

## 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
<b>*Peter T. Lewis Greenroom</b>	<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
<b>Cost Per Hour</b>	_____	_____	_____
<b>Hours of Use</b>	_____	_____	_____
<b>*Greenroom Cleaning Fee (if applicable)</b>	_____	_____	_____
<b>Total Cost (Hourly Rate × Hours)</b>	\$ _____	\$ _____	\$ _____

**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 security 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.

**Waiver and Release of Liability for Use of the Peter T. Lewis Green Room – *must be completed when used in conjunction with a facilities rental.***

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:** \_\_\_\_\_

**Insurance Requirements and Applicant Certification – Required for all Facility Rentals**

**Certificate of Insurance**

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 all the following entities, their officers, employees, and agents as additionally insured for the date of the event.

Folsom Historic District Association, PO Box 515, Folsom, CA 95630

Folsom Chamber of Commerce, 200 Wool Street, Folsom, CA 95630

City of Folsom, 50 Natoma Street, Folsom, CA, 95630

**The form and COI must be sent to FHDA PO Box 515 Folsom, CA 95630 or emailed to [booking@historicfolsom.org](mailto:booking@historicfolsom.org) no later than 2 weeks the event.**

**Insurance Requirements and Applicant Certification – Required for all Facility Rentals – Continued from Page 2**

User further agrees to indemnify, defend, and hold harmless the Folsom Historic District Association, Folsom Chamber of Commerce and the City of Folsom, 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.

**Signature Certification, Waiver, and Agreement**

**By signing below, I certify that I have read and understand all conditions established by the Folsom Historic District Association governing the use of the facilities and/or items referenced above. I agree that I and/or my organization will comply fully with these conditions and assume all responsibility for their use.**

**I further agree to indemnify, defend, and hold harmless the Folsom Historic District Association, its officers, agents, and representatives from and against any and all claims, damages, liabilities, losses, or expenses, including those arising from personal injury, death, or property damage, resulting from the use of these facilities or items.**

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**