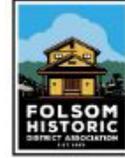


**Reservation Form for the Historic Folsom Plaza Station**  
**Zittel Amphitheater / Turntable Plaza / Market Row / Peter T. Lewis Greenroom**



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

**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**

## 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)
<b>Zittel Family Amphitheater</b>	\$175/HR	\$125/HR	\$100/HR
<b>*Peter T. Lewis Greenroom</b> <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
<b>Turntable Plaza</b>	\$125/HR	\$100/HR	\$75/HR
<b>Market Row</b>	\$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.