

COUNTY OF KERN
Department of Parks & Recreation
1115 Truxtun Avenue - 3rd Floor
Bakersfield, CA 93301

Phone (661) 868-7000
Fax (661) 868-7001
TTY (800) 735-2929
www.kerncounty.com/gsd/parks

RESERVATION REQUEST FORM

Mountain Camp, Group Picnic Area, Shelters or Playing Fields

Applicant: _____
Name of Person requesting the reservation

Applicant E-mail Address: _____

Authorized Agent: _____

Address: _____
Street City State Zip

Phone Number(s): Day _____ Evening _____ Cell _____

Name of Organization: _____
Name of group, club, agency, or organization requesting the reservation

Contact Person: _____ Phone No: _____
Contact information of person in your organization to contact with any questions about the reservation

Facility Requested: _____ Deep Pits (if applicable): ☐ Yes ☐ No

Date(s) Requested: _____ Alternative Date(s) Requested: _____

From: _____ ☐ AM ☐ PM To: _____ ☐ AM ☐ PM

The time frame the facility is required, including all set-up and take-down. Mountain Camps have a strict 2pm check-in/12 noon check-out.

Description of Event (including information about vendors, amplified sound, attractions, type of entertainment):

All events are subject to Fire Department and Law Enforcement review. If either agency requires a permit for the event, there may be a permit fee due, payable to that agency.

Number Attending: _____ Age Group of Attendees: _____

Electricity/Lights (if applicable): From: _____ ☐ AM ☐ PM To: _____ ☐ AM ☐ PM Amplified Sound: ☐ Yes ☐ No
Amplified Sound is limited to between 7am to 10pm.

Purchasing liability insurance from the Kern County Parks & Recreation Dept.: ☐ Yes ☐ No

Liability Insurance is required for all events held In County facilities. Please contact the Parks Dept. for more information.

Alcohol Served: ☐ Yes ☐ No Alcohol Sold: ☐ Yes ☐ No

Hours Alcohol will be onsite: From: _____ ☐ AM ☐ PM To: _____ ☐ AM ☐ PM

For Stramler Park only, including the parking lot: Security Guards are required if alcohol is served and/or sold. The Applicant will enter into an Agreement for Provision of Security Services with the Parks Department.

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Products Sold: ☐ Yes ☐ No If yes, please describe _____

Fundraiser: ☐ Yes ☐ No If yes, please describe _____

Open to the Public: ☐ Yes ☐ No Admission Charges: ☐ Yes ☐ No Carnival Rides: ☐ Yes ☐ No

Inflatable Jumpers: ☐ Yes ☐ No Ponies: ☐ Yes ☐ No Petting Zoo: ☐ Yes ☐ No

Pyrotechnic Usage: ☐ Yes ☐ No Tents (greater than 400 sq ft): ☐ Yes ☐ No If yes, number of tents: ____

Will your event involve road closures? ☐ Yes ☐ No

Are there any public safety concerns that need to be addressed regarding your event? ☐ Yes ☐ No

If yes, please explain:

Other items (please describe):

Revised 5/18/2018

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TERMS AND CONDITIONS FOR RESERVATIONS

for reservations at Mountain Camps, Group Picnic Areas, Shelters or Playing Fields

Applicant agrees to abide by the following terms and conditions in consideration of his/her/its reservation of Kern County Parks Department's grounds or facilities ("Agreement.")

Full payment is due at the time you submit your reservation application. All required documentation specific to your reservation request is required to confirm your reservation.

Reservations will not be held or confirmed until the required insurance, other documentation and full payment is submitted.

You will receive a Reservation Confirmation once the above reservation requirements have been met.

RESERVATIONS MAY BE SUBJECT TO THE FOLLOWING FEES:

There is a \$30.00 fee for processing and preparing an application for a Picnic Shelters, Group Picnic Areas and Ballfields. Application fees are non-refundable. Reservations for Picnic Shelters are accepted up to 2 weeks in advance. Reservations are accepted for Group Picnic Areas and Ballfields up to 30 days in advance.

Group Camp Reservations – Camp Okihi, Tehachapi Mountain Camp, Sierra Flats, Greenhorn Mountain Camp and Yenis Hante: There is a \$50.00 non-refundable fee for Group Camp Reservations. This fee is credited toward the total use fee and is not a security/cleaning deposit. Group Camp reservations are accepted up to 30 days in advance.

Use fees and other fees may apply according to the specific reserved facility or area, per Kern County Ordinance.

\$500.00 Security/Cleaning deposit. You may ask your reservation specialist about the Terms and Conditions of the Security/Cleaning Deposit waiver, and if it will apply to your reservation. A Security/Cleaning Deposit waiver does not apply to events where alcohol is served or sold.

\$7.00 fee to change/transfer fee to change a previously confirmed reservations. Changes and transfers may be made up to two weeks in advance. Change/Transfer fees are non-refundable.

\$30.00 fee to process a refund of a previously confirmed reservation.

\$25.00 Sound Permit may be required for your event if you have Amplified Sound.

INSURANCE: You may purchase insurance through the Parks & Recreation Department or provide your own coverage.

If you are providing your own coverage: The County of Kern requires general liability insurance coverage of \$2,000,000 for use of its properties. The coverage must contain the following: The policy shall name the County Indemnified Parties as additional insured, covering all of Applicant's activities including, but not limited to, the activities of Applicant's Representatives, the operation of vehicles or equipment, products liability and liability assumed under the "Indemnification" provisions hereof.

An ADDITIONAL ENDORSEMENT PAGE IS REQUIRED. The endorsement page must list the County Indemnified Parties as additional insured using the following wording: "County of Kern and County's board members, elected and appointed officials, officers, employees, agents, boards and commissions, volunteers and authorized representatives."

INDEMNIFICATION

Applicant agrees to defend, indemnify, and hold harmless County and County's board members, elected and appointed officials, officers, employees, agents, boards and commissions, volunteers and authorized representatives ("County Indemnified Parties") from any losses, liabilities, charges, damages, claims, liens, causes of action, awards, judgments and costs, including attorneys' fees of County Counsel and outside counsel retained by County, expert fees, costs of staff time, and investigation costs ("Claims") which arise out of or relate to any activity, act or omission of Applicant or Applicant's officers, employees, agents, vendors and sub-vendors, security guard services, users and sub-users, guests and subcontractors of any tier hired by Applicant, and the agents of any of the foregoing ("Applicant's Representatives"), in connection with activities of the event (including set up and tear down of the event) and/or under the terms of this Agreement. This indemnification obligation shall include bodily and personal injury or death to any person; damage to any property, regardless of where located, including the property of County; and any workers' compensation Claim arising from or relating to Applicant's activities for the event and/or under the terms of this Agreement.

ALCOHOL: All alcohol must remain on-site.

If serving and/or selling alcohol, you will also need Alcohol Liability Insurance.

Stramler Park: Applicant will be required to enter into an AGREEMENT FOR PROVISION OF SECURITY SERVICES if alcohol is served and/or sold.

The **SALE OF ALCOHOL** requires a permit from Alcohol Beverage Control. Contact Alcohol Beverage Control at 661-395-2731 for additional information. You will be required to attend a pre-event meeting with the Ranger Division of the Parks Department if alcohol will be sold during your event.

You will be required to attend a pre-event meeting with the Parks Ranger Division if alcohol will be sold at your event.

If using inflatables, ponies, etc. the company must have insurance on file with the Parks and Recreations Department. The customer must provide a copy of their contract with the vendor prior to the event. Please contact the Parks Administrative Office for a listed of approved vendors.

No vehicles are allowed on the grass.

Facilities are shown by appointment only. Please contact the Parks Administrative Office for contact information.

CLEAN-UP: When making a reservation, please add enough time for set-up and clean-up.

Please note that the reserved area must be cleaned and vacated by the "end time" on your reservation. User groups are required to wait for a Parks employee to inspect and lock up the facility after each use. If a group leaves earlier than the scheduled departure time or the area is not returned to its original condition any and all fees for additional security use, cleaning, damages, or other related fees will be withheld from any deposits on file. Should the additional charges/costs incurred exceed the total amount of the deposit on file, the Applicant will be billed for the excess amount.

CLEANUP CHECKLIST: The following items are the minimum standards for returning the facility to proper order.

Litter must be picked up in all areas and deposited in dumpsters & cans.

Turf areas: Turf left undamaged

Serving Area: Cleaned of grease & food.

All Restrooms: Fixtures left in good condition and plumbing clear.

Tables: Left clean and undamaged

Parking Lot: Fence & gates left undamaged.

SIGN-IN & SIGN-OUT: Each event must have an authorized agent named on the reverse side of this Agreement (the "Reservation Request Form"), who is age 18 years or older, to sign in and out of the facility. Notify the Parks Department at 661-868-7000 in advance of your event if you change the authorized agent. The responsible person, or other designated person is required to remain at the facility at all times during a scheduled reservation to oversee proper use of the facility.

ARRIVAL/DEPARTURE: You must arrive no later than 15 minutes after your reservation start time. You may be required to present a copy of your confirmation permit upon arrival to your event. Please bring a copy of your confirmed reservation with you the day of your event.

Extended hours are not authorized, and may result in additional charges. Any time outside the scheduled time of departure will be a minimum of 2 hours rental fee.

KEYS: You may be asked to pick up a key to open and close the facility. If you need to pick up a key, you are asked to pick the key up by noon, the day prior to your reservation date, and return the key promptly to the Parks & Recreation Department the next business day.

EMERGENCY: In case of an emergency, call 911 or the Sheriff's Department at 661-861-3110.

COMPLIANCE

I am responsible for compliance with all terms of this Agreement. If the actual number of people attending the event is more than that specified on the Reservation Request Form, I understand that my event may be shut down. Any fees for additional use, cleaning, damages and others will be deducted from any deposit on file for the event.

COUNTY's duty to provide facilities to Applicant is expressly contingent on County's ability to fund personnel and services necessary to administer and/or maintain its various facilities. In the event budget funds are not available or are reallocated to other areas within the County and its Parks Department, or are reallocated by County after this Agreement is executed, fees have been collected and usage is scheduled, this Agreement shall be immediately terminated or suspended as of the date the funds are or become unavailable, and the County shall have no further obligation to Applicant under this Agreement until such time, if ever, that necessary funds are approved by County and allocated for the facility administration and/or maintenance designated within this Agreement. At County's sole discretion, events or usages in connection with this Agreement may be rescheduled or relocated to other available facilities when and if funds are made available. Applicant agrees to indemnify, defend and hold County harmless pursuant to the Indemnification provisions of this Agreement from any costs, liabilities, losses, damages or expenses incurred as a result of termination of the Agreement.

It is understood that this is a request, not a guaranteed reservation. It is also understood that if any requested dates are chosen by another applicant, the Parks Department staff will try to work with the competing applicant's alternate dates in order to accommodate all parties. If alternate dates are not available or requested, the contested date(s) will be subject to a drawing according to the published Sign-up Schedule.

SIGNATURE

I have read and understand this Agreement and agree to its terms and conditions.

Authorized Signature (Applicant)

Name (Please Print)

Date

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