



Isla Vista Recreation & Park District  
961 Embarcadero Del Mar  
Isla Vista, CA 93117  
Phone: (805) 968-2017

Email: ivrpd@ivparks.org

### APPLICATION FOR PARK / FACILITY RENTAL PERMIT

Park Requested: \_\_\_\_\_

Date(s): \_\_\_\_\_ Day(s): Mon Tues Wed Thurs Fri Sat Sun

Hours: Set-up: \_\_\_\_\_ to \_\_\_\_\_ Event: \_\_\_\_\_ to \_\_\_\_\_ Breakdown: \_\_\_\_\_ to \_\_\_\_\_

*Note: Times listed above considered firm, so review the time you need from setup to breakdown. Monitors/Rangers inspect & check site based on these times.*

Estimated Attendance: \_\_\_\_\_ Event Description: \_\_\_\_\_

Applicant: \_\_\_\_\_ Organization: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_

Cell Phone: \_\_\_\_\_ Alternate Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Use Category (check one):  Private/Commercial  Non-Profit (# \_\_\_\_\_)  Govt. Agency

Is this event open to the public?  No  Yes

Amplified sound or music used (allowed only in certain parks & facilities)?  No  Yes, describe: \_\_\_\_\_

Are food and non-alcoholic beverages being served?  No  Yes describe: \_\_\_\_\_

Will food and beverages be provided by the host or by vendors?  Host  Vendors describe: \_\_\_\_\_

Alcoholic beverages served (ABC Permit and Alcohol Request Form are required; note that permitted alcohol is limited to beer and wine)?  No  Yes, describe: \_\_\_\_\_  
Will any other parties or organizations be involved in the event (vendors, media correspondents, waste management company, first aid provider, etc.)?  No  Yes describe: \_\_\_\_\_

Requesting permission to bring an inflatable bouncer (Vendor liability insurance required)?  No  Yes

Electricity required (available only in certain parks)?  No  Yes, # of hours needed? \_\_\_\_\_

Requesting use of on-site barbeque (available only at Children's parks)  No  Yes, describe: \_\_\_\_\_

Need to use adjacent parking lot to set up event items (tents/canopies, portable toilets, car show, food truck, etc.)?  No  Yes describe: \_\_\_\_\_

Will vehicular traffic or parking be restricted or otherwise affected?  No  Yes describe: \_\_\_\_\_

Setting up a stage?  No  Yes describe: \_\_\_\_\_

Setting up tables, chairs, canopies or tents?  No  Yes describe: \_\_\_\_\_

Setting up other event equipment (ATM machines, sound or lighting equipment, etc.)?  No  Yes describe: \_\_\_\_\_

Will signs or other advertisements be posted at or around the event?  No  Yes describe: \_\_\_\_\_

How are you handling clean-up? \_\_\_\_\_

Please list anything important about your event not already asked in this application:

**STATEMENT OF HOLD HARMLESS AND UNDERSTANDING**

Applicant agrees to investigate, defend, indemnify and hold harmless the City, its officers, employees and agents from and against any and all loss, damage, liability, claims, demands, detriments, costs, charges, expense (including attorney's fees) and causes of action of any character which the City may incur, sustain or be subjected to on account of loss or damage to property or the loss of use thereof and for bodily injury to or death of any persons (including but not limited to the property, employees, subcontractors, agents and invitees of each party hereto) arising out of or in any way connected to the work to be performed pursuant to this agreement or occupancy, operation, maintenance, enjoyment and use of any City premises under this agreement to the extent permitted by law.

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_

**FOR OFFICE USE**

Comments: \_\_\_\_\_

Security guard's requirement  Yes  No Date Confirmed \_\_\_\_\_



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### ALCOHOL REQUEST FORM

Event: \_\_\_\_\_

Event Date(s): \_\_\_\_\_ Location: \_\_\_\_\_

**This form must be completed for any event planning to serve or sell alcohol. An ABC permit is required (see below).**

**Please check one:**

\_\_\_\_\_ I am requesting to serve alcohol to the general public.

\_\_\_\_\_ I am requesting to serve alcohol, but not to the general public.

**Will you be selling alcohol?**  No  Yes

**Will alcoholic beverages be sold or provided by caterer/vendor?**  No  Yes If yes, list vendor: \_\_\_\_\_

**What type of alcohol are you planning to serve?** \_\_\_\_\_ Beer \_\_\_\_\_ Wine

**How will IDs be checked?** \_\_\_\_\_

#### ABC License Requirements

If you will be serving and/or selling alcohol at your event, you must obtain the appropriate license from the California Department of Alcoholic Beverage Control (ABC). Current application forms can be found at <https://www.abc.ca.gov/licensing/license-forms/>. Proof of license is necessary in order for your event to be fully approved.

NOTE: If you are planning to serve alcohol to the general public, then any alcohol must be served within a “beer garden”. There must be signage and/or fencing along the perimeter of the event to designate where the event area ends and that alcohol is not allowed beyond the perimeter. Alcohol service in the beer garden must stop 30 minutes prior to the closing time of the event. Please see Park/Facility Rental Rules and Regulations for more information.

**ISLA VISTA RECREATION & PARK DISTRICT**  
**PARK / FACILITY RENTAL RULES AND REGULATIONS**

1. Authorized individuals or groups shall agree to comply and accept all policies, rules and regulations pertaining to the use of Park District Property. Any violation of said policies, rules and regulations shall be cause for permit revocation and immediate removal and departure from facilities. The applicant shall be legally responsible for the event and shall be solely responsible for the conduct of members or participants (including individuals entering the area whether considered a member, affiliate or not) in any activity authorized to be held and agree to limit admission to stated capacity of the facility, and for the use of all properties, equipment, or other resources there in; and shall agree to be responsible for any damages or mistreatment of any part of the facilities or equipment as indicated on the permit and to pay the cost of any repairs or replacement, therefore.
2. Reservations are not confirmed until you have received written confirmation from the Park District, a Park Rental User Agreement has been signed by all parties, and the applicable use fees have been paid in full. Please do not advertise or issue print materials for your event until you have received confirmation of your reservation.
3. All Park District ordinances must be observed, including no smoking, and restrictions on sound and use of alcoholic beverages.
4. Authorized individuals or groups shall not sell any intoxicating liquors, wine, or beer on the premises of any Park District facility without appropriate approval, as necessary from the Alcoholic Beverage Control Office, the Isla Vista Foot Patrol and the Recreation and Park District. **Beer and wine may be served to guests with the appropriate approvals, insurance, and permits, including an ABC license. No hard liquor is allowed.**
5. Park District ordinance prohibits driving or parking of any motorized vehicle upon park property without advance approval from Recreation and Park District General Manager. Driving vehicles on park property will be cause for deducting a minimum of \$25 per vehicle from Security Deposit. Actual damages to the park will be charged over the \$25 minimum and shall be the responsibility of the event organizer.
6. Authorized individuals or groups shall immediately report to the Park District office any irregularities, serious problems, or emergencies, related to the use of the facility.
7. The Park District is not responsible for any lost or stolen articles.
8. The Park District reserves the right to full access to all activities at any time to ensure that all rules and regulations are being observed.
9. No equipment or furnishings (tables, chairs, etc.) shall be removed from the premises of outdoor facilities and all rented equipment, etc. must be returned after the rental.
10. **All activities must cease at the time specified on the permit, including clean-up.** If allowed at the site being rented, amplified sound or music must cease by the end time of the permit or per the site's required end time.
11. Security deposit will be returned to the applicant within 30 days of the event, less any deductions for damage, clean-up fees, fines or other costs associated with the event, as determined by a staff report following the event. The applicant will be notified by telephone when the deposit return is ready and must come by the Park District office to sign for the refund check.
12. Facilities and Parks/Picnic Sites will be reserved on a first-come, first-served basis. **Only one application per applicant may be pending at any time.**
13. Full payment is required upon booking any Park District facility. Checks should be made payable to Isla Vista Recreation and Park District.
14. Fees and charges are subject to change. (Note: Generally, fees are adjusted on an annual basis and charges would affect any users on or

after the effective date – usually July 1.)

15. Permission from the Park District must be obtained to post materials on property. Facility use permits are subject to cancellation **without a refund** if the Park District is not notified in advance of posted materials.
16. Approved security guards and or monitors may be required for some events as determined by Park District staff.
17. Violation of any of the above stated rules and conditions of use may be cause for retention of all or part of the security maintenance deposit.

**IVRPD PARK FACILITY USE FEE SCHEDULE**

Non-Profit = 10% discount of rental fee only

\*For Events of 100 people or less people a minimum of two week’s notice is required.

\*For events of 500+ people a minimum of 8 weeks’ notice is required.

<b>Park</b>	<b>Number of People</b>	<b>Fee* IV Resident Event</b> <i>IV resident (with current proof of residency)</i>	<b>Fee Special Event</b> <i>Non-resident, Group or Organization</i>	<b>Deposit **</b>	
<b>Anisq'Oyo' Park</b>	Less than 50	\$75	\$100	\$100	
	50- 100	\$150	\$185	\$150	
	100-500	\$275	\$325	\$350	
	500-1,000	\$1700	\$2000	\$500	
<b>All Other Parks</b>	Less than 20	\$50	\$75	\$100	
	20- 50	\$75	\$125	\$150	
	50-300	\$175	\$250	\$300	
	300+	\$350	\$500	\$350	
<b>Other Permits/Rentals</b>	Individual Alcohol Permit	1-20	\$25	\$35	
	Event Alcohol Permit	20+	\$35	\$45	
	Bar-B-Q/Grill Permit	Any	\$15	\$25	
	Light Rentals	Any	\$50	\$75	\$200
	Monitor Fee	Large Event	\$30/hr.	\$40/hr.	
	Electricity Fee	Less than 50	\$15	\$25	
		50+	\$25	\$35	

\* The Isla Vista Resident Fee is for individuals who show proof of residency with current utility bills, lease, or other documentation under their name.

\*\*Failure to comply with the terms and conditions of the Park Rental Agreement can result in forfeiture of the security deposit.