



**Legion Hall
Independence, CA
Rental Guidelines**

Set up:

-Set up is permitted as of 5:00 pm the day before your event unless otherwise arranged.

Door use:

-Use caution when using the Main Street front door in windy conditions.

Cleaning:

-Wipe down and return tables and chairs to their original location.

-Remove any decorations you have used and return any items you may have moved to original location. (Decorations are permitted using only scotch tape, no nails, tack, etc.)

-Leave bathrooms clean and in order.

-Make sure kitchen is wiped down, clean and in order.

-Remove any food/drinks from the refrigerator and wipe down any spills or leaks.

Security:

-Lock all doors and close all windows when leaving the hall.

-Turn off all lights.

You may be responsible for any damages to the hall and for replacing any damaged equipment or furniture.

Temperature:

Summer: Leave swamp cooler running.

Winter: Set thermostat to 60 before leaving.

Key:

Return key to Public Works by 10:00 am the day following your event unless otherwise arranged.



Application for Special Event / Facility Use Permit

Applicant/Permittee Name: _____ Organization: _____
Phone #: _____ Email: _____
Address: _____

EVENT INFO

Location Requested: Independence Legion Hall _____ Event Date(s): _____
Purpose/Type of Event: _____
Start time (set-up): _____ End time (clean up): _____
Activities (be specific): _____
Anticipated Attendance: _____ Will minors (under 18) be present: ☐ YES ☐ NO

EVENT DETAILS

- Is event open to the general public? ☐ YES ☐ NO Will you be charging admission? ☐ YES ☐ NO
- Is this a fundraiser? ☐ YES ☐ NO For what organization? _____
- NO BOUNCE HOUSES & NO SLIP AND SLIDES _____ (please initial)
- NO OPEN FLAMES BESIDES IN OUTDOOR FIRE PITS CLEARED OF NEARBY DEBRIS _____ (please initial)
- DO NOT ATTACH ITEMS TO LIGHT FIXTURES _____ (please initial)
- DO NOT OVERFILL TRASH CANS _____ (please initial)
- DO NOT LEAVE EXCESS TRASH ON SITE _____ (please initial)
- Will you be holding any of the following activities? ☐ YES ☐ NO CIRCLE THOSE THAT APPLY
gun/knife show, wine/liquor tasting, haunted house, fireworks, athletic event, overnight camping
- Describe decorations (Adhesives are not allowed): _____

FEES* (Fee waivers may be available for certain nonpolitical/noncommercial community service event.)

Enclose two (2) checks or money orders made payable to Inyo County:

- \$65.00 check/money order for the Day Use Fee**
- \$150.00 check/money order for the refundable deposit**
(ADD \$100.00 to your deposit if you will have alcohol.)

**Fees subject to change.*

SERVICES

- Will you be using a caterer? ☐ YES ☐ NO Caterer's Name & Phone: _____
- Will caterer be selling alcohol? ☐ YES ☐ NO
- Will there be security at this event? ☐ YES ☐ NO Security Company: _____

DEPOSIT & DAMAGES

Permittee shall be responsible for any damage or loss to furniture, fixtures, equipment, facilities, or property. Any person, group, or permittee causing damage, loss, or excessive cleanup shall forfeit deposit and be required to pay any additional costs incurred to restore the furniture, fixtures, equipment, facilities, or property. County staff will inspect the premises after the event and determine what portion, if any, of the deposit to refund. Inyo County will seek restitution for costs to return furniture, fixtures, equipment, facilities, or property to their original condition in excess of the value of your deposit. **Therefore, return everything to original condition.**



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CONDUCT OF PERSONS

Permittee shall be responsible for the orderly conduct of all persons, groups, and any associated pets and vehicles present or using the premises by invitation of the Permittee, whether expressed or implied, during all times covered by the Special Event / Facility Use Permit, as issued by the Director of Public Works or designee. At the County's discretion, Permittee may be required to provide security personnel and post-event remediation services.

ALCOHOL

Alcohol may be permitted by the Director of Public Works or designee during an event under certain conditions with insurance and additional precautions. In addition, the California Department of Alcohol Beverage Control (www.abc.ca.gov) requires a license if alcohol is offered for sale, and Inyo County Environmental Health (760.878.0238) may require a health permit if food is involved. If these agencies require a license or health permit, Permittee must provide copies to Inyo County prior to event.

If Permittee will be supplying alcoholic beverages or if the event is BYOB, the Permittee's general liability insurance must include host liquor liability coverage in an amount not less than \$1,000,000 (one million) per occurrence. If Permittee is using a caterer or other vendor to supply alcohol, that vendor must have liquor liability coverage. If Permittee intends to sell alcohol, either the Permittee or vendor providing the alcohol for sale must have a valid liquor sales license and liquor liability insurance covering the sale of alcohol.

• **Will alcohol be present at this event?** ☐YES ☐NO **If yes, please complete the rest of this section.**
If you mark no, and alcohol is discovered, the deposit may be forfeited, and other action may be taken.

- Will consumption be limited to a fixed/secured area? ☐YES ☐NO
- Have those serving alcohol had alcohol awareness training? ☐YES ☐NO
- Have those serving alcohol been instructed not to serve minors or intoxicated guests? ☐YES ☐NO
- Is a designated driver program in place? ☐YES ☐NO

How will alcohol be provided? (Select one of the following)

- ☐ Distributed free of charge at free event by event host/employees/volunteers
- ☐ Distributed free of charge by event host/employees/volunteers, but admission fee is charged
- ☐ Distributed free of charge by licensed caterer
- ☐ Bring your own beverage
- ☐ Sold by the glass/cup by organizer (ABC License may be required)
- ☐ Sold by third party and third party keeps all proceeds (Third party must be licensed and insured)
- ☐ Sold by third party and proceeds shared with Permittee (Additional documentation may be required)

ADVERTISING, SOLICITATION, & SALES

The following are not permitted without the express written approval of the Director of Public Works or designee:

- Distribute any handbills or circulars.
- Post, place, or erect bills, notices, paper, or advertising.
- Publicize an event prior to obtaining necessary permit/s and paying all fees.
- Sell or offer for sale any merchandise, articles, etc.
- Practice, carry on, conduct, or solicit on behalf of any trade, occupation, business, or profession.



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INDEMNITY

By submitting this application, Permittee agrees to indemnify and defend Inyo County, its officials, officers, employees or volunteers (hereafter "Inyo County") against all losses arising from this event, and holds Inyo County harmless from and against all claims, actions, damages, costs (including without limitations and attorney's fees), injuries, or liability, arising out of Permittees' or its vendors' and/or subcontractors' acts, errors or omissions, negligence, or wrongful conduct (regardless of Inyo County's passive negligence, if any) in connection with this application and permit. Use of and parking at county facilities is at the exclusive risk of the permittee and their guests.

INSURANCE REQUIREMENTS

Per Inyo County Code 12.18.100, all Special Event / Facility Use permittees must procure insurance to the satisfaction of the County Risk Manager, unless a waiver is granted by the County Risk Manager. Permittee shall procure and maintain for the duration of the permit period insurance against claims for injuries to persons and damages to property which may arise from or in connection with the rental/permit of the facilities and the activities of the Permittee and any associated guests, agents, representatives, employees, or subcontractors. Coverage shall be at least as broad as Insurance Services Form CG 00 01 coverage general liability on an "occurrence" basic, including property damage, bodily injury, personal & advertising injury, and liquor liability (if alcohol is permitted) **with limits no less than \$1,000,000 per occurrence, \$2,000,000 aggregate.** At the discretion of the County Risk Manager, higher minimum limits may be required due to anticipated activities or expected number of attendees. If Permittee maintains broader coverage and/or higher limits than the minimums shown above, Inyo County requires and shall be entitled to the broader coverage and/or higher limits maintained by the Permittee. Any available insurance proceeds in excess of the specified minimum limits of insurance and coverage shall be available to Inyo County. Inyo County, its officials, officers, agents, employees, and volunteers are to be covered as additional insureds on the general liability policy with respect to liability arising out of the Special Event / Facility Use permit, work or operations performed on or on behalf of the Permittee including materials, parts, or equipment furnished in connection with such work or operations. General liability coverage and additional insured status may be provided as an endorsement on the Permittee's insurance.

You must attach a certificate of insurance to this application. Failure to submit a certificate of insurance will result in denial of this application. The certificate holder box must read: "Inyo County, 1360 N. Main St, Bishop, CA 93514; risk@inyocounty.us." **The description box must list the date and location of the event as well as the following:** "Inyo County, its officials, officers, agents, employees, and volunteers are additional insured with respect to liability arising out of or in connect to event. All liability policies are primary and noncontributory as respects Inyo County. A 30-day notice of cancellation will be provided to certificate holder. Insured hereby grants a waiver of any right to subrogation which any insurer of the Insured may acquire against Inyo County by virtue of the payment of any loss under such insurance."

INSURANCE WAIVER REQUEST

County Risk Manager may waive the insurance requirements in certain circumstances in consideration of the planned activities, location, and attendance. **An insurance waiver does not relieve the permittee of their indemnification obligation.** No waiver shall be granted for athletic events, events with alcohol, commercial events, outdoor events expecting more than 250 attendees, or higher risk events identified as such by the County Risk Manager. Examples of events that might qualify for an insurance waiver include a small community event, child's birthday party, health education seminar, memorial, community outreach. **To request a waiver, explain here why your event should qualify for an insurance waiver:** _____



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ATHLETIC EVENTS

Events with athletic activities have the following additional requirements: (1) Permittee shall provide a complete site safety plan with a route map prior to the event; (2) Permittee shall provide evidence that the general liability policy includes coverage for injuries to athletic participants; (3) Permittee shall provide evidence of Participant Accident Insurance or copies of participant waivers to be used; and (4) Permittee shall provide completed participant waivers to County Risk Manager upon request in a timely manner after the event. No waiver of the insurance requirement may be granted for events with athletic activities.

AUTHORIZED SIGNATURE

I have read, understand, and agree to abide by the fees, rules, regulations, and provisions stated on this application, including but not limited to the indemnification section, and any special instructions provided to me or my organization by the Director of Public Works or designee. I will have no bounce houses and no slip and slides, I will have no open flames besides in designated outdoor fire pits cleared of nearby debris, I will not attach items to light fixtures, I will not overfill trashcans, and I will not leave trash on site. I will bring extra trash bags, and I will report any damage to property or injury to persons within eight hours to the phone number at the top of this page. I understand that trash or damage left behind may result in forfeiture of my deposit, further recovery, and possible other actions. By signing this application, I personally, or on behalf of the organization I am authorized to represent, bind the organization or myself to the terms and conditions set forth on the four pages of this permit.

Applicant/Permittee: _____ **Date:** _____

APPROVALS – Applicant please do not write below here.

1. Risk Manager: _____ **Date:** _____

If insurance waiver is approved, Risk Manager will initial here: ____.

2. Director of Public Works or designee: _____ **Date:** _____

COPIES: Once all three signatures are complete, payment (if applicable) is received, and insurance is received or waived, please send one PDF of all 4 pages to Risk, and one complete PDF to Permittee. Original goes to Department. Thanks!

-the end-

SPECIAL EVENT INSURANCE REQUIREMENTS

See County Code 12.18.100

Liability insurance is required unless waived and approved in writing on the application/permit. Waiver of insurance does not waive any applicant/permittee liability. Liquor liability must be included in coverage if alcohol will be provided, sold, or otherwise present for any event. Risk Management may require additional insurance or higher insurance limits for athletic or other events with certain additional inherent risks. The certificate of insurance must list the name, date, and location of the event, and Inyo County must be named as an additional insured on the liability policy. A copy of the certificate of insurance must be received by Risk Management at least five days prior to the event to give Risk Management time to review and consider the information. Email certificates of insurance to: risk@inyocounty.us. Permit may be rescinded if insurance documentation is not received and reviewed prior to event.

Special Event insurance may be available from insurance brokers in downtown Bishop and elsewhere. There are also online options. One popular online source for Special event insurance is American Specialty, at www.americanspecialtyexpress.com.

See the application form and County Code 12.18.100, or contact Risk Management, for more information.

Thank you.

Aaron Holmberg
Risk Manager
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760.872.2908