

PARK RESERVATION FORM

RIDGEWAY PARK

Welcome to Ridgeway Park. All reservations are booked in advance, and payment must be made at the same time reservations are made. We want your event to be successful so please follow the rules.

Cash will not be accepted. You may pay by check or money order only, please submit two checks, one for the rental fees and one for the deposit. Make checks payable to Tehama County.

- Read all documents in the packet.
- Complete and sign all forms in this packet where indicated.
- Return the signed forms with your payment to Tehama County Administration at least two (2) weeks before your planned event. Your reservation is not confirmed until payment is received.

RESERVATION DATE: _____	TIME: From _____ To _____ <small>(The Park Closes at 10:00 p.m.)</small>
TYPE OF EVENT <small>(picnic, birthday party, wedding, etc.)</small>	

- *Reservation will only be made to adults 21 years of age or older.*

Name: _____ Phone: _____

Address: _____ City: _____ State: _____ Zip: _____

Please place a check in the first column below to indicate the area you wish to reserve and any additional items that may apply.

X	Area	Cost	Paid
	Entire Recreation Hall <small>Max. Occupancy 200</small>	\$ 150.00	
	w/o Kitchen	\$ 100.00	
	Dining Room Only <small>Max. Occupancy 60</small>	\$ 50.00	
	Kitchen Only	\$ 50.00	
	Cleaning/Damage Deposit	\$ 150.00	\$150.00
	Meeting Room #1 - 15 Max. (hrly rate)	# Hrs \$ 10.00	
	Meeting Room #2 - 15 Max. (hrly rate)	# Hrs \$ 10.00	
	Ball Field* (hourly rate)	# Hrs \$ 7.00	
	Gymnasium** (hourly rate)	# Hrs \$ 7.00	
	Horse Arena*** (hourly rate)	# Hrs \$ 7.00	
	Use of Tables and Chairs	Fees:	
		Deposit:	
		TOTAL:	

KEYS	
Entrance Key #	
Kitchen Key #	
Storage Key #	
Office 1 Key #	
Office 2 Key #	
Issue Date:	
Return Date:	

* Ballfield: first come first serve or reserve

** Volleyball / Basketball etc. at hourly rate, all other uses of the gym at Recreation Hall rate.

*** Non-hourly rental fee applies when holding a fee based event, horse show etc. - Proof of insurance required.
(Individuals can use the arena at their own risk on a first come first serve basis.)

FOR OFFICE USE ONLY--PLEASE DO NOT WRITE BELOW

	Rental Fees	Deposit	Return of Deposit	DISTRIBUTION
Amount Pd	\$	\$ 150.00	Check one: <input type="checkbox"/> Mail <input type="checkbox"/> In Person	Original-Parks & Rec
Receipt #			Date: _____ Ck #: _____	Copy 1 - Renter
Check #			By: _____	Copy 2 - Caretaker
Date Rec'd:		By: _____		Copy 3 - Park Treasurer

County of Tehama Parks Reservations

727 Oak Street, Room #202, Red Bluff, CA 96080

Reservation Line: (530) 528-1111 Fax: (530) 527-3764

Hours: 8:00 a.m. – 5:00 p.m., Monday – Friday



HOLD HARMLESS AGREEMENT

AS REGARDS THE FOLLOWING:

PLANNED EVENT OR ACTIVITY: _____

DATE OF PLANNED EVENT OR ACTIVITY: _____

NAME OF COUNTY PARK: _____

CONE GROVE PARK • GERBER PARK • MILL CREEK PARK • NOLAND PARK
RIDGWAY PARK • RIVER PARK (AT WOODSON BRIDGE) • SIMPSON-FINNELL PARK

I, THE UNDERSIGNED, SHALL HOLD HARMLESS AND INDEMNIFY TEHAMA COUNTY, ITS ELECTED OFFICIALS, OFFICERS AND EMPLOYEES AGAINST ALL CLAIMS, SUITS, ACTIONS, COSTS, COUNSEL FEES, EXPENSES, DAMAGES, JUDGMENTS OR DECREES BY REASON OF ANY PERSON'S OR PERSONS' BODILY INJURY, INCLUDING DEATH, OR PROPERTY BEING DAMAGED BY ANY PERSON IN ANY CAPACITY THROUGHOUT THE DURATION OF THE EVENT, WHETHER BY NEGLIGENCE OR OTHERWISE.

(PLEASE PRINT LEGIBLY)

EVENT HOLDER / SPONSOR: _____

ADDRESS: _____

PHONE #: _____

SIGNATURE OF EVENT HOLDER OR SPONSOR'S AUTHORIZED REPRESENTATIVE

DATE

COUNTY OF TEHAMA ADMINISTRATION
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