

# Dorris Lion's Club – Butte Valley Community Park

P.O. BOX 471 - - Dorris, CA 96023 – For reservations call 530-397-5466 or 541-892-0172

Date Received:
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**AGREEMENT MADE BY AND BETWEEN THE BUTTE VALLEY COMMUNITY PARK AND THE APPLICANT:**

<i>PRINT OR TYPE ALL INFORMATION IN BLUE INK</i>		<b>ORGANIZATION/BUSINESS</b>	
NAME:		EMAIL:	
MAILING ADDRESS:		CITY:	STATE:      ZIP:
TYPE OF BUSINESS:			
PHONE NO.:		CELL PHONE NO.:	
<b>CONTACT PERSON</b>			
NAME:		EMAIL:	
MAILING ADDRESS:		CITY:	STATE:      ZIP:
PHONE NO.:		CELL PHONE NO.:	
<b>EVENT</b>			
DATE OF EVENT:		HOURS OF EVENT:	
TYPE OF EVENT:		NO. OF GUESTS:	
<b>PLANNER/DELEGATE</b>			
WEDDING EVENT PLANNER:			
WEDDING/LARGE EVENT DELEGATE:			
<b>CATERER INFORMATION</b>			
EVENT CATERER:			
<b>BAR SERVICE</b>			
ABC LICENSE:	DATE FILED:	DATE RECEIVED:	
BARTENDERS FOR EVENT:			
<b>PLEASE CHECK FACILITY BEING RENTED:</b>			
<input type="checkbox"/> Room 1 Great Room/with kitchen or Great Room /without kitchen <input type="checkbox"/> Room 2 Upstairs <input type="checkbox"/> Room 3 Kitchen Only			
<b>SPECIAL SET-UP REQUEST:</b>			

<b>PERMIT REQUIREMENTS:</b>	
<b>1.</b>	The undersigned personally and on behalf of the applicant/organization requests us of the Butte Valley Community Park and hereby enters into this agreement with the full understanding of and statement that I have read, understand and agree to comply with all rules and regulations set forth by the Butte Valley Community Park. I further agree that I am of legal age and will be responsible for the care of the facility during its uses, and that <u>I will be responsible for the cost of repair or damage to equipment or facility and for the replacement of any inventory or equipment lost or damaged.</u> I further understand that this permit is revocable at any time and that the permit is not transferable. I also understand that the Butte Valley Community Park rules and regulations are subject to change without notice.
<b>2.</b>	The Butte Valley Community Park, by its agent, the undersigned, hereby grants to applicant a non-assignable right, subject to all terms and conditions of this permit, to use and occupy the portions of the Butte Valley Community Park for the period and purpose(s) as described above.

3.	<b>Effective Date of Permit:</b> It is agreed that this permit will not be in force until it has been signed by both parties and a deposit has been paid. The deposit is security for the faithful performance of the agreement by the applicant/organization and is in addition to the full payment.
4.	<b>Changes to Meeting Space:</b> Based on the applicant's requirements, the space(s) have been reserved. Changes or additions to the function/event requirements will be accommodated if in the sole discretion of the Butte Valley Community Park, but this is not an acknowledgment that changes will be made.
5.	<b>Cancellation Policy:</b> If the event is cancelled, the deposit is forfeited, and there is no refund.
6.	<b>Full Payment:</b> Payment for the facility is due two weeks (14 days) prior to the day of the event.  <b>MAKE CHECK PAYABLE TO:</b> Dorris Lion's Club - BVCP PO Box 471 Dorris, CA 96023
7.	<b>Return the contract, check and insurance waiver to:</b> Dorris Lion's Club PO Box 471 Dorris, CA 96023
8.	A certificate of Insurance naming the Butte Valley Community Park as "Additional Insured" for liability is required when renting certain facilities in amounts set by the BVCP insurance agent which are hereby made part of this agreement.
9.	<b>IF LIQUOR IS TO BE SERVED, ADDITIONAL INSURANCE MAY BE REQUIRED.</b>

<b>Contact Signature:</b>	<b>Date</b>

<b>OFFICE USE ONLY</b>				
Copies to: <input type="checkbox"/> Contact Person <input type="checkbox"/> Scheduler <input type="checkbox"/> Finance Officer				
<b>DEPOSIT:</b>	Amt. Pd:	Date Pd:	Receipt No.:	Initial:
<b>FEE:</b>	Amt. Pd:	Date Pd:	Receipt No.:	Initial:
<b>DEPOSIT REFUNDED:</b>	Amt Refunded:		Date Refunded:	

CREDIT CARD NUMBER	NAME ON THE CARD	EXPIRATION DATE	CVV NUMBER (3 DIGITS)	ZIP CODE

<b>Approved by BVCP Facilities Manager</b>	<b>Date</b>