Alta Vista site rules:

Signature: _____

Date: _____

Alta Vista Park Moon Bounce Location
715 Julia Street
Redondo Beach CA 90277



The applicant is responsible for supervising the Moon Bounce

Moon Bounce units must be rented from one of the City-approved companies listed below:

No other companies may be used. Subject to cancellation.

Jump For Joy	310-316-0158
Fiesta & Jump	310-263-1848
Megazone	800-781-7031
Orange County Jumpers	714-842-2220
Planet Bouncy Rentals	310-977-4160