

RIDGEWAY PARK

Tehama County Park Reservation Form

Welcome to Tehama County. All park reservations must be made and paid for a minimum of seven (7) days in advance to secure your space. Reservations may be made in person, by mail, or by email. Forms are available online and hard copies may be picked up or mailed by request.

Payments for reservations may be made by check or money order in person or by mail. Online payment options are **not** available at this time. Please make checks payable to Tehama County.

Please read all documents completely prior to signing and submitting the forms. Incomplete forms will not be accepted and may delay the reservation process. **MUST BE 21 OR OLDER TO RESERVE A COUNTY PARK.*

Completed forms may be submitted in person or by mail to: **Tehama County Administration**
 Or **727 Oak Street, Red Bluff CA 96080**
 Completed forms may be submitted via email to: parks@co.tehama.ca.us

NAME: _____ **PHONE:** _____

MAILING ADDRESS: _____

RESERVATION DATE: _____ **TIME: From** _____ **to** _____

Please note the recreation hall closes at 10:00 p.m. The park closes at 11:00 p.m. All events must be completed and cleaned up prior to closure times as listed.

TYPE OF EVENT: _____

(Birthday party, wedding, baby shower, picnic, etc.)

Please check the box to indicate the area and time frame you would like to reserve.

| FULL HALL w/ KITCHEN (Max 300) | | COST | DINING ROOM w/ KITCHEN (Max 60) | | COST |
|--------------------------------|------------------------------------|-----------|---------------------------------|------------------------------------|-----------|
| <input type="checkbox"/> | Morning ONLY 7:00 am to 1:00 pm | \$200.00 | <input type="checkbox"/> | Morning ONLY 7:00 am to 1:00 pm | \$80.00 |
| <input type="checkbox"/> | Afternoon ONLY 2:00 pm to 10:00 pm | \$200.00 | <input type="checkbox"/> | Afternoon ONLY 2:00 pm to 10:00 pm | \$80.00 |
| <input type="checkbox"/> | FULL DAY 7:00 am to 10:00 pm | \$375.00 | <input type="checkbox"/> | FULL DAY 7:00 am to 10:00 pm | \$160.00 |
| GYMNASIUM (Max 200) | | | DINING ROOM ONLY (Max 60) | | |
| <input type="checkbox"/> | Morning ONLY 7:00 am to 1:00 pm | \$100.00 | <input type="checkbox"/> | Morning ONLY 7:00 am to 1:00 pm | \$50.00 |
| <input type="checkbox"/> | Afternoon ONLY 2:00 pm to 10:00 pm | \$100.00 | <input type="checkbox"/> | Afternoon ONLY 2:00 pm to 10:00 pm | \$50.00 |
| <input type="checkbox"/> | FULL DAY 7:00 am to 10:00 pm | \$200.00 | <input type="checkbox"/> | FULL DAY 7:00 am to 10:00 pm | \$100.00 |
| OUTDOOR PICNIC AREA (Max 50) | | | MEETING ROOM (20) | | |
| <input type="checkbox"/> | Morning ONLY 7:00 am to 1:00 pm | \$25.00 | <input type="checkbox"/> | Morning ONLY 7:00 am to 1:00 pm | \$25.00 |
| <input type="checkbox"/> | Afternoon ONLY 2:00 pm to 10:00 pm | \$25.00 | <input type="checkbox"/> | Afternoon ONLY 2:00 pm to 10:00 pm | \$25.00 |
| <input type="checkbox"/> | FULL DAY 7:00 am to 10:00 pm | \$50.00 | <input type="checkbox"/> | FULL DAY 7:00 am to 10:00 pm | \$50.00 |
| Subtotal | | \$ | Subtotal | | \$ |

| | |
|--|--------------------------------------|
| <p>SPORTS – Gym available @ \$10/hour for organized sport groups. Times requested should align with an AM or PM timeframe even if all hours will not be utilized. Please specify sport: _____</p> <p>From: _____ To: _____ # Hours: _____ x \$10.00</p> | <p>TOTAL FEES \$ _____</p> |
|--|--------------------------------------|

| FOR OFFICE USE ONLY – PLEASE DO NOT WRITE BELOW | | |
|---|--------------------|--|
| | RENTAL FEES | DATE RECEIVED: _____ BY: _____ |
| AMOUNT PAID | \$ _____ | |
| RECIPT NUMBER | _____ | |
| CHECK NUMBER | _____ | |

HOLD HARMLESS AGREEMENT

As regards the following:

Planned Event or Activity: _____

Date of Planned Event or Activity: _____

Name of County Park: _____

Cone Grove Park • Gerber Park • Mill Creek Park • Noland Park
Ridgeway Park • Tehama County River Park (at Woodson Bridge) • Simpson-Finnell Park

I, the undersigned, shall hold harmless and indemnify Tehama County, its elected officials, officers and employees against all claims, suits, actions, costs, counsel fees, expenses, damages, judgments or decrees by reason of any person's or persons' bodily injury, including death, or property being damaged by any person in any capacity throughout the duration of the event, whether by negligence or otherwise.

(Please print clearly)

Event Holder / Sponsor: _____

Participant Name: _____

Participant Address: _____

Phone #: _____

Signature of Participant

Date

If completing this form electronically, please type your full name on the signature line.

County of Tehama Administration
727 Oak Street, Rm #202, Red Bluff, CA 96080
Reservation Line: (530) 527-4655 Fax: (530) 527-3764
Hours: 8:00 a.m. – 5:00 p.m., Monday – Friday

RIDGEWAY PARK RECREATION HALL RENTAL AGREEMENT

The undersigned hereby agree to meet all of the following conditions in exchange for rental of the Ridgeway Park Recreation Hall

- Payment in the amount of \$ _____ to be paid in advance for use of the Ridgeway Park Recreation Hall on _____ from _____ to _____ for the purpose of: _____
- Rental includes: Gymnasium ___ Lobby ___ Dining Room ___ Kitchen ___
Park Grounds ___ Ball Field ___ Horse Arena ___
- The caretaker will inspect the Hall following your event. You will be held financially accountable for any damage or substandard cleaning of the facility. You will be billed for any damage to the facility, or other costs incurred by the County if the Hall is left in poor condition.
- NO ALCOHOL _____ (Use of alcohol on the premises will lead to forfeiture of deposit.)
Initial
- **CLEANING REQUIREMENTS** – You will be required to return the facility to its original state of cleanliness. Lack of cleaning supplies at the building does not constitute an excuse for substandard cleaning. (You may be required to supply some of your own cleaning supplies.)
 - Return all tables and folding chairs to their storage location; all furniture must be returned to its original placement
 - Complete cleaning of the men and women’s restrooms; scour sinks, toilets, remove garbage, clean mirrors, sweep and mop restroom floors
 - Remove tape, gum and all foreign materials from the premises and park grounds
 - Dust mop gymnasium floor; spot clean any spills and damp mop the entire gymnasium floor (do not use excessive amounts of water on the wooden gym floor)
 - Sweep and mop lobby, hallway, dining room and kitchen
 - Scour kitchen sinks, clean stove and oven, remove food from refrigerator and freezer, wipe down all counter tops
 - Removal of all garbage to outside dumpster; any garbage that will not fit in the dumpster must be removed from the premises
- Close windows, turn off air conditioning and/or heaters and turn off lights. Lock doors upon leaving the facility (if given a key to the facility).
- Forfeiture of the cleaning/damage deposit will result if the facility is not returned to its original state of order and cleanliness or if alcohol is consumed on the premises.
- TAKE RESPONSIBILITY! Report any damage to the caretaker or the County at 527-4655.

I hereby agree to all the above conditions and take full financial responsibility for any damage to the Ridgeway Park Recreation Hall.

Signed

Date

RIDGEWAY PARK RECREATION HALL RULES

- **NO ALCOHOLIC BEVERAGES ALLOWED**
- **No rentals past 10 P.M.**
- **SPORT GROUPS** – If using the gym for organized sports, no use of other event spaces in the hall is permitted. If your group is found to be using the facility for other types of events/activities under the hourly rate specified for sports, you will be prohibited from using the hall for future events/activities. **(INITIALS: _____)**
- As with all County buildings, this is a NO SMOKING facility.
- DO NOT WEAR BLACK SOLED SHOES ON THE GYMNASIUM FLOOR. REMOVE ANY SCUFFMARKS.
- Put back all furniture the way you found it.
- All tables and chairs in the dining room are to be wiped clean and restacked upon departure.
- **Place no nails or staples in the walls. Remove all decorations including tape from the walls.**
- All lights must be turned off upon departure.
- Heaters and coolers must be turned off upon departure.
- Do not allow children to be unsupervised at any time in or around the community building.
- Allow only designated individuals in the kitchen. **No children should be allowed in the kitchen.** Safety is your responsibility.
- Lock all doors and close all windows upon departure.
- Remember....whenever the recreation hall is used, it must be restored to the original state of cleanliness. All users must do their part to keep this facility clean and available to the community.
- Please report any damage to caretaker on site or leave a message on the Park Reservation phone at 530-527-4655, ext. 3008.

I have read and understand the above rules. I agree to abide by and enforce these rules at my scheduled event and understand I will be billed for all damage to the property during my event.

Signed

Date

If you are completing this form electronically, please type your full name on the signature line.

RIDGEWAY PARK RECREATION HALL CLEAN-UP CHECK LIST

Kitchen:

- ✓ Sink
- ✓ Counter top
- ✓ Refrigerator – clean inside and out
- ✓ Stove top
- ✓ Oven
- ✓ Sweep floor
- ✓ Mop floor
- ✓ Trash to dumpster

Dining Room:

- ✓ Tables – clean and return to storage
- ✓ Chairs – clean and return to storage
- ✓ Remove all decorations
- ✓ Counter top
- ✓ Sweep floor
- ✓ Mop floor
- ✓ Trash to dumpster

Lobby:

- ✓ Chairs – return to original placement
- ✓ Sweep floor
- ✓ Mop floor
- ✓ Remove all decorations

Bathrooms:

- ✓ Sinks
- ✓ Toilets
- ✓ Mirrors
- ✓ Sweep floors
- ✓ Mop floors
- ✓ Trash to dumpster

Gymnasium:

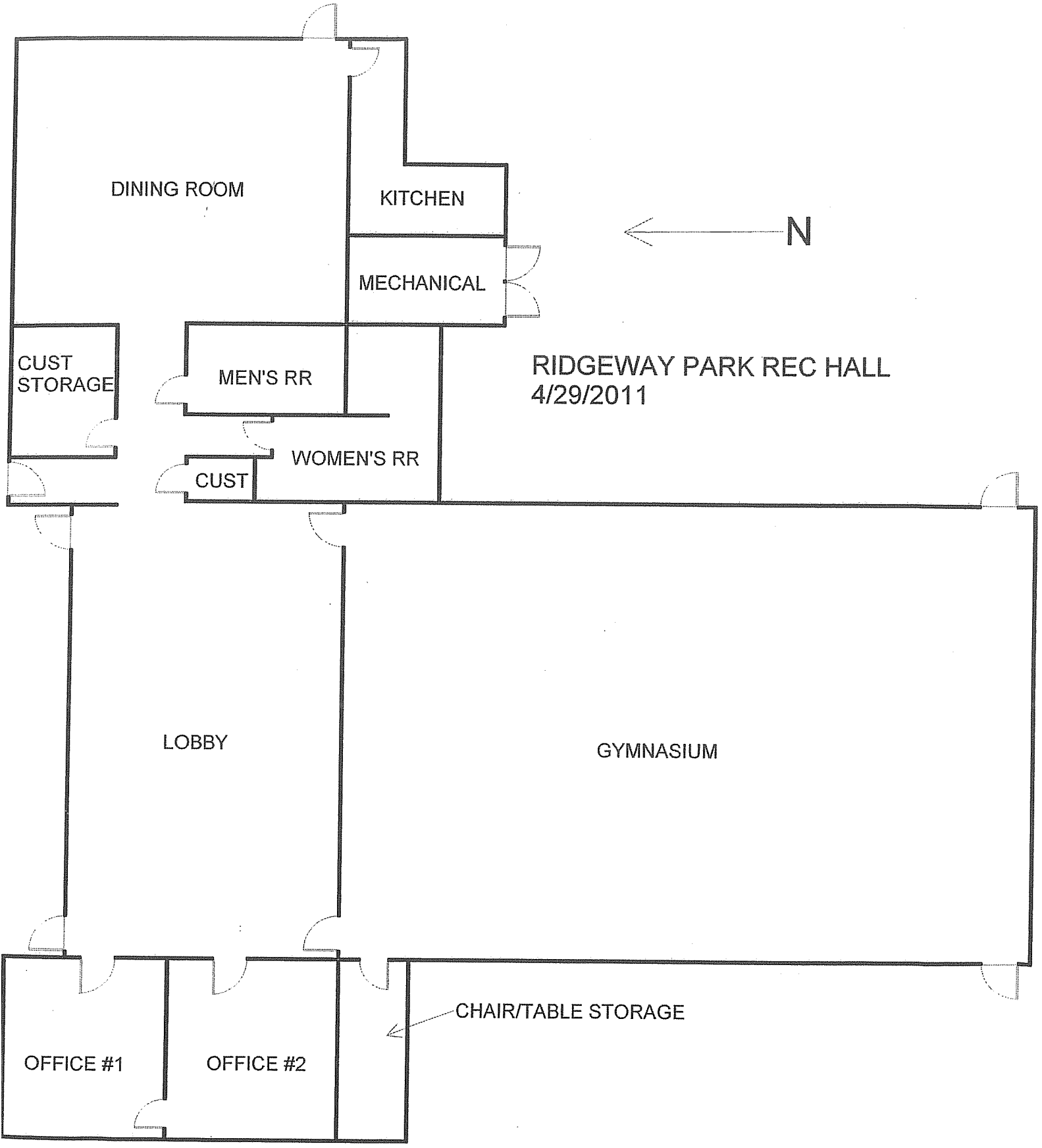
- ✓ Dust mop gymnasium floor
- ✓ Spot clean spills
- ✓ Damp mop entire floor (do not use excessive amounts of water)
- ✓ Trash to dumpster

Meeting Rooms:

- ✓ Tables – clean and return to storage
- ✓ Chairs – clean and return to storage
- ✓ Vacuum carpeted area
- ✓ Trash to dumpster

BEFORE LEAVING THE BUILDING:

- **CLOSE ALL WINDOWS**
- **TURN OFF ALL AIR CONDITIONERS**
- **TURN OFF ALL HEATERS**
- **TURN OFF ALL LIGHTS**



DINING ROOM

KITCHEN

MECHANICAL

CUST STORAGE

MEN'S RR

RIDGEWAY PARK REC HALL
4/29/2011

WOMEN'S RR

CUST

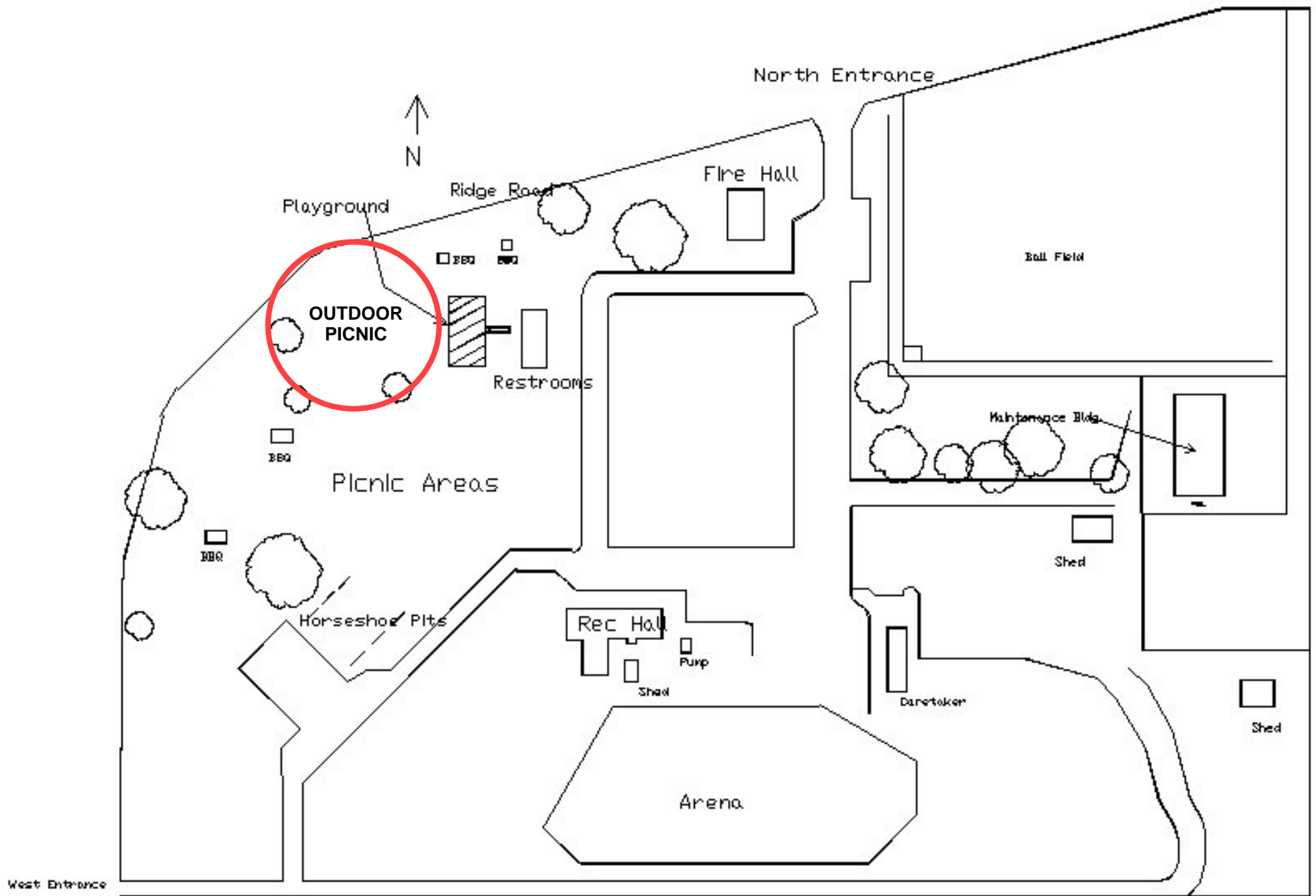
LOBBY

GYMNASIUM

OFFICE #1

OFFICE #2

CHAIR/TABLE STORAGE



RIDGEWAY PARK
2012