



Required Information for Renting our Facilities

- Application for Park Facility Rental – must be complete or it will be returned
- Certificate of Insurance and Additional Insured Endorsement or a Special Event Insurance Certificate can be purchased through El Dorado County Risk Management. Please call (530) 621-6544 for more information
- Deposit(s) – refundable when facility is left in a clean condition and any keys are returned. Deposit will be refunded on or about the 15th of each month following your event.
- Rental Fees – used for maintenance and on-going facility improvements
- Written outline of the activity

Cancellation

Cancellations made at least 14 days prior to the event will receive a full refund less a \$10.00 cancellation fee. Cancellations made less than 7 days prior to the event will forfeit all fees. Deposits will be refunded in full. Application fee is nonrefundable.

Insurance

Proof of a policy of insurance, satisfactory to the El Dorado County Risk Management Department, shall be submitted with fees and deposit(s). Liability insurance of no less than \$1,000,000 is required for all events. Failure to provide an adequate Certificate of Insurance and Additional Insured Endorsement will result in cancellation of the event. The County must be named as an additional insured. The following language must be contained on the Certificate of Insurance:

The County of El Dorado, its officers, officials, employees and volunteers are included as additional insured, but only insofar as the activities under this agreement are concerned.

Special Event Insurance is available for purchase through El Dorado County Risk Management. Please call (530) 621-6544 for more information.

General Rules

The sale of alcohol is prohibited at all parks. All you activities require adult supervision.