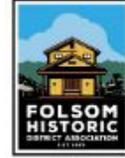


Reservation Form for the Historic Folsom Plaza Station
Zittel Amphitheater / Turntable Plaza / Market Row / Peter T. Lewis Greenroom



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.

Note: 5 or more pop-up tents require a Fire Permit and inspection; one or more food trucks require a Fire Permit and inspection. Fire Permit is due 30 days prior to the event. Events requiring a fire permit are not allowed to begin without a fire inspection, per the city fire department. [Click Here](#) for the link.

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 your event application is reviewed, 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