



City of Garden Grove Community Services Department
 11222 Acacia Parkway P.O. Box 3070 Garden Grove, CA, 92842
 Phone: (714) 741-5207 Email: sarahb@ggcity.org

ATLANTIS APPLICATION
 EXCLUSIVE/ AFTER HOURS RENTAL

TODAY'S DATE: _____

APPLICANT NAME: _____ PHONE #: _____
 (*This is the **contact person** for all use and must be available at the event.)

ORGANIZATION NAME (if needed): _____

ADDRESS: _____ CITY: _____ ZIP: _____

PHONE: _____ FAX: _____

PURPOSE OF USE: _____
 (Birthday party, church service, fair, etc.)

EMAIL: _____ GARDEN GROVE RESIDENT? ___ YES ___ NO

EXPECTED ATTENDANCE: _____

DATE OF REQUESTED USE:

DAY	DATE	START TIME	END TIME

USE OF SPLASH PAD (\$25/hr) ___ YES ___ NO (if yes, what hours: _____ to _____)

ACCESS TO THE SNACK BAR? ___ YES ___ NO (if yes, how many people will need access: _____)

I, the undersigned on behalf of the above-mentioned organization, do hereby agree that we will abide by the policies governing the use of the Atlantis Play Center and will specifically accept responsibility for any and all damage of Atlantis or equipment caused from use by our organization. Please sign below.

Signed: _____ Date: _____

THIS REQUEST IS NOT CONFIRMED UNTIL APPROVED BY THE COMMUNITY SERVICES COORDINATOR

OFFICE USE ONLY

APPROVED: _____ **NOT APPROVED:** _____

INSURANCE REQUIRED? ___ YES ___ NO INSURANCE APPROVED: _____
 DATE

RENTAL FEE: _____
 SECURITY DEPOSIT: _____
TOTAL FEES DUE: _____

STAFF COMPLETING THE APPLICATION: _____ DATE: _____

ALL MAJOR CREDIT CARDS ACCEPTED



POLICIES FOR GUESTS

Any persons wishing to utilize the Atlantis Play Center shall enter into a contract with the City of Garden Grove. Additional information must be provided as required. Applications are available at City Hall. Use of the Atlantis Play Center for an event is subject to the regulations in effect on the scheduled date of the event.

Reservation is not confirmed until the applicant has an approved copy of the reservation form signed by an official representative of the City, and the applicant shall not advertise its use of the Center until this authorization is received.

GENERAL INFORMATION

- 1) The event holder is responsible to ensure the Center is clean after the event.
- 2) **Trash receptacles are available throughout the Center and extra bags may be obtained through staff.**
- 3) Cleaning materials may be obtained through staff.
- 4) **No equipment or food may be stored at the Center either prior to or after an event.**
- 5) No open fires or flames permitted.
- 6) Ample parking is available in the park area. However, due to potential heavy use of the surrounding park, parking may not always be available close to the Center. Reserved parking is not permitted.
- 7) The staff parking lot is for staff only. Persons parking in this area risk having their car towed. Caterers may use this area for loading and unloading only. No cars, trucks, etc. shall remain in the area.
- 8) If an organization wishes to utilize the snack bar area prior approval must be obtained from the Center staff.
- 9) Children in attendance at an event are to be monitored by event holder.
- 10) **No animals except service dogs will be allowed inside the Atlantis Play Center.**

DECORATIONS

- 1) Candles may only be used with the approval of the Center Supervisor and Fire Marshal.
- 2) All decorations must be removed at the end of the event.
- 3) Any pictures, banners, signs, etc. to be hung must be approved by Center staff.

TIME AGREEMENT

- 1) Start time is when the caterers or those decorating or preparing the Center may enter.
- 2) **Start time is the earliest time that any deliveries can be made and event holders will be allowed into the Center.**
- 3) Additional hours can be purchased for an additional fee at an hourly rate.
- 4) Clean-up time should be incorporated into the time of the rental.
- 5) **The earliest start time available to enter the park is 7:00 a.m. and the latest end time is sunset.**

SNACK BAR USE

- 1) The snack bar area is to be used only under supervision of staff.
- 2) Do not attempt to operate the equipment without first seeking instruction.
- 3) The event holder is responsible for ensuring the snack bar area is clean after the event.

4) If proper cleanup is not completed, a cleaning fee will be charged. A staff member will inspect the snack bar area to ensure the following has been completed:

- a) Floors swept and mopped
- b) Counters and sinks scoured and wiped
- c) Any equipment used is emptied, cleaned and returned in working order
- d) Trash emptied

CLEAN-UP

1) The event holder is responsible for the clean-up of the Center including, but not limited to:

- a) Wiping off all tables used by group with a wet rag or sponge
- b) All debris, including personal belongings, removed from the grounds
- c) Empty all trash barrels and place trash bags in appropriate place (staff will advise about location)
- d) Wash down area in front of snack bar

2) Clean up shall be done throughout the event as needed, as well as at the conclusion of the event.

3) The Center is to be left in the same condition in which it was found. If this is not the case, an amount will be withheld from the deposit equal to the amount necessary to correct the problem. Such direct charges may include:

- a) Custodial time
- b) Staff time
- c) Coordinator time
- d) Materials required for repairs

4) The amount withheld may not include punitive charges

DAMAGES

1) Groups or persons using the Center are financially responsible for any damage to property and loss of property at a fee equal to the total replacement cost. Damages could include broken equipment/ furniture and landscaping/ irrigation damages.

2) Money to pay for damages shall be deducted from the deposit, or paid additionally if the charge for damage is more than the deposit.

LIABILITY

1) Applicant agrees to protect, defend, and hold harmless the City of Garden Grove ("CITY"), its officers, agents, employees or volunteers from any and all claims, liabilities, expenses or damages of any nature, including attorneys' fees, for injury or death of any person, or damage to property, or interference with the use of property, and any other monetary damage claims arising out of, or in any way connected with activities pursuant to this agreement by applicant and use of subject facility. The only exception to applicant's responsibility to protect, defend and hold harmless the CITY is due to the sole negligence of the CITY, its officers, agents, employees or volunteers,

2) Unless otherwise waived by the City, applicant shall provide general liability insurance in the amount of \$1,000,000 naming the City of Garden Grove, its officers, agents, employees or volunteers as additional insured.

MINORS

1) Groups of minors shall be supervised by one adult per every 20 minors at all times when utilizing the Center.

2) All contracts shall be signed by an adult (individuals over the age of 21) who shall be the individual responsible for the group.

TICKET SALES AT THE DOORS

1) All groups requesting to sell tickets at the door for an event must request permission to do so in writing, and prior written approval must be obtained from the City.

APPLICATION, FEES, AND DEPOSITS

- 1) The application and all rental fees are due before any date for an event can be reserved.
- 2) All groups shall be required to submit the full deposit of \$250 upon initiation of the contract to ensure proper clean-up, cover against breakage, damages, loss of property or improper cancellation notice.

PERMITS AND SUPERVISION

- 1) Use of the Centers is allowed by written permit only and is subject to observance of regulations. Permits shall be revoked for violation of regulations.
- 2) Permits shall not be transferred, assigned or sublet.
- 3) At the time application is made, applicant assumes responsibility for obtaining all required permits.
- 4) Failure to obtain permits and insurance coverage constitutes grounds for forfeiture of deposit, and City may restrict the use of facility to include full cancellation without refund. Applications for use of the facility may be required to include:
 - a) Insurance policy approved by City Attorney
 - b) Verification of need and/ or availability of security officers
 - c) Advance payment of all fees
 - d) Agreement to provide one or more appropriate interpreters if participants are unable to communicate in English
- 5) If the event holder provides false information on the rental agreement, such as purpose of the event, names and addresses of event holders, numbers of person in attendance, etc., the event may be canceled and refund of moneys paid will be at the discretion of City.
- 6) Activities shall be conducted in an orderly manner.
- 7) Applicants shall comply with all City, County and Federal laws and regulations.
- 8) The Center shall not be used for purposes of advocating any doctrine or theory subversive under the Constitution of the United States.
- 9) City employee(s) shall be assigned to be present at all activities. Employee(s) shall be responsible for, and have complete authority to, request changes in activities, if deemed necessary. Groups using the Center shall comply with these requests.

CONCERTS

- 1) **The Center will not be available for use by any outside organization for the purpose of holding a concert. The elements of a concert include any event that is publicized as open to the public; any event with the intention of charging admission, at the door or prior to the event; and/ or any activity whose primary function is the creation of amplified music.**

SOLICITATION PERMIT

- 1) Nonprofit organizations sponsoring events at which an admission fee will be charged, or commodities and service sold, may be required to obtain a Solicitation Permit from the Business Tax Office.
- 2) The applicant shall be informed of the requirement and requested to contact the Business Tax Office.
- 3) A copy of the contract shall be forwarded to the Chief of Collections to determine the requirements for each specific circumstance.
- 4) Applicants will also be required to apply for the Solicitation Permit when deposit fees are due.

ALCOHOL PROHIBITED

- 1.) The sale, distribution, and consumption of alcoholic beverages in the Atlantis Play Center or on sidewalks/streets are strictly prohibited except where the Community Services Director or designee has granted a permit therefor subject to the regulations of the California Department of Alcoholic Beverage Control.

2.) Failure to comply may result in the cancellation of the event and refund of moneys paid will be at the discretion of City.

Thank you for your cooperation. If you have any questions regarding the Atlantis Policies and Procedures, please call City Hall at (714) 741-5200.

I have read and understand the above information and agree to comply with these policies.

Signature

Date



DEPOSITS, REFUNDS, AND CANCELLATION POLICIES

- 1.** All deposits are paid to insure proper clean up and to cover any replacement, repairs, damages or loss. The applicant shall be required to pay the full cost of materials, labor, replacement, repairs and damages over and above the deposited amount, regardless of cost. If damages occur and are less than the deposited amount, the difference shall be refunded.
- 2.** All cleaning deposits shall be refunded if proper clean-up is completed, no damage/vandalism has occurred to the facility, and reservation (including clean-up) has concluded at the designated end time. Proper clean-up shall be determined by the Center staff on duty. In the event that the City shall have to terminate an activity prior to the scheduled time of conclusion for any reason, the City shall retain all fees and deposits paid.
- 3.** In order to secure the date, all deposits associated with the rental of Atlantis Play Center shall be paid at the time of initiating the formal contract.
- 4.** Cancellation of activities by applicant shall be made in writing to the Center Coordinator no less than one (1) calendar month prior to the scheduled use of the center without forfeiting fees and/ or deposit collected by the City. If the City causes the cancellation, notice shall be given as far in advance as possible, and a full refund shall be issued.
- 5.** If a cancellation is made with less than one (1) month notice, and the City retains the fees and/ or deposit, the applicant may contact the City within two (2) weeks after the scheduled event date to determine if the Center was re-booked for that date. If the Center was re-booked at the same or higher fees, The City shall refund the total amount received minus a \$50 administrative fee. If the Center was re-booked at a lower fee, the City will refund the difference between the two amounts minus a \$50 administrative fee.
- 6.** All fees for private functions in Atlantis Play Center shall be due two (2) weeks prior to the scheduled date of the activity.
- 7.** All fees paid less than seven (7) working days prior to an event must be paid by money order, credit card or cashier's check.

I have read and understand the above information and agree to comply with these policies.

Signature

Date



City of Garden Grove
Community Services Department
Atlantis Play Center

SPLASH PAD WATER PLAY RULES

- 1)** To start, locate the blue post and touch the Activator on the top of the cap.
- 2)** Running, pushing or rough play is not allowed.
- 3)** Participants must be potty trained.
- 4)** Diapers are not allowed. (boxers/underwear are not allowed)
- 5)** Swimsuits must be worn at all times. (no jeans or denim allowed/ water shoes are permissible)
- 6)** Shoes, food, and beverages are not allowed in the water area.
- 7)** Children less than 5 years old must be accompanied by an adult 18 years or older.
- 8)** If the water area becomes too crowded, line and time limits will be implemented.
- 9)** Park rules must be adhered to at all times.

There is NO SMOKING allowed.

I have read and understand the above information and agree to comply with these rules.

Signature

Date