BROOKTRAILS TOWNSHIP

RENTAL CONTRACT APPLICATION OHL REDWOOD GROVE

Name: _____ Date: _____

Address:_____

Phone: Daytime: _____ Evening:_____

Event Date: _____

Nature or Type of event: _____

<div align="center">

Rate is **$125.00** per day or
$250.00 for the weekend.

Reserve Schedule is Dawn to Dusk

Required Deposit: **$400**

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(Deposit may be refundable based on inspection by BTCSD for cleanliness and damage to facilities.)

Brooktrails Township (BTCSD) does hereby agree to lease, rent, and let to Applicant the BTCSD Ohl Redwood Grove Park on the terms and conditions set forth herein.

Applicant hereby agrees to hold BTCSD, the officers, agents and employees of BTCSD indemnified, free and harmless from any loss, damage, liability, cost, or expense that may arise during, or be caused in any way by such use, or occupancy, of the Ohl Redwood Grove Park and its contents. Applicant shall provide evidence of broad form comprehensive Event Liability Insurance applicable to the event in the amount of $1,000,000 for injury or death to one or more persons and $100,000 for damage to or destruction of property of others. If alcoholic beverages are to be served, provided, or allowed, evidence of Liquor Liability Insurance in the same amounts shall also be provided. All such liability insurance shall name BTCSD as additional named insured on certificates documenting those policies.

The undersigned hereby certifies that applicant will be responsible for any damages sustained to the park, picnic tables, or equipment, occurring through occupancy or use of said park or the surrounding area by the applicant. Alcohol is not permitted in Ohl Redwood Grove Park Any lost of equipment or damage to the Ohl Redwood Grove Park or contents, therefore, are to be compensated for within seven (7) days of the date of said loss or damage.

The undersigned hereby certifies that they have read and agree to the terms in this application. The undersigned acknowledges that it is their responsibility to notify BTCSD of any cancellation. In event of a cancellation less than seven (7) days prior to the rental date, the deposit shall be forfeited.

APPLICANT SIGNATURE: _____

OHL REDWOOD GROVE PARK RULES

Open Dawn to Dusk from May 15 – October 15.

No Smoking or Open Fires – Brooktrails has High Fire Danger.

No Overnight or After-Dusk Camping.

No Parking Inside Gate.

No Off-Road Vehicles in Park.

County Leash Law Applies - Keep Pets on Leash.

Events over 25 persons Must Apply at District Office.

No Alcohol in the Park.

OHL REDWOOD GROVE PARK CLEAN UP LIST

Clean up Trash and Recyclables and Pack Out to Dumpsters.

Clean up All Decorations and Equipment.

Clean Barbecues after Use.

Arrange for Removal/Remove Portable Toilets by End of Event.

Clean Up and Dispose of All Pet Waste.

No Overnight or After-Dusk Camping.

Close and Lock Gate. Keep Gate Key Safe Until You Return it in Person to the District Office.

BROOKTRAILS TOWNSHIP

COMMUNITY SERVICES DISTRICT
24860 BIRCH STREET
WILLITS, CA 95490
Phone: 707-459-2494
Fax: 707-459-0358
btcsd@btcsd.org

INSTRUCTIONS FOR OHL GROVE RENTALS

1. **FEES: $125.00** for any event up to 1 full day (Dawn – Dusk); **$250.00** for 2 days; **$250.00** for weekend (Friday – Sunday). **$400.00** security deposit.
2. **SPECIAL REQUIREMENTS: No alcohol is allowed in the Ohl Redwood Grove Park. Rental events are limited to a maximum of 150 persons. Adult chaperones are required for every 20 minor children in attendance.**
3. **Portable toilet rentals may be required depending on size of event.**
    You are responsible for making arrangements for required portable toilet rental. Proof of rental will need to be provided at least seven (7) days prior to your event date.
    Portable toilets must be provided by applicant as follows:

Group size	Number required
50	1
100	2
150	3

IN CASE OF CANCELLATION: Reservation deposit and rental fee can be refunded in full with 60 days or more notice to District. If less than 60 days notice is provided, all but $100.00 of security deposit is refunded. If canceled less than 7 days prior to reserved date, entire reservation deposit is forfeited. However, if event is completely canceled due to rain, all deposits and fees will be refunded.

EVENT LIABILITY INSURANCE REQUIRED

To protect against damage or injury claims from your guest or others, the District requires that you provide evidence of comprehensive Event Liability insurance in the amount of $1,000,000 for any injury to one or more persons and property damage insurance in the amount of $100,000 for any one incident. This insurance must name Brooktrails Township CSD as additional insured.

(If you have homeowner or renter insurance, most insurance companies will provide a certificate for your event for a nominal fee.)

Certificates testifying to this insurance from a company licensed to provide insurance in the State of California must be provided to Brooktrails Township agent at least 7 days prior to the event.

1. **Instructions for Applicant:** Brooktrails Township Community Services District ("District") is the sole owner and operator of Ohl Redwood Grove. No other party or agency is authorized to make any rental arrangements, including any date reservations, contracting, or setting of deposits and fees. Applicants must arrange all rentals directly with the District.

    a. Call District Office and see if date available. NOTE: No event rental is considered confirmed or scheduled, and no date is held, until the application process has been completed, and you have been notified in writing by the District Office that your application has been approved. This means that a date which was open when you called may not still be open at the time you submit your application.

    b. Obtain application form, complete, sign and submit to District Office with minimum reservation deposit of $125.00 or other amount specified. Provide complete information about your event: type, number of attendees, hours, etc.

    c. Application forms are reviewed by the District and, if specific conditions are needed for your event, you will need to sign a contract agreeing to them. Rental and additional fees may be set. If conditions are needed, the District will respond to your application in writing within ten (10) business days. You will be provided a specific amount of time in which to review and agree to any conditions and fees. Your event date will tentatively be held for you during that time period.
    NOTE: The District reserves the right, at its discretion, to deny any application. Such decision is final, and there is no right of appeal. Notify District Office if you agree to the terms and conditions and fees. You will then have five (5) business days to return the documents and initial payment(s). Sign and return contract and any addenda and submit to District Office along with specified security and cleaning deposit. Once these are received, your date will be reserved.

    d. **Notify your insurance company of your event and take out a $1 million property damage/liability special event rider according to District contract. Your insurance agent will need to provide you with an actual copy of the rider to submit to the District.**
    IMPORTANT NOTE: The name of the insured MUST be the same name as the applicant signing the contract. You cannot use someone else's insurance policy to insure your event. If you do not have homeowners insurance of your own, you can purchase this separately.

    e. Balance of rental fee and security deposit due to District Office no later than 25 days before event.

    f. Applicant is to provide the actual insurance rider form to the District at the same time as balance of rental fee is paid. NOTE: No event will be allowed to proceed unless proper insurance documentation is provided.

    g. District staff will tour the reserved area and note any special conditions or existing problems. Applicant arranges pickup of gate key with District Office and sets up and conducts event.

    h. After event, applicant or their crew cleans area per cleanup list, and arranges removal of any equipment and portable toilets, within the amount of time previously reserved for the event. NOTE: Other events may be following yours. If you go over your scheduled time, you will be charged an additional rental fee which will be deducted from your security deposit.

    i. District staff inspects event area and notifies District Office if security deposit can be returned or if any problems exist. If problems exist, you will be contacted on the next business day.

    j. Return the gate key to the District Office within one (1) business day after event.

IF ANY CLEAN-UP BY DISTRICT CREWS IS REQUIRED TO MEET THE ABOVE STANDARDS, $50.00 AN HOUR WILL BE CHARGED AGAINST YOUR DEPOSIT.