



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 a deposit & 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, 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 Kendric Baccei at (415) 899-8236 or kbaccei@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. Available table size is 8' rectangular (seats 8).

Capacity

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

For more information, to schedule a tour, or to check availability, please contact Kendric Baccei at (415) 899-8236 or kbaccei@novato.org.

Customer Service Locations

Margaret Todd Senior Center
1560 Hill Road, Novato CA 94947
(415) 899-8290, Fax: (415) 897-0239,
novatofun@novato.org

Novato Gymnastics Center
950 7th Street, Novato, CA 94945
(415) 899-8279, Fax: (415) 897-6395,
novatofun@novato.org



CITY OF NOVATO
PARKS & RECREATION

APPLICATION FOR USE OF A CITY FACILITY (Please complete 1-16)

Margaret Todd Senior Center
1560 Hill Road, Novato, CA 94947
415-899-8290 ♦ 415-897-0239 Fax
novatofun@novato.org
Novato Gymnastics Center
950 Seventh Street, Novato, CA 94945
415-899-8279 ♦ 415-897-6395 Fax
novatofun@novato.org

- 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:

Table with 5 columns: Event Date, Day of Week, Set-Up Time, Event Time, Clean-Up Time. Two rows for event scheduling.

- 11. Please check if the event will involve any of the following:
Admission, 100 or more people, Band or DJ, Public Dance, Youth oriented event, On-site event publicity, Carnival or rodeo, Use of animals, Vehicle or animal racing, Bingo Games, Large displays, machinery, or objects which could come in contact with people or property, Jump House
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, illnesses (including COVID-19), or death of any person, 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



CITY OF NOVATO
PARKS & RECREATION

16. Facility/Room Requested:

Margaret Todd Senior Center

- Auditorium A
- Activity Room B
- Kitchen
- 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 Civic Green - C
- Novato Civic Green

Hill Community Room

- Hill Community Room

Downtown Recreation Center

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

Hamilton Community Center

- West Wing – Auditorium
- Meeting Room A (West Wing)
- Meeting Room B (Palm)

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 #: _____

Expiration Date: _____ Security Code: _____

Signature: _____ Date: _____

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.



BALLOONS & OUR ENVIRONMENT

The City of Novato strongly discourages the use of balloons at all City facilities. As such, the City believes each one of us has the power to make changes in our daily lives that will have a positive impact on our environment and prevent the continued acceleration of climate change. Living sustainability isn't about 'going without', it's about living smarter, embracing healthy solutions, and using resources wisely. Novato Parks, Recreation, and Community Services would like to suggest sustainable alternatives to balloons for our community to consider when hosting events at our facilities.

Balloons can be a fun, easy way to create a festive atmosphere, but they are also harmful to wildlife and our environment. Most balloons are made of either latex (a type of rubber), or mylar (a type of plastic). While rubber is a natural material, latex balloons also contain plasticizers – synthetic and chemical compounds which make natural rubber softer and more durable.

Neither latex nor mylar balloons are biodegradable and when they end up in the environment, they break down into smaller and smaller pieces over many years. These microplastics pollute our soil, creeks, and the ocean.



Ocean Life

When balloons start to break down in the ocean, marine animals often mistake the balloon for a food source. Balloons are one of the deadliest forms of marine debris to seabirds.



Safety Hazard

Mylar balloons are also a safety hazard when they come in contact with, or come close to, high-voltage power lines. The electricity between two lines can arc when the conductive material from Mylar balloons becomes tangled in the lines, causing power outages, explosions, downed power lines, and damaged infrastructure.



State Laws

Currently, state law prohibits the release of Mylar balloons into the air (California Penal Code Section 653.1) and requires that an object of sufficient weight be attached to each balloon at the time of sale or distribution to counter the lift capability of the balloon.

REUSABLE ALTERNATIVES TO BALLOONS

There are plenty of creative, reusable, and environmentally-friendly alternatives to balloons, and below are some suggestions to make your next celebration at one of our indoor or outdoor facilities, a more sustainable occasion. As an added bonus, some of these decorations can be used year after year and even passed down through generations.

- paper or fabric chains
- floral arches
- paper or yarn pompoms
- pinwheels
- bubbles
- paper or fabric banners