

# Application and Reservation Form

## 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 x 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 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,** a [ABC permit](#) is required.

**Do you plan to cook/sell/serve food/beverages?**  Yes  No **If yes,** an [Environmental Management Permit](#) is required.

**Do you plan to cook under tents?**  Yes  No

**Do you plan to have more than 5 canopies/tents?**  Yes  No **If yes,** a [Folsom Fire Department permit](#) will be required.

**Do you plan to have food trucks at this event?**  Yes  No **If yes,** a [Folsom Fire Department permit](#) will be required.

**Do you plan to hire security for your event?**  Yes  No **FHDA reserves the right to request security for your event.**

**Will your event exceed 1,000 expected attendance?**  Yes  No

**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 is turned off, and both doors are locked at the conclusion of the event.

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

**Certificate of Insurance (COI) and Additional Insurance Endorsements – Required for all Facility Rentals**

**Certificate of Insurance (COI)**

Concurrently with the execution of this Application and Reservation Form, 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

**Certificate of Insurance (COI) and Additional Insurance Endorsements – Required for all Facility Rentals – Continued from Page 2**

**Additional Insurance Endorsements** - Required endorsement language shall include, but not be limited to:

- **Additional Insured Endorsement** naming the City of Folsom and the Folsom Historic District Association (FHDA), including their officers, officials, employees, agents, and volunteers.
- **Primary and Noncontributory Endorsement** confirming the Event Organizer/User’s insurance shall be primary and shall not seek contribution from insurance maintained by the additional insured entities.
- **Waiver of Subrogation Endorsement** in favor of the additional insured entities, if required.

All required endorsements must be provided as separate documents attached to the Certificate of Insurance.

**COI and Endorsements must be mailed to:**

**FHDA PO Box 515  
Folsom, CA 95630**

or emailed to [booking@historicrofolsom.org](mailto:booking@historicrofolsom.org) no later than 2 weeks the event.

**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.

User further agrees to indemnify, defend, and hold harmless the Folsom Historic District Association, the Folsom Chamber of Commerce, and the City of Folsom, including their respective officers, agents, employees, and representatives, from and against any and all claims, demands, damages, liabilities, losses, costs, or expenses of whatever nature, including court costs and attorney fees, arising out of or resulting from the use of City of Folsom facilities or items, including but not limited to claims involving personal injury, death, or property damage.

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