

# MORAGA COMMONS BANDSHELL

## GROUP PICNIC AREA PARK USE PERMIT APPLICATION



**TOWN OF MORAGA, Parks and Recreation Department**  
2100 Donald Drive, MORAGA, CA 94556  
PHONE: (925) 888-7045 FAX: (925) 376-2034

**MORAGA COMMONS PARK**  
1425 St. Mary's Road, Moraga, CA 94556

Circle Day of Week Requested M T W Th F Sa Su Date Requested \_\_\_\_\_

Proposed Use \_\_\_\_\_ Estimated Attendance \_\_\_\_\_  
(Concert, Swim Club Awards, etc.)

Applicant/Organization \_\_\_\_\_

Address \_\_\_\_\_ City, ZIP \_\_\_\_\_

Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_ Email \_\_\_\_\_

Person in Charge: \_\_\_\_\_

Email Address \_\_\_\_\_

### **BANDSHELL USE HOURS ARE 9:00 AM TO DUSK—YEAR ROUND**

Estimate number of hours of use as accurately as possible, including setup & cleanup time.

Setup begins \_\_\_\_\_ Event hours \_\_\_\_\_ Cleanup ends \_\_\_\_\_ Total hours \_\_\_\_\_

\*My signature certifies that I will take full responsibility for seeing that use of this facility/area by the organization/group is in full adherence and compliance with all applicable rules and regulations, that I will hold harmless the Town of Moraga and its employees from any damage, claim for damage for personal injury or death, damage to or loss of property incurred in the use of this facility/area. I will accept full responsibility for any minors in the group throughout the period covered by this application/permit.

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

### **IF AMPLIFIED SOUND: (See additional information on reverse side)**

Sound Technician is responsible for contacting the Recreation Coordinator at (925) 888-7045 for information regarding regulations for amplified use of the Band shell at least **45 days** prior to the event. **ONLY ONE PERMIT PER MONTH WILL BE ISSUED TO RENTERS WITH AMPLIFIED SOUND.**

Sound Technician \_\_\_\_\_ Day/Cell Phone \_\_\_\_\_  
(must be at least 21 years of age)

<b>*FEES:</b>	<b>MINIMUM USE FEE (4 HRS)</b>	<b>\$516.00</b>	
	<b>REFUNDABLE USE DEPOSIT</b>	<b>\$304.00</b>	
	<b>PER HOUR OVER MINIMUM</b>	<b>\$113.00</b>	
	<b>FACILITY ATTENDANT (2 HR. MIN.)</b>	<b>\$23.00/HR</b>	
	<b>REFUNDABLE AMPLIFICATION SURCHARGE</b>	<b>\$550.00</b>	(REV: 8/3/16)

**RULES AND REGULATIONS**

1. All rentals require a certificate of insurance listing the *Town of Moraga, Town Employees, Volunteers and Elected Officials* as additionally insured.
2. Minors/youth groups must be sponsored by a recognized organization (such as the Moraga Youth Involvement Committee, Scouts, etc.) and under the supervision of their own adult leadership at all times while on the premises. Groups under 18 years of age require one (1) adult per ten (10) minors. Names, addresses and cell phone numbers of chaperones must be submitted at least two weeks prior to the event.
3. Pets must be on a leash and under the direct control of the owner at all time.
4. **Within the reserved time, groups are expected to complete all preparations and clean-up associated with the activity being conducted. Bag and remove all trash from park. Leave area clean.**
5. Violation of any of the rules/regulations will result in eviction, loss of deposits and possible denial of future use permits.
6. Payment of deposit and minimum use fee reserves the Bandshell. Date is not guaranteed until payment is received. The deposits are refunded within 60 days if there are no damages.

**ADDITIONAL REGULATIONS FOR EVENTS REQUESTING AMPLIFICATION**

**1. The applicant is responsible for providing a sound technician to monitor the amplified sound levels which will not exceed 100 dBA Leq. Sound readings are measured at the mixing station located approximately 50 feet from the band shell stage. Sound readings for Town authorized or sponsored community events will be monitored by Town staff.**

**2. Applicants exceeding 100 dBA Leq more than once will not be refunded the amplification surcharge of \$550 and amplification will be discontinued immediately.**

3. NO USE PERMIT WILL BE ISSUED UNLESS THE APPLICANT SUBMITS A FLYER TO THE RENTAL OFFICE

**Forty-five (45) DAYS PRIOR TO THE EVENT LISTING:**

- (a) Name of the event
- (b) Date and hours of the event
- (c) Sound technician name and cell/day phone number
- (d) Name and cell/day phone number of the person in charge & on site the day of event

4. Following approval, (1) the applicant must take a letter with a detailed description of the event to the Police Department, (2) obtain a list of addresses from the Parks & Recreation Dept. and/ or Planning Dept. of homeowners to be notified, and (3) prepare copies of the letter to be mailed to those addresses. Once the letters are stamped and ready to mail, bring to the Parks & Recreation Dept. for mailing. **The letters must be received by residents via mail delivery thirty (30) days in advance of the event.**

**5. Each year, Town authorized or sponsored community events with amplified sound are limited to up to ten (10) summer concerts, the July 4th celebration , the Pear Festival, and two (2) MYIC events. Bands are required to adhere to sound regulations. Bands not adhering to the sound regulations may not be booked for future events.**

As Sound Technician, I have read, understand and agree to comply with the rules and regulations as stated above.

\_\_\_\_\_  
Sound Technician's Signature

\_\_\_\_\_  
Date

OFFICE USE:

Deposit & Fee Paid: \_\_\_\_\_ Date: \_\_\_\_\_ Receipt #: \_\_\_\_\_ Dep.#: \_\_\_\_\_

Amplification Deposit: \_\_\_\_\_ Date: \_\_\_\_\_ Receipt #: \_\_\_\_\_

Additional Fees Paid: \_\_\_\_\_ Date: \_\_\_\_\_ Receipt #: \_\_\_\_\_

Refund Amount: \_\_\_\_\_ Date: \_\_\_\_\_ Comments: \_\_\_\_\_