



Gatekeeper's Museum/North Lake Tahoe Historical Society Event Permit

Prices Subject to Change Effective March 2011

CONDITIONS FOR USE PERMIT

1. All activities shall be at the direction of the NLTHS and must be approved in advance.
2. All arrangements for advance preparations shall be made with the Museum Staff.
3. Rules and regulations of the California State Park System shall be observed with special attention to activities which might be fire hazardous.
4. The general public has right to access except during the hours designated for the event.
5. Insurance requirements (see attached) must be met.
6. No structures are to be installed without the express permission of the Museum Staff.
7. No trees or shrubbery are to be cut, no fires are allowed, no stapling onto any structures or trees.
8. Permittee is to control traffic and parking as directed by the Museum Staff.
9. The permittee is to maintain area in a clean and sanitary condition and will restore the area to the condition received.
10. Any damage resulting from said activity is to be repaired. The NLTHS will be the sole judge of the extent of damage.
11. Maximum number of people allowed is 300 (three hundred).
12. **Damage deposit** (refundable if all conditions are met) in the amount of \$1,000 must be paid when reservations are requested. **Deposit is separate from rental prices below.** Balance of fees is to be paid in advance at least 14 days before the event with completed application and proof of insurance coverage.
13. The manager of the park (Museum Staff) may terminate any special events activity when it is necessary for the safety and enjoyment of the public; for the protection of resources, or for violation of regulations of the California State Park System and NLTHS Policies and Procedures.
14. Alcohol is allowed on the property as long as it is not sold to the public. We strictly enforce all California alcohol beverage laws. Any necessary liquor licenses must be obtained from the CA Alcohol Beverage Control (CA ABC) by permittee in advance of event. Servers of alcohol will be responsible not to serve guests under the age of 21 years. To ensure the safety of the guests, the NLTHS reserves the right to shut down the bar in the event of excessive intoxication if the bartender has not already done so. Insurance is required.
15. **Parking:** Museum lot has 2 hour parking. Parking is available next door at Bank of the West AFTER 5pm Monday –Friday and all day Saturday and Sunday. ATM spaces must be left open for Bank customers. Additional parking is available at 64 Acres (across street from Museum) and at the Forest Service lot just south of Bank of the West.
16. **Amplified music or PA systems are allowed, but must be at a sound level which does not disrupt Museum operation and does not carry to Museum Parking Lot. Museum Staff/Security will determine if volume levels exceed an acceptable level.** A warning will be issued by on-site security. No additional warnings will be given and event will be terminated if initial warning is not heeded.
17. Limited electrical power is available.
18. You and your caterer are responsible for removing all event-related garbage from the premises.
19. Deposit is non-refundable: **cancellation** will result in the forfeiture of deposit. .
20. Park rentals are for 6-hour periods, including set-up and clean-up. **Rental of grounds is available up to 9pm. The 9pm - 10pm hour is a courtesy provided the permittee to clean site and for guests to leave. This is a courtesy only, and should not be considered as part of the rental time. Any variations in this schedule must be approved in advance by Museum Staff.**
21. Admission to the Gatekeeper's Museum is not included as part of this agreement and is separate from all park rentals. For group admission rates, contact the Museum.
22. No set up of any kind is allowed on the Museum paved porch or stairs until after 5pm.
23. Permittee is responsible for providing a complete list of vendors to the Museum at least 96 hours in advance of event. All vendors must have proof of liability insurance on file with the Museum.

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24. All event vendors are required to follow the above conditions. It is the responsibility of the permittee to provide these conditions for use to each vendor.

25. The NLTHS may take photos of your event for publicity purposes, and retains ownership of these photos.

26. **All clean up must be completed by 10pm. Exception: Tents may be left overnight, but the permittee must arrange with the rental company to have tent picked up by 8:30am the following morning.**

27. **No rice or confetti is allowed due to environmental considerations. Use of birdseed allowed only by prior arrangement with Museum Staff and is dependent upon environmental circumstances at the time of the event.**

FAILURE TO COMPLY WITH ANY OR ALL OF THE ABOVE WILL RESULT IN FORFEITURE OF DEPOSIT.

FEE SCHEDULE:

Wedding/Reception/Special Event (based on 6 hour rental, full day rental for \$5000)

Up to 300 guests

6 hour rental\$3,000

Full Day Rental.....\$5,000

NOTE: All events AND clean-up MUST BE COMPLETED no later than 10:00pm.

_____ **Initials**

By signing here, the permittee agrees to abide by all conditions stated above.

Permittee _____

Date _____

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Insurance Requirements for Special Events

It is an express condition of this permit that the North Lake Tahoe Historical Society (NLTHS) and its officers, agents and employees shall be free from any and all liabilities and claims for damages and/or suits for or by reason of any death or deaths of, or any injury or injuries to any person or persons or damages to property of any kind whatsoever, whether the person or property of permittee, its agents or employees, or third persons, from any cause or causes whatsoever while in or upon said premises or any part thereof during the term of this permit, or occasioned by any occupancy or use of said premises or any activity carried on by permittee in connection therewith; and permittee hereby covenants and agrees to indemnify and to save harmless the State, its officers, agents and employees, and the NLTHS, its officers, agents and employees from all liabilities, charges, expenses (including legal fees) and costs on account of or by reason of any such death or deaths, injury or injuries, liabilities, claims, suits or losses however occurring, or damage growing out of same.

The State of California and the NLTHS are to be named as additional insured in a certificate of liability insurance which will cover the period of the permit.

This policy of liability insurance is to be in an amount not less than the following:

PUBLIC LIABILITY; \$100,000.00 each person; \$300,000.00 each occurrence

**PROPERTY DAMAGE LIABILITY AND PRODUCTS DAMAGE LIABILITY;
\$50,000.00**

and shall be underwritten to the satisfaction of the State of California and the NLTHS. A certificate of insurance, with the required endorsements, shall be submitted to the NLTHS when the permit is submitted for approval.

Insurance policies shall contain the following special endorsement:

The North Lake Tahoe Historical Society and the State of California, its officers, employees and servants are included as additional insured but only insofar as operations under this contract or permit are concerned.

The insurer will not cancel or reduce the insured's coverage during the period that this permit is in effect or without 30 days prior written notice, whichever is shorter, to the State of California and the North Lake Tahoe Historical Society.

The State of California and the NLTHS will not be responsible for the payment of any premiums or assessment on the policy.

The cancellation provision shall not be construed in derogation of the duty of the permittee to furnish insurance during the entire term of permit.

Your homeowners insurance is the first place to check for a certificate.

Liability Insurance Carriers

1. RV Nuccio & Associates, Inc., 10148 Riverside Dr., 2nd Floor, Toluca Lake, CA 91602, (800)364-2433
2. Wedsafe.com
3. Vitas Insurance Agency, 255 Nevada St, Auburn, CA 95603, (530)823-3733

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Date of Application: _____

This application, when approved, will authorize _____ & _____

Mailing address _____ Phone _____

_____ Email _____

As the permittee(s) to make use of the William B. Layton Park grounds for:
_____ on _____

(type of event) (date of event)

From _____ to _____ (standard rate is 6 hrs including set up & clean-up)

Number of Guests _____ \$ _____

Additional Fees (if applicable) \$ _____

Security Deposit (refunded if all conditions met) \$1000

Total \$ _____

Visa/Mastercard _____ Exp Date _____

Signature _____ Total Enclosed \$ _____

All activities on the park grounds shall be at the direction of the North Lake Tahoe Historical Society with the rules and regulations of the California State Park system observed. Activities granted permittee shall be in keeping with the purposes of the NLTHS and are the only activities permitted. By signing this application, the permittee agrees to abide by all conditions described in the NLTHS Conditions for Use Permit Effective January 2011. (Attached)

Permit conditions accepted by

_____ on _____
Permittee Date

Permit Approval – For office use only

\$1000 deposit received on _____. Confirmation letter mailed on _____ Balance of \$ _____ and certificate of liability due by _____.

Approved by: _____, NLTHS Representative

Insurance verification received from permittee on _____. Insurance verification received from vendors: _____

Please advise the NLTHS of your vendors via email (info@northtahoemuseums.org) or returning name, contact, phone number, email for each of the following to NLTHS (P.O. Box 6141, Tahoe City, CA 96145):

- Caterer
- Equipment Rental
- Florist
- Musicians
- Photographer