



Application for use of the Heritage & Pantera Facilities

1600 Grand Avenue, Diamond Bar, CA 91765 * 909.839.7070

Mailing address: 21825 Copley Drive, Diamond Bar, CA 91765

Owned and operated by the City of Diamond Bar

Responsible Person:		Organization/Business:	
Address:		City:	Zip:
Home phone:		Cell Phone:	
Email:			
Date(s) requested:		Purpose of Use:	
Event hours:			
Begin set up: _____ Actual event time: Start _____ End _____ Clean up hour: _____ Total Hours _____			
Expected Attendance: Adults:		Youth:	Total:
			Open to Public? Y / N
Alcohol Beverages to be Served ? Y / N			
How did you hear about us?			
<input type="checkbox"/> Newspaper/Magazine	<input type="checkbox"/> Website	<input type="checkbox"/> Family/Friend	<input type="checkbox"/> Prior attendance
<input type="checkbox"/> Resident	<input type="checkbox"/> Live nearby	<input type="checkbox"/> Other _____	

Facility Requested:

Heritage Park Community Center:

_____ Entire Room: (A+B)	Dining: 110	Theater: 206
_____ 1/2 Room: (A)	Dining: 60	Theater: 128
_____ 1/2 Room: (B)	Dining: 50	Theater: 107
_____ Classroom:	Dining: 25	Theater: 54

Pantera Park Community Center:

_____ Entire Room	Dining: 50	Theater: 107
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Equipment List:

Heritage Park Community Center

- (3) 72 inch round tables
- (9) 66 inch round tables
- (13) 30 inch x 96 inch rectangular tables
- (3) 36 inch x 36 inch rectangular tables
- (110) Padded arm chairs
- (1) Podium with microphone
- (1) Sound system w/CD and tape player

Pantera Park

- (12) 30 inch x 72 inch rectangular tables
- (50) Vinyl Chairs

Equipment listed is included in the room rental fee. You must provide linens, cutlery and all other items. A replacement fee will be assessed if equipment is damaged or destroyed.

	Diamond Bar based non-profit	Diamond Bar Resident Rate	Non-Diamond Bar Resident Rate	Cleaning Deposit (Refundable)
Heritage Park(A&B) Community Center (Kitchen)	\$50/hr	\$60/hr	\$80/hr	\$200
Heritage Park (A) Community Center (Kitchen)	\$40/hr	\$40/hr	\$53/hr	\$200
Heritage Park (B) Community Center (No Kitchen)	\$35/hr	\$35/hr	\$47/hr	\$200
Heritage Park Activity Room (No Kitchen)	\$25/hr	\$35/hr	\$47/hr	\$100
Pantera Park Activity Room (No Kitchen)	\$25/hr	\$35/hr	\$47/hr	\$100

*General Liability Insurance in the amount of \$1 million is required for all rentals.

Tenant User Insurance Premium Rates:

Class I		Class I With Alcohol		Class II		Class II With Alcohol	
Attendance:	Premium:	Attendance:	Premium:	Attendance:	Premium:	Attendance:	Premium:
1-100	\$83.32	1-100	\$143.32	1-100	\$122.46	1-100	\$247.46
101-500	\$116.15	101-500	\$176.15	101-500	\$213.36	101-150	\$338.36

THE UNDERSIGNED hereby states, under penalty of perjury of the laws of the State of California, that (s)he is the person duly authorized to make and sign this application, and that (s)he has read and understands the Facility Use Policies and Procedures of the City of Diamond Bar pertaining to the use of Diamond Bar Center. A copy of which is available upon request.

FURTHER, THE UNDERSIGNED ACCEPTS AND AGREES AS FOLLOWS:

- To comply with all laws, policies, rules and regulations of the City of Diamond Bar pertaining to the use of City facilities and to hold the City of Diamond Bar harmless from any liability or damage to persons or property which may occur due to such use.
- To promptly, upon receipt of notice, reimburse the City of Diamond Bar for any expenses or loss incurred by said City as a result of non-compliance with any of the approved terms of this permit.
- To promptly, upon receipt of notice, reimburse the City of Diamond Bar for any loss or damage to City Property caused by use of such property, ordinary wear, and tear expected.

Indemnification Clause --To the full extent permitted by law, user shall defend, indemnify and hold harmless City, its officials, employees and agents, from any liability, claims, suits, actions, arbitration proceedings, administrative proceedings, regulatory proceedings, losses, expenses or costs of any kind, whether actual, alleged or threatened, actual attorney fees incurred by City, court costs, interest, defense costs including expert witness fees and any other costs or expenses of any kind whatsoever without restriction or limitation incurred in relation to, as a consequence of or arising out of or in any way attributable actually, allegedly or impliedly, in whole or in part to the use of facility by user. All obligations under this provision are to be paid by the user as they are incurred by the City.

Signature of Authorized Applicant

Date

