

# Zittel Family Amphitheater & Peter T. Lewis Green Room Use Information

## Information and Guidelines

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### 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.

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### 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.

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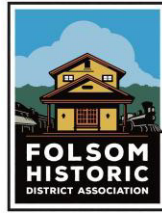
### Insurance Requirements

- 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
  - **Folsom Chamber of Commerce** – 200 Wool Street, Folsom, CA

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### 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
- **Folsom Chamber of Commerce** – 200 Wool Street, Folsom, CA 95630
- **City of Folsom** – 50 Natoma Street, Folsom, CA

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 **Olivia**

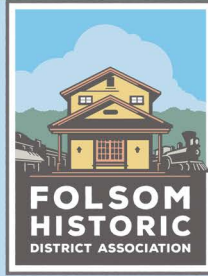
**Fox**, [booking@historicfolsom.org](mailto:booking@historicfolsom.org). Mailing Address:

Folsom Historic District Association

P.O. Box 515, Folsom, CA 95630

Office Location:

200 Wool Street, Suite 103, Folsom, CA 95630



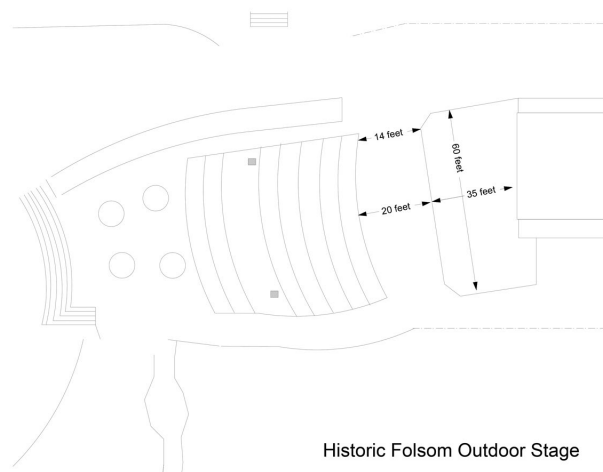
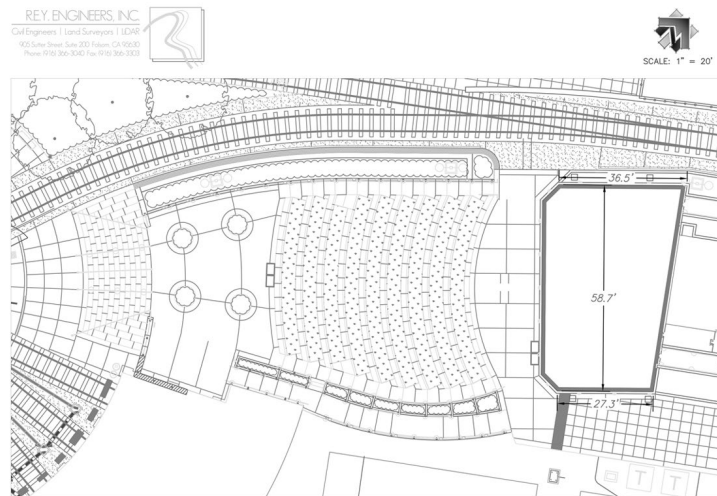
## FHDA Fees Schedule and Rental Policies

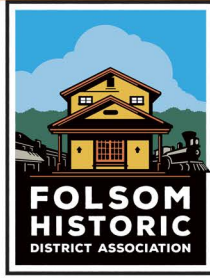
All Locations - 4 hour minimum	For-Profit Ticketed Event (Hourly Rate)	Non-Profit Ticketed Event (Hourly Rate)	Non-Profit Free Event (Hourly Rate)
Zittel Family Amphitheater	\$175	\$125	\$100
Peter T Lewis Greenroom Only rented in combination with amphitheater or turntable.	\$30 Plus \$100 cleaning fee	\$20 Plus \$100 cleaning fee	\$10 Plus \$100 cleaning fee
Turntable/Plaza	\$125	\$100	\$75
Alleyway	\$100	\$75	\$50

- Reservations will not be accepted more than 365 days in advance except annual events may rebook. To secure a reservation, you must fill out a reservation form, be approved, and place a deposit.
- Cancellation of confirmed reservation is subject to the following FHDA conditions and fees: With less than 60 days notice prior to scheduled date, FHDA will retain 100% of the total rental fee.
- The FHDA reserves the right to cancel a scheduled event without notice or liability. Refunds will be made if cancellation is necessary.
- The renting party is responsible for securing all required permits and insurances and shall present evidence of such permits to the FHDA prior to the event no less than 2 weeks prior to the event or risk event cancellation.
- Any event which charges an 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 event. Please contact at 916-355-7347.
- Events involving 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, United States. Call 916-419-2500 for information. Additional liquor liability insurance coverage is required if alcohol is being sold.
- Fees will not be refunded for reserved time not used.
- 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.
- All decorations must be taken down and trash removed from the facility immediately after an event. Arrangements must be made by the renting party to have all items removed from the rental site during the contracted rental time. FHDA is not responsible for damage or theft of any items left by the renting party or their vendors.
- 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 FHDA as a result of any claims against FHDA or the City from the rental and use of city facilities.
- Parking availability is not guaranteed and may be limited due to other scheduled events.
- A \$250 cleaning deposit shall be collected no less than 2 weeks prior to 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, or event did not exceed the allocated rental time. 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.
- Evidence of liability insurance, covering the renter, FHDA and City of Folsom is due two weeks before scheduled event. See reservation form for specific language requirements.
- Security may be required for certain types of events.
- FHDA reserves the right to control noise levels at all events held within FHDA venues. Should a 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.



## Technical Specifications Zittel Family Amphitheater





## Reservation Form Zittel Amphitheater and Peter T Lewis Greenroom

*Please note: Rental is not confirmed until your form is received, approved and deposit is paid.*

Name of Organization/Renter: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Email: \_\_\_\_\_

Contact Phone: \_\_\_\_\_ Alternate Phone: \_\_\_\_\_

NAME OF EVENT: \_\_\_\_\_

AMPHITHEATER/ALLEYWAY REQUEST DATE: \_\_\_\_\_ ALTERNATE DATE: \_\_\_\_\_  
Circle appropriate location(s)

HOURS OF USE (include set up and breakdown): \_\_\_\_\_ TO \_\_\_\_\_

Estimated cost of rental: \_\_\_\_\_ 50% due at booking: \_\_\_\_\_

PURPOSE OF USE: \_\_\_\_\_

NONPROFIT (DOCUMENTATION REQUIRED) ☐ YES ☐ NO EST. ATTENDANCE: \_\_\_\_\_

TICKETED EVENT? ☐ YES ☐ NO GREEN ROOM RENTAL: ☐ YES ☐ NO

Renter is responsible for amphitheater cleaning, whether financially or by providing your own service.

CLEAN UP PROVIDED BY RENTER? ☐ YES ☐ NO

DO YOU PLAN TO SERVE OR SELL ALCOHOL? ☐ YES ☐ NO

If yes, an ABC permit is required.

DO YOU PLAN TO SELL GOODS? ☐ YES ☐ NO

If yes, an Environmental Management Permit is required for food or beverage sales.

DO YOU PLAN TO HIRE SECURITY FOR YOUR EVENT? ☐ YES ☐ NO

### INSURANCE REQUIREMENTS

Concurrent with the execution of this Use of City Facilities permit, 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, it's officers, agents and employees as an additional insured.

User further agrees to indemnify, defend and hold harmless the City of Folsom, the FHDA it's 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.

Signature: \_\_\_\_\_ Title: \_\_\_\_\_

Print Name: \_\_\_\_\_ Date: \_\_\_\_\_

**Deposit is due at time of confirmation. Final payment and 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 95630**

### OFFICE USE ONLY

Calendared \_\_\_\_\_

Deposit Rec'd \_\_\_\_\_

Full Payment Rec'd \_\_\_\_\_

Permit Copy Rec'd \_\_\_\_\_

Ins. Rec'd \_\_\_\_\_

ABC Permit Rec'd \_\_\_\_\_

Env Mgmt Permit Rec'd \_\_\_\_\_

Grn Rm Rental Amt \_\_\_\_\_

Grn Rm Dep Rec'd \_\_\_\_\_

Clean/Damage Dep Rec'd \_\_\_\_\_

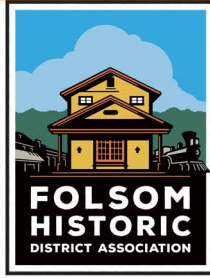
Deposit Returned \_\_\_\_\_

Notes: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



## Reservation Form

### Historic Folsom Plaza/Turntable/Alleyway/Peter T Lewis Greenroom

*Please note: Rental is not confirmed until your form is received, approved and deposit is paid.*

Name of Organization/Renter: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Email: \_\_\_\_\_

Contact Phone: \_\_\_\_\_ Alternate Phone: \_\_\_\_\_

NAME OF EVENT: \_\_\_\_\_

PLAZA/TURNTABLE/ALLEYWAY REQUEST DATE: \_\_\_\_\_ ALTERNATE DATE: \_\_\_\_\_

Circle appropriate location(s)

HOURS OF USE (include set up and breakdown): \_\_\_\_\_ TO \_\_\_\_\_

Estimated cost of rental: \_\_\_\_\_ 50% due at booking: \_\_\_\_\_

PURPOSE OF USE: \_\_\_\_\_

NONPROFIT (DOCUMENTATION REQUIRED) ☐ YES ☐ NO EST. ATTENDANCE: \_\_\_\_\_

TICKETED EVENT? ☐ YES ☐ NO GREEN ROOM RENTAL: ☐ YES ☐ NO

Renter is responsible for amphitheater cleaning, whether financially or by providing your own service.

CLEAN UP PROVIDED BY RENTER? ☐ YES ☐ NO

DO YOU PLAN TO SERVE OR SELL ALCOHOL? ☐ YES ☐ NO

If yes, an ABC permit is required.

DO YOU PLAN TO SELL GOODS? ☐ YES ☐ NO

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DO YOU PLAN TO HIRE SECURITY FOR YOUR EVENT? ☐ YES ☐ NO

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Signature: \_\_\_\_\_ Title: \_\_\_\_\_

Print Name: \_\_\_\_\_ Date: \_\_\_\_\_

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Grn Rm Rental Amt \_\_\_\_\_

Grn Rm Dep Rec'd \_\_\_\_\_

Clean/Damage Dep Rec'd \_\_\_\_\_

Deposit Returned \_\_\_\_\_

Notes: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_