

THE WOODLAKE PLAZA FACILITY



WOODLAKE PLAZA

- \$35/HR (4 HOUR MINIMUM)
- RESTROOMS ACROSS STREET AT CITY PARK
- FREE STANDING DÉCOR ONLY
- NO STAFF FOR SET-UP/CLEAN-UP
- NO ALCOHOL
- \$100 CLEANING DEPOSIT
- FIRST-PAID. FIRST-RESERVED



THE WOODLAKE PLAZA IS A PERFECT SPACE FOR HOSTING A PERFORMANCE. AN OUTDOOR DINNER EVENT. AN INTIMATE CONCERT SETTING. OR AN OUTDOOR MOVIE NIGHT!

THE STAGE IS LIT AND ALSO HAS ELECTRICAL PLUGINS FOR DJ/BAND EQUIPMENT/PROJECTOR. EQUIPPED WITH LAMP POSTS & TRASH CANS.

TABLES & CHAIRS ARE NOT INCLUDED AND MUST BE RENTED FOR THIS VENUE. RESTROOMS ARE LOCATED ACROSS THE STREET IN CITY PARK.

NO ALCOHOL IS ALLOWED WITHOUT AN ABC PERMIT. AND THERE ARE NO VEHICLES ALLOWED INSIDE THE PLAZA.



WOODLAKE PLAZA RENTAL REQUEST FORM



OFFICE USE ONLY: Date Paid: _____ \$ _____ Check # _____ Cash _____ Card _____ | Approved: _____ | Key/Permit: _____

FAQ

HOW TO COMPLETE THE FORM: This form is intended for routine events of under 200 people in the Woodlake Plaza facility. Please complete this form with as much detail as you can, to give us a good idea of what the vision is for your event so that we can give you proper direction & guidance. This form can be emailed to JReynolds@ci.woodlake.ca.us

WHAT'S THE COST: \$35 per hour, with a 4 hour minimum (this time includes set-up & clean-up). There is a \$100 cleaning deposit taken up-front, and the rest is due at least 7 days before the event.

WHAT IS PROVIDED: You'll receive a permit as proof of your reservation, and keys to the restrooms in the City Park.

WHAT IS NEEDED TO RESERVE: Once this form is completed & turned in with the \$100 cleaning deposit, you'll be added to our calendar & that date/location will be blocked off for you.

WHEN WILL I BE CONTACTED NEXT: Once your event is approved, you'll receive an invoice for the balance due via email. You'll also be notified that your permit & park + restroom keys will be available for pick-up the Friday before your event.

REQUESTOR'S NAME: _____ PHONE #: _____

ORGANIZATION/EVENT NAME: _____

PHYSICAL ADDRESS: _____ EMAIL ADDRESS: _____

DATE OF EVENT: _____ TIME OF EVENT: _____ # OF ATTENDEES: _____

(including set-up & clean-up)

TYPE OF EVENT:

- Party / Service
- Class / Program
- Other Event

EVENT DESCRIPTION: _____

PLANNED ELEMENTS: Decorations Music/DJ Games/Activities Cooking Food / Catering On-Site
 Bounce House Rented Tables/Chairs Other: _____

EVENT ATTENDEES: Invite Only Public Event Admission Fee

RESTROOM FACILITIES: Restrooms are located across the street at Woodlake City Park. If you'd like to have restrooms on-site, please arrange for port-a-potties to be brought in for your event & parked in the parking lot. (NO vehicles can go onto the Plaza for any reason)

We will be renting port-a-potties *(please provide a copy of your rental contract to JReynolds@ci.woodlake.ca.us)*

ELECTRICITY: If you need access to an electrical plugin, please let us know.

We will be using an electrical outlet(s) We will be using a generator

Reason for use: _____





350 N. VALENCIA BLVD.
WOODLAKE, CA 93286
PHONE: 559.564.8055
FAX: 559.564.8776
EMAIL: JREYNOLDS@CI.WOODLAKE.CA.US
WWW.CITYOFWOODLAKE.COM

PHOTOGRAPHY / VIDEO RELEASE

I understand that the City of Woodlake Parks and Recreation may take pictures and/or video for use in a City publication, educational purposes or social media posts. My initials indicate approval for the use of such photography/video in which I or my child may appear. I understand that I will not receive compensation for the use of the pictures/video.

(initials)

REFUND POLICY

I understand that the City of Woodlake Parks and Recreation, as a rule, does not offer refunds. Upon cancellation of an event, your balance can be put towards a future event. My initials indicate acknowledgement of the refund policy.

(initials)

RENTER AGREEMENT

I, the renter, agree to the following conditions:

- ALL cleanup will be done **after** the event is over, **not** the next day. Cleanup is not limited to, but must include trash removal of all grounds areas used, decorations taken down, trash removed from parking areas. Port-a-potties picked up and all equipment removed from facility and associated areas. Trash put into the on-side dumpsters.
- There are absolutely NO vehicles allowed inside the Plaza. Any unloading of items to be taken into the Plaza must be done either curbside or in a parking area. All unauthorized vehicles in the Plaza will be towed and impounded at the owner's expense.
- There is **NO ALCOHOL** permitted at any of our parks.
- Music must be kept at a reasonable level for surrounding neighbors and must be turned off by 10pm.
- I confirm that the information listed in my application is true and correct, to the best of my knowledge.

Signature

Date

Print Name

Cell Number