

Reservation Form for the Historic Folsom Plaza Station
Zittel Amphitheater / Turntable Plaza / Market Row / Peter T. Lewis Greenroom



All the following items are required at the time of submission. Incomplete applications will not be processed. If more space is needed, attach a separate written document. **Please note: Rental is not confirmed until your application is approved and the deposit is paid.**

Peter T. Lewis Greenroom may only be rented in combination with the Amphitheater or Turntable Plaza. Green Room hours are 5pm-11pm

Name of Organization or Renter: _____ Website: _____
 Non-profit (Documentation Required) Yes No
 Contact Person/Title: _____
 Contact Phone: _____ Contact Email: _____
 Street Address: _____ City: _____ State: _____ Zip: _____
 Event Name: _____

Event Date Request:

Single-Day Event Multi-Day Event
 First Choice Date: _____ Second Choice Date: _____
 Multi-Day List all dates: _____
 Hours of use: Start time: _____ End time: _____

Facility requested (check all that apply):

Zittel Family Amphitheater Turntable Plaza Market Row
 Peter T. Lewis Greenroom Rental Add-On (optional, additional fees may apply):
 Available only in conjunction with Zittel Family Amphitheater or Turntable Plaza rentals. Hours of use 5pm – 11pm
 Request Greenroom access Do not request Greenroom access

Estimated Facility Rental Fee:

All Locations – 4 Hour Minimum

**Peter T. Lewis Greenroom has a one-time cleaning Fee of \$100*

Check applicable hourly rates next to selected locations.

Location	For-Profit Ticketed/Free Event (Hourly Rate)	Non-Profit Ticketed Event (Hourly Rate)	Non-Profit Free Event (Hourly Rate)
Zittel Family Amphitheater	<input type="checkbox"/> \$175/HR	<input type="checkbox"/> \$125/HR	<input type="checkbox"/> \$100/HR
*Peter T. Lewis Greenroom	<input type="checkbox"/> \$30/HR	<input type="checkbox"/> \$20/HR	<input type="checkbox"/> \$10/HR
Turntable Plaza	<input type="checkbox"/> \$125/HR	<input type="checkbox"/> \$100/HR	<input type="checkbox"/> \$75/HR
Market Row	<input type="checkbox"/> \$100/HR	<input type="checkbox"/> \$75/HR	<input type="checkbox"/> \$50/HR
Cost Per Hour	_____	_____	_____
Hours of Use	_____	_____	_____
*Greenroom Cleaning Fee (if applicable)	_____	_____	_____
Total Cost (Hourly Rate × Hours)	\$ _____	\$ _____	\$ _____

50% due at booking: _____

Applicant acknowledges that this estimate is based on the published fee schedule and that final rental fees will be confirmed by Historic Folsom Historic District Association staff. _____ Initials

Estimated Attendance: _____

If attendance is 300 or greater, a \$250 cleaning deposit/credit card authorization will be invoiced separately two weeks prior to the event.

Comprehensive description of the proposed event: (attach a separate sheet if more room is needed)

Site Plan for Proposed Event – Required for all events. Applications without a site plan will be considered incomplete. Submit a clear diagram or map showing the event layout. This must include, but is not limited to:

Food trucks, Vendor booths, Inflatables, Tents, Stages, Seating areas, Entry/exit points, Power sources (if applicable)

Site plan attached

Will alcohol be served, sold, or distributed at the event? Yes No

If yes, an ABC permit is required.

Do you plan to sell/serve food/beverages? Yes No

If yes, an Environmental Management Permit is required.

Do you plan to hire security for your event? Yes No

FHDA reserves the right to request security for your event.

Post-event Cleanup Responsibility:

Cleaning contact person: _____ **Contact Phone:** _____

The applicant is responsible for all event setup, breakdown, and complete cleanup of the rented space and surrounding areas used during the event. This includes removal of all decorations, equipment, signage, trash, and debris generated by the event. Trash must be properly bagged and removed or disposed of in designated receptacles. FHDA trash receptacles are for public use only and are not intended for the disposal of large event waste. The facility must be restored to the same condition in which it was received, no later than the end of the approved rental period.

Processing Timeline

Once all required materials are received, applications will be reviewed and processed within 4–6 weeks, depending on the event's complexity. Incomplete submissions may result in delays.

Insurance Requirements and Applicant Certification

Insurance Requirements

Concurrently with the execution of this Use of City Facilities permit, the user shall provide evidence of liability insurance with a minimum amount of \$1,000,000 per occurrence with \$2,000,000 in general aggregate and a separate endorsement naming the City of Folsom, the FHDA, its officers, agents, and employees as an additional insured.

User further agrees to indemnify, defend, and hold harmless the City of Folsom, the FHDA, its officers, agents, and employees against any claims, demands, damages, costs, expenses of whatever nature, including court costs and attorney fees, arising out of or resulting from user's use of City of Folsom facilities.

My signature below certifies that I have read the conditions as set forth by the Folsom Historic District Association governing the use of items specified above, that I and/or my organization/team will take full responsibility for seeing that the use of these facilities/areas by the organization/team/self I represent will be in full adherence and compliance with these conditions, that I/we will hold the Folsom Historic District harmless from any damages, claims for damage for personal injury or death, damage to, or loss of property incurred in the use of these facilities/areas.

Applicant Name: _____

Title: _____

Signature: _____

Date: _____

After reviewing your event application, you will be notified of approval, and once the deposit is received, the event will be officially calendared.

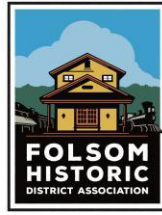
Final payment, permits (if applicable), and insurance are due 2 weeks prior to the event, in person at the FHDA Office

Location: 200 Wool Street, Suite 103,

Folsom, CA 95630

OR Mail to:

Folsom Historic District Association P.O. Box 515, Folsom, CA 95763



Use Guidelines & Peter T. Lewis Green Room Use Information

Information and Guidelines

Vehicle Access & Parking

- Vehicle access is **permitted only for equipment loading and unloading** before and after events.
- **No vehicle entry is allowed once the audience has arrived.** Post-event access is permitted only after most pedestrians have cleared the area.
- **Sound company vehicles** (truck/trailer and technician vehicles) may remain along the drive during events if coned off for safety.
- Vehicle owners assume **full responsibility** for any damage or loss in this active work zone.
- Bands and vendors should **allow extra time** for unloading and parking.

Event Clean-Up

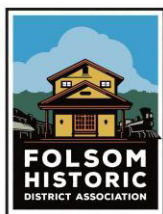
- Cleaning services are **not included** in the rental agreement.
- Event organizers are responsible for the **complete removal of all trash, signage, banners, and materials** from the amphitheater and surrounding areas immediately following the event.

Insurance Requirements

- A **Certificate of Insurance (COI)** must be submitted **at least two weeks before** the event.
- The COI must list the following as **additionally insured**:
 - **Folsom Historic District Association** – 200 Wool Street, Suite 103, Folsom, CA 95630
 - **City of Folsom** – 50 Natoma Street, Folsom, CA 95630

Green Room Access – Historic Depot

- Access is **by pre-approval only**.
- Remove all **personal items and trash** after use. Empty trash cans and leave restrooms clean.
- **Keep doors closed** and **lock the facility** when unattended.
- Bring all **necessary supplies** (e.g., scissors, tape, extension cords).
- **Protect the floors** by using mats, rugs, or other protective coverings when moving equipment, instruments, or heavy items.
- The **refrigerator is reserved** for FHDA use only.
- Treat the facility with **care and respect** — **use is a privilege**.



Waiver and Release of Liability for Use of the Peter T. Lewis Green Room

I, _____, hereby acknowledge and agree to the following terms and conditions for the use of the **Peter T. Lewis Green Room**, located at **200 Wool Street, Suite 103**, in the **Historic Train Depot** in **Folsom, California**:

1. Room Security

The Green Room is also the administrative office of the **Folsom Historic District Association (FHDA)**.

I agree to keep the Green Room locked or continuously staffed by an adult while in use.

Initial: _____

2. Clean-Up and Personal Belongings

At the conclusion of the event, I will remove all personal items and trash, including boxes, bottles, and other materials.

All spills will be cleaned, and **no overnight storage** of items is permitted in the Green Room.

Initial: _____

3. Lights, HVAC, and Security

Unless otherwise arranged with **JL Productions** (FHDA's sound and lighting provider), it is my responsibility to ensure all lights and air conditioning are turned off and both doors are locked at the conclusion of the event.

Initial: _____

4. Liability Release

I hereby release and discharge the **Folsom Historic District Association**, its officers, employees, and agents from any liability for injury, loss, or damage that may arise from the use of the **Peter T. Lewis Green Room**.

Full Signature: _____

5. Insurance Requirement

I will provide a **Certificate of Insurance (COI)** naming the following entities as *additionally insured* for the date(s) of my event:

- **Folsom Historic District Association** – P.O. Box 515, Folsom, CA 95630
- **City of Folsom** – 50 Natoma Street, Folsom, CA 95630

Initial: _____

Acknowledgment

I have read, understood, and voluntarily agree to all terms and conditions outlined in this agreement and waiver.

Group Utilizing the Green Room: _____ Date(s) of Event: _____

Name of Event: _____ Green Room Use – Start Time: _____ End Time: _____

Responsible Party Full Name: _____ Cell Phone: _____

Responsible Party Signature: _____

Rental Information

- Rental fees and deposits are outlined in the current FHDA Facility Fee Schedule.
- Payment is due two (2) weeks before the scheduled use of the facility.
- Damage, missing items, or additional cleaning costs will be billed separately.
- Checks may be made payable to *Folsom Historic District Association (FHDA)*.
- Payment may be mailed or dropped off at the address below.

Submission

To obtain the door code, please submit the **completed form**, **COI**, and **payment** to **booking@historicfolsom.org**.

Mailing Address:

Folsom Historic District Association
P.O. Box 515, Folsom, CA 95630

Office Location:

200 Wool Street, Suite 103, Folsom, CA 95630

Folsom Historic District Association Fee Schedule and Rental Policies

Zittel Amphitheater / Turntable Plaza / Market Row / Peter T. Lewis Greenroom



All Locations – 4 Hour Minimum

Location	For-Profit Ticketed/Free Event (Hourly Rate)	Non-Profit Ticketed Event (Hourly Rate)	Non-Profit Free Event (Hourly Rate)
Zittel Family Amphitheater	\$175/HR	\$125/HR	\$100/HR
*Peter T. Lewis Greenroom <small>Hours of use: 5pm-11pm</small>	\$30/HR Plus \$100 one-time cleaning fee	\$20/HR Plus \$100 one-time cleaning fee	\$10/HR Plus \$100 one-time cleaning fee
Turntable Plaza	\$125/HR	\$100/HR	\$75/HR
Market Row	\$100/HR	\$75/HR	\$50/HR

1. To secure a reservation, you must fill out a reservation form, provide a site map, be approved, and pay a deposit.
2. Cancellation of confirmed reservation is subject to the following FHDA conditions and fees: with less than 60 days' notice prior to the scheduled date, FHDA will retain 100% of the total rental fee.
3. The renting party is responsible for securing all required permits and insurances and shall provide evidence of such permits to the FHDA prior to the event, no less than 2 weeks prior to the event, or risk event cancellation.
4. Any event that charges a admission fee or at which goods or services are sold must obtain a business license from the City Finance Department at least 10 days prior to the event. The City Finance Department can be contacted at 916-355-7347.
5. Events involving the exchange of monetary consideration for alcoholic beverages require a license from the State of California Alcoholic Beverage Control at 3927 Lennane Dr, Unit 100, Sacramento, CA 95834. Call 916-419-2500 for information. Additional liquor liability insurance coverage is required if alcohol is being sold.
6. Events providing food and beverages require a license from the Sacramento County Environmental Management Department. For more information contact: Environmental Management Department 916-875-8484 / EMDinfo@Saccounty.gov / 11080 White Rock Rd., Suite 200 Rancho Cordova, CA 95670
7. Fees will not be refunded for reserved time not used.
8. Under no circumstances shall the applicant/renter and or organization sublease or allow any other organization or individual to use the facility during the time and on the date for which they have contracted.
9. All decorations must be taken down and trash removed from the facility immediately after an event. The renting party must arrange for all items to be removed from the rental site during the contracted rental period. FHFA is not responsible for damage or theft of any items left by the renting party or their vendors.
10. The applicant/renter or organization agrees to hold the City of Folsom and FHDA harmless of any and all claims arising from their rental and further agrees to defend and pay any and all costs incurred by the City or by FHDA as a result of any claims against the City or FHDA from the rental and use of city facilities.
11. Parking availability is not guaranteed and may be limited due to other scheduled events.
12. A \$250 cleaning deposit shall be collected no less than 2 weeks prior to the event date in the form of a credit card authorization and will be released after the event, provided that there was no damage, extra clean-up time required, the event did not exceed the allocated rental time, and groups of 300 or more. Charges for additional time used, repair of damages, or extra clean up by FHDA or the city will be withheld from the security deposit. If charges exceed the deposit, the renting party will be billed for the additional amount.
13. Evidence of liability insurance, covering the renter, FHDA, and the City of Folsom, is due two weeks before the scheduled event. See the reservation form for specific language requirements.
14. Security may be required for certain events.
15. FHDA reserves the right to control noise levels at all events held within FHDA venues. Should noise conflict arise, FHDA reserves the right to adjust volumes to reasonable levels in order to satisfy all parties involved. All events and sound must end by 10pm per city noise ordinance.