



**City of Novato Parks, Recreation and Community Services
Customer Service Centers**

Margaret Todd Senior Center
1560 Hill Road, Novato, California 94947
415.899.8290; Fax 415.897.0239

Novato Gymnastics Center
950 7th Street, Novato, California 94945
415.899.8279; Fax 415.897.6395

Novato Facility Reservation Application

Welcome

Whether you are a first-time visitor or a regular guest, we hope that one of our Novato facilities will meet the needs of your upcoming event. The City of Novato offers a variety of venues to choose from. Venue descriptions are listed below, along with appropriate contact information for each facility.

Application Process

- Complete the rental application
- Pay \$415 (\$400 deposit and \$15 application fee)

Staff will review the application within four business days. Applications are not considered approved until a facility use contract has been issued. The contract will itemize fees, list the balance due, as well as list required insurance/permits, and conditions of use that the renter must obtain and adhere to. Final payment, room set-up form, required insurance/permits and other documents must be submitted at least 10 business days prior to the event.

Margaret Todd Senior Center - 1560 Hill Road, Novato

The Margaret Todd Senior Center is located conveniently a few miles from downtown Novato. The Center opened its doors in December 1992 and has hosted numerous functions including large scale fundraisers, birthday parties, weddings and many other milestone event celebrations. The large auditorium and casual yet modern structure have been decorated to accommodate many special occasions. There is a beautiful wooden dance floor, raised stage with theater curtains and a commercial kitchen. The audio visual system includes microphones, a large screen, a mounted ceiling projector, iPod dock and Wi-Fi. Tables and chairs are included in the rental. The Center has 48" round tables that seat 6, 12' rectangular tables that seat 10 and 6' rectangular tables that seat 4. Linens, cookware, china and cutlery are not provided in the rental. In addition to the auditorium, the Center also has meeting room space available. Meeting Room 3 has a large screen, a ceiling-mounted projector and a DVD player.

Capacity

Auditorium - banquet (228 guests), theater seating (280 guests)

Meeting Room 3 - conference style (24 guests), classroom (24 guests), theater seating (50 guests)

Meeting Room 1 - conference style (12 guests)

For more information, to schedule a tour, or to check availability, please contact Teresa Ehteshami at 415.899.8290 or tehteshami@novato.org.

Novato City Hall - 901 Sherman Avenue, Novato

Novato City Hall is a lovely facility centrally located downtown providing both indoor and outdoor options for events. Originally built in 1896, this was the site of Novato's first Presbyterian Church. Novato City Hall is ideal for meetings, banquets, weddings and other social events. The bright lobby, spacious brick patio, and Civic Green all offer additional options for event staging. The Caterers' Room offers convenient food and beverage preparation space and audio visual options include microphones, large screen, mounted projector, iPod dock and Wi-Fi. Tables and chairs are included in the rental and will be set up by staff prior to your arrival. Novato City Hall has 60" round tables that seat 8, plus 6' and 8' food and beverage tables. Linens, cookware, china and cutlery are not provided in the rental.

Capacity

Banquet (88 guests), theater seating (144 guests), classroom (48 guests)

For more information, to schedule a tour, or to check availability:

Weekend rentals - please contact Teresa Ehteshami at 415.899.8290 or tehteshami@novato.org

Hill Community Room - 1560 Hill Road, Novato

Hill Community Room is a perfect meeting space located across the courtyard from the Margaret Todd Senior Center. Tables and chairs are included in the rental. Available table size is 6' rectangular (seats 6). Please note that alcohol is not permitted in this facility. Audio visual equipment must be provided by renting party.

Capacity

Banquet (72 guests), conference style (44 guests), classroom (36 guests), theater seating (96 guests)

For more information, to schedule a tour, or to check availability, please contact Teresa Ehteshami at 415.899.8290 or tehteshami@novato.org.

Downtown Recreation Center - 950 Seventh Street, Novato

The Downtown Recreation Center is located adjacent to Novato's picturesque downtown. It is an ideal venue for occasions such as birthday parties, team parties, conferences, fundraisers, and much more! The large multi-purpose room includes a stage and tables and chairs for a variety of different set-up options. The recreation room includes a pool table, a flat screen TV, and a bar area complete with sink and refrigerator. The newest addition is the Pocket Park located directly in front of the Downtown Recreation Center, which is a 6,000 square foot turf play area. The Pocket Park is ideal for athletic games and outdoor activities. Please note that alcohol is not permitted in this facility.

Capacity

Party/Dance (250 guests), theater seating (150 guests)

For more information, to schedule a tour, or to check availability, please contact Perry Siu at 415.899.8275 or psiu@novato.org.

Hamilton Community Center - 503 South Palm Drive, Novato

Hamilton Community Center is located in the heart of Hamilton Field, a former military base located in southern Novato. The Community Center's West Wing is a spacious room ideal for meetings and lectures. The audio-visual system includes microphones and a mounted ceiling projector. Tables and chairs are included in the rental and will be set up by staff prior to your arrival. Available table size is 8' rectangular (seats 8). In addition to the West Wing, Hamilton Community Center also has a dance studio and art studio available to rent.

Capacity

Classroom (64 guests), theater seating (130 guests)

For more information, to schedule a tour, or to check availability, please contact Ronele Schaefer at 415.899.8263 or rschaefer@novato.org.



PARKS, RECREATION AND COMMUNITY SERVICES

<p align="center">Margaret Todd Senior Center 1560 Hill Road Novato, CA 94947 Monday – Friday, 9AM-5PM 415-899-8290 ♦ 415-897-0239 Fax</p>	<p align="center">Novato Gymnastics Center 950 Seventh Street Novato, CA 94945 Monday-Friday, 9AM-5PM 415-899-8279 ♦ 415-897-6395 Fax</p>
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APPLICATION FOR USE OF A CITY FACILITY (Please complete 1-16)

1. Name of Applicant: _____ Event Site: _____
2. Organization: _____ 3. Tax ID# (if non-profit) _____
4. Phone: Work (____) _____ Home: (____) _____ Fax: (____) _____
5. Address: _____ City/State/Zip: _____
6. Type of Event: _____ 7. Estimated Attendance: ____ per hour _____ total
8. Contact Person Prior to Event: _____ Phone (____) _____
 Contact Person During Event: _____ E-mail Address: _____
9. Return Deposit To (if other than applicant): _____ Address: _____

10. Date and Time Requested:

Event Date	Day of Week	Set-Up Time	Event Time	Clean-Up Time
	M T W Th F Sat Sun	_____ to _____	_____ to _____	_____ to _____
	M T W Th F Sat Sun	_____ to _____	_____ to _____	_____ to _____
	M T W Th F Sat Sun	_____ to _____	_____ to _____	_____ to _____

11. Please check if the event will involve any of the following:

<input type="checkbox"/> Admission	<input type="checkbox"/> Carnival or rodeo	<input type="checkbox"/> Large displays, machinery, or objects which could come in contact with people or property
<input type="checkbox"/> 100 or more people	<input type="checkbox"/> Use of animals	<input type="checkbox"/> Jump House
<input type="checkbox"/> Band or DJ	<input type="checkbox"/> Vehicle or animal racing	
<input type="checkbox"/> Public Dance	<input type="checkbox"/> Bingo Games	
<input type="checkbox"/> Youth oriented event		
<input type="checkbox"/> On-site event publicity		
12. **Check all that apply** Food or beverages will be: served/bartered sold absent
 Alcohol will be: served/bartered sold absent
13. a) I understand that an endorsement of insurance is required for any event where alcohol is served and/or if there are more than 100 participants at the event (MTSC), or 150 participants at the event (other facilities). **Please initial** _____
 b) I understand that smoking is not permitted at any time at any Novato facility, and I will be responsible for informing the participants of that policy. **Please initial** _____
 c) I understand that a Temporary Food Facility Permit is required if the event is more than one day and food will be served or sold. **Please initial** _____
14. **Notice to Applicant:** A permit denial, permit condition, refusal to waive the application deadline, fees, or insurance requirements can be appealed within five (5) days thereof by filing an appeal with the City Clerk stating the grounds for appeal. (Section 10-12 of Novato Ordinance Code.)
15. **Hold Harmless, Responsibility:** I understand that I shall be held responsible for any and all loss, accidents, injury or damage to persons or property which result from this activity. I, the undersigned applicant, agree to the fullest extent permitted by law and regardless of the City's passive negligence to RELEASE, INDEMNIFY, HOLD HARMLESS and DEFEND the City of Novato, City of Novato Successor Agency to the dissolved Novato Redevelopment Agency, City of Novato Public Finance Authority, and their respective officials, officers, agents, employees, and volunteers ("indemnitees") from and against any and all claims, demands, losses, damages, failure to comply with any current or prospective laws, defense costs or liability of any kind or nature (including attorney fees and expert witness fees) which indemnitees may sustain or incur or which may be imposed upon them for injuries to or death of persons, or damage or injury to property as a result of, arising out of, or in any manner connected with this activity.

I have read and understand the terms and conditions of use as outlined in this application. I acknowledge and accept responsibility.

Signature of Applicant or Representative

Date

Print Name of Applicant or Representative

Facility/Room Requested:

Margaret Todd Senior Center

- Auditorium A
- Activity Room B
- Kitchen (C)
- Whole Auditorium (A-C)
- Lobby
- Meeting Room 1
- Meeting Room 3
- Crafts Room
- Card Room
- Whole Building

Novato City Hall

- Novato City Hall – A
- Novato City Hall and Outdoor Patio –B
- Novato City Hall, Patio and City Green - C
- Novato City Green

Hill Community Room

- Hill Community Room

Downtown Recreation Center

- Recreation Room
- Multi-Purpose Room
- Entire Building
- Pocket Park

Hamilton Community Center

- Dance Studio
- Art Studio
- Bay Room
- West Wing – Meeting Room
- West Wing – Auditorium

Application and deposit payment method:

- Check** (payable to City of Novato)
- Cash/Money Order**
- Visa**
- Master Card**
- Discover**
- American Express**

To pay by Credit Card:

- PRINT name as it appears on card: _____
- Card #: _____ Billing Zip Code: _____
- Expiration Date: _____ Security Code: _____
- Signature: _____ Date: _____

FACILITY FEES FOR THE MARGARET TODD SENIOR CENTER

1560 Hill Road, Novato CA 94947

DUE AT TIME OF APPLICATION	Senior Group*	Community Service	Private	Commercial**
Application Fee	\$15.00	\$15.00	\$15.00	\$15.00
Deposit	\$ 400.00	\$ 400.00	\$ 400.00	\$ 400.00
HOURLY ROOM RATES				
Full Auditorium with kitchen and lobby (A-C + L)	\$72.00	\$158.00	\$206.00	\$249.00
Full Auditorium with Kitchen (A-C)	\$62.00	\$143.00	\$183.00	\$219.00
Full Auditorium (A+B)	\$57.00	\$132.00	\$167.00	\$196.00
Partial Auditorium with kitchen (A+C)	\$57.00	\$132.00	\$167.00	\$196.00
Partial Auditorium (A)	\$48.00	\$117.00	\$144.00	\$166.00
Meeting Room 3 (accommodates up to 50)	\$25.00	\$62.00	\$78.00	\$94.00
Meeting Room 1 (accommodates up to 12)	\$22.00	\$55.00	\$68.00	\$81.00
Crafts Room (accommodates up to 30)	\$25.00	\$62.00	\$78.00	\$94.00
Card Room (accommodates up to 24)	\$22.00	\$55.00	\$68.00	\$81.00
EXTRA FEES				
Cancellation Fee - Less than 20 days before the date of the event will result in forfeiture of 50% of deposit as a handling and processing fee				

Community Service, Private and Commercial categories receive a \$20 per hour discount for Monday-Friday Day Use (9am-4pm).

*Senior group rate available only during senior core hours: Monday-Friday, 9am - 5pm. Senior Group: 50% or more members are 50 years of age and older.

**Commercial: Individual or group conducting an activity for profit.

10% will be added to total cost of rental for non-residents.

There is a 2-hour minimum for rooms A-C. All other rooms have a 1-hour minimum.

Minimum rental of auditorium A is required for Friday and Saturday rentals.

Room capacity depends on room set-up. Sample room set-up forms are available at the Center.

Deposits are not considered part of the rental fee.

Full payment of the rental fee is due at least 10 working days prior to the event.

FACILITY FEES FOR HILL COMMUNITY ROOM

1560 Hill Road, Novato, CA 94947

DUE AT TIME OF APPLICATION	Community Service	Private	Commercial*
Application Fee	\$15.00	\$15.00	\$15.00
Deposit	\$ 400.00	\$ 400.00	\$ 400.00
HOURLY ROOM RATES			
Resident	\$ 16.00 Novato based groups, or maximum daily rate of \$64.00	\$ 45.00	\$ 60.00
Non-resident	\$ 33.00 Groups based outside Novato – No maximum daily rate	\$50.00**	\$ 60.00**
CUSTODIAL SUPPORT—SELECT ONE OF THE FOLLOWING AT THE TIME OF RESERVATION:			
Basic Cleaning - \$9 flat fee. Users are responsible for their own set up and break down of tables/chairs and checking out a room key. The Basic Cleaning fee includes floor cleaning, bathroom cleaning and emptying of the trash.			
Custodial fee - \$36 flat fee. Custodial staff sets up and breaks down tables and chairs. Renter must submit the room diagram at least 10 business days prior to the event. The Custodial Fee includes floor cleaning, bathroom cleaning and emptying of the trash. Additional fees may apply.			

FACILITY FEES FOR NOVATO CITY HALL

901 Sherman Avenue, Novato CA 94945

DUE AT TIME OF APPLICATION	Community Service*	Private	Commercial**
Application Fee	\$15.00	\$15.00	\$15.00
Deposit	\$ 400.00	\$ 400.00	\$ 400.00
HOURLY ROOM RATES: FRIDAY – SUNDAY USE			
A – Novato City Hall	\$ 144.00	\$ 198.00	\$ 248.00
B – Novato City Hall and Outdoor Patio	\$ 194.00	\$ 248.00	\$ 348.00
C – Novato City Hall, Outdoor Patio and the City Green	\$ 215.00	\$ 278.00	\$ 393.00
Novato City Green only	\$ 23.00	\$ 34.00	\$45.00
Novato City Plaza	\$50.00	\$75.00	\$100.00
HOURLY ROOM RATES: MONDAY – THURSDAY USE			
A – Novato City Hall	\$94.00	\$ 128.00	\$ 168.00
B – Novato City Hall and Outdoor Patio	\$ 119.00	\$ 168.00	\$ 218.00
C – Novato City Hall, Outdoor Patio and the City Green	\$ 140.00	\$ 198.00	\$ 263.00
Novato City Green only	\$ 23.00	\$ 34.00	\$ 48.00

*Community Service groups must have a non-profit tax identification number.

**Commercial: Individual or group conducting an activity for profit.

10% will be added to total cost of rental for non-residents.

There is a 2-hour minimum for Friday – Sunday use.

Room capacity depends on room set-up. Sample room set-up forms are available upon request.

Deposits are not considered part of the rental fee.

Full payment of the rental fee is due at least 10 working days prior to the event.

FACILITY FEES FOR THE HAMILTON COMMUNITY CENTER

503 B South Palm Drive, Novato CA 94945

DUE AT TIME OF APPLICATION	Community Service	Private	Commercial*
Application Fee	\$15.00	\$15.00	\$15.00
Deposit	\$ 400.00	\$ 400.00	\$ 400.00
HOURLY ROOM RATES			
Dance Studio - Performances	\$ 36.00	\$ 53.00	\$ 70.00
Dance Studio - Rehearsals	\$ 18.00	\$ 27.00	\$ 35.00
Classroom Use: Dance Studio, Hamilton Art Studio, Bay Room, Recreation Room	\$ 30.00	\$ 45.00	\$ 60.00
Meeting Room A – West Wing	\$ 20.00	\$ 30.00	\$ 40.00
Meeting Room B – Palm	\$ 20.00	\$ 30.00	\$ 40.00
Auditorium – West Wing	\$ 45.00	\$ 67.00	\$ 90.00
EXTRA FEES			
Custodial Fee - \$36 per hour (costs estimated before event, assess actual costs after event)			
Building Attendant Fee - \$20.00 per hour			
Cancellation Fee - Less than 20 days before the date of the event will result in forfeiture of 50% of deposit as a handling and processing fee			

*Commercial: Individual or group conducting an activity for profit.
 10% will be added to total cost of rental for non-residents.
 There is a 2-hour minimum.
 Room capacity depends on room set-up.
 Deposits are not considered part of the rental fee.
 Full payment of the rental fee is due at least 10 working days prior to the event.

APPENDIX A

ACTIVITIES OR EVENTS REQUIRING PROOF OF INSURANCE

Two million (\$2,000,000) combined single limit per occurrence insurance for bodily injury, personal injury and property damage is required for the activities or events listed below, unless the activity or event is City sponsored. Insurance coverage must be maintained for the duration of the activity or event, and coverage must be written on an Occurrence Based Policy. The Director may determine that other types of activities or events will require additional insurance to protect the public, park users, and City property. Applicants for First Amendment activities or events may apply to the Director for a waiver of the insurance requirements in accordance with the Novato Municipal Code, Chapter 10, Parks and Recreational Facilities, Section 10-14, if insurance is unavailable or the cost of insurance is burdensome.

A general liability insurance endorsement naming the City of Novato, City of Novato Successor Agency to the dissolved Novato Redevelopment Agency, City of Novato Public Finance Authority and their respective officials, officers, agents, employees and volunteers as an Additional Insured by endorsement to the insurance policy for products and completed operations and ongoing operations hazards is required for the following activities or events. **Not all listed activities and events listed below are permitted at every, or any specific Park or Building or portion thereof. Only activities and events listed on the permit are permitted.**

1. Activity or event involving 150 or more persons (based upon reasonably anticipated attendance at activity or event).
2. Activity or event involving large displays of machinery, or any large physical object which could come into physical contact with persons or property and cause injury.
3. Aerobics, Exercise and Body Building Classes or Instruction.
4. Aircraft and Balloon Events.
5. Animal Acts/Shows.
6. Animal Exhibition, Display or Parading.
7. Animal Training.
8. Arcades.
9. Bicycle Rallies.
10. Block Parties/Street Closures (use of bleachers is not permitted).
11. Casino and Lounge Shows.
12. Circus and Carnivals.
13. Concerts (all types).
14. Conventions.
15. Dances or Dance Shows (including rehearsals and dancers).
16. Debutante Balls.
17. Dinner Theaters.
18. Drill Team Exhibitions.
19. Film Production.
20. Fishing Events.
21. Grad Night.
22. Gun and Knife Shows.
23. Gymnastic Competitions.

24. Heads of State Events.
25. Horse Shows.
26. Ice Skating Shows.
27. Job Fairs.
28. Junior Athletic Games.
29. Jump Houses, Moonbounces and Trampolines.
30. Kiddielands.
31. Live Performances.
32. Marathons (walking, running, etc.).
33. Mechanical Amusement Devices.
34. Motorized Sporting Events.
35. Night Club Shows.
36. Overnight camping.
37. Parades.
38. Proms.
39. Pyrotechnical Uses/Fireworks Shows.
40. Racing Vehicles or Animals.
41. Rodeos and Roping Activities or Events (including practice).
42. Sale or Barter of Goods, Wares, Merchandise, Services, Food or Beverages.
43. Scouting Jamborees.
44. Soap Box Derbies.
45. Sporting Activities - organized games or instruction including, but not limited to, baseball, basketball, boxing, handball, hockey, martial arts, racquetball, soccer, softball, tennis, volleyball, and wrestling.
46. Sporting Events (professional).
47. Tractor/Truck Pulls.
48. Union Meetings.
49. Zoos.
50. Water activities or events involving bodies of water, swimming and diving, and waterslide equipment.