



CITY OF SOUTH GATE
Parks and Recreation Department
4900 Southern Avenue, South Gate CA 90280
Monday - Thursday 7:30am - 5:00pm
(323) 563-5479

Regulations for use of Rental Facilities

FALSE INFORMATION

If the applicant provides false information such as purpose of the event, names/addresses of contract holder, number of attendees, etc., the event will be cancelled prior or during the event at the discretion of city staff and will result in forfeiture of fees and deposits and/or denial of current and future applications for use of facilities.

NOTE TO CONTRACT HOLDER

By signing our Contract/Permit you are accepting full responsibility for any breakage or damage to City properties. Failure to comply with these rules will result in charges that will be deducted from the refundable deposit. Should the charges exceed the deposit, contract holder will be billed the differences.

1. By signing the South Gate Parks Department Rental Contract, contract holder is agreeing that they will be present during the entire reservation time (must bring picture I.D.) and is accepting full responsibility for any damages made to City property during the event. If the contract holder is not able to present themselves at the time that the facility is opened, contract holder is responsible for supplying reservation staff the following information 2 weeks before the event date: (1) Alternate person name, (2) Arrival time of contract holder to event site.
2. In order to reserve any available date contract holder must pay the following: (1) 50% of the facility rental fees (2) full amount of the refundable damage deposit (3) payment for event monitor and set up fee (if required) (4) full amount of the kitchen fee. Outstanding balance is due at least 2 weeks BEFORE the event date. If this balance is not paid by the stated date stamped on the contract, the City reserves the right to CANCEL RESERVATION.
3. Cancellations of the event must be made 2 weeks before the event date, in person, to receive a refund of any monies paid. There will be a \$10.00 processing fee deducted from the money being refunded. Refund will be mailed 4-6 weeks after cancellation date.
4. The contract holder must be completely out of the facility by the time listed on the contract. **NO EXCEPTIONS.** Failure to vacate on time may result in Park Security or Police being summoned to close the building, partial or complete loss of the refundable deposit and additional charges may be applied.
5. Contract holder must leave facility clean of all decorations, large debris and/or spills. Tables and chairs are not to be put away by the contract holder or guests. Contract holder is not responsible for the sweeping or mopping of the facility. A mop may be used only in the event that any spills take place during the event.
6. If permission is granted to use a kitchen facility, contract holder is responsible for using the equipment with care and is responsible for providing all labor and materials to clean the kitchen within the permit period. Failure to leave the kitchen clean will result in extra billing charges to the contract holder to cover all cleaning expenses. Cooking karts are not to be used in the kitchen or inside any building.
7. In accordance with the South Gate Municipal Code, Section 7.49.040, **LIQUOR, INCLUDING BEER AND WINE ARE FORBIDDEN IN ANY CITY OF SOUTH GATE FACILITY.** Violation may result in immediate eviction of the facility and may result in forfeiture of deposit fees. In addition, the contract holder may be cited and fined for alcohol violation.
8. Confetti is not allowed in any park facility.
9. No additives or scraping of floors is allowed. Contract holder will be charged for sanding and refinishing floors or stripping and re-waxing floors.

10. Final set up arrangements or changes to the contract must be made by the contract holder at least 2 weeks prior to the event date.
11. Contract holder or guests at the event may not rearrange any part of the room set-up.
12. All decorations must be fireproofed and are for table tops only. No decorations may be tacked, stapled or taped on walls or from ceiling. No balloons are to be left floating on ceiling; a fee will be deducted from the damage deposit for removal of balloons.
13. No decorations with open flame are allowed. No smoke or smoke effects are allowed.
14. No guests are allowed on stage – exceptions apply ONLY to disk jockey or live band.
15. If the contract holder is using a disk jockey or live band, the volume must be kept to a minimum.
16. The contract holder shall agree to submit a roster listing at least one adult (21 years of age or older) present for each fifteen minors (17 years of age or younger) in the group. If this is not possible the contract holder must pay additional security charges for security personnel in advance of facility use. Contract holder will be required to use security personnel based on currently accepted contractual hourly rates.
17. Pre-approval from the Parks and Recreation Commission and Parks Director, is required for the following: youth dances, soliciting (ticket sales, etc.), selling or advertising merchandise.
18. The following information is required if a caterer is employed: Caterer's name, address, and city or county health permit number.
19. Failure to observe the governing regulations may result future permits to be denied.
20. All vehicles entering park grounds, other than the designated parking lots, must have an entry permit issued by the Parks Administration Office.
21. By signing our rental contract you are agreeing to make reasonable accommodations, when necessary to all attending this rental function, according to Americans with Disabilities Act (ADA) requirements.
22. The City of South Gate reserves the right to all concession proceeds.
23. City use of any facility has priority over all other reservations. Approval of this permit is subject to cancellation if the city needs the use of the facility.
24. No smoking at any City parks.