CITY OF SOMERTON
PARKS AND RECREATION DEPARTMENT
Cultural Center
Rental Permit

CLIENT INFORMATION

Today's Date:

Full Name:

Organization Name: (If Applicable)

Address:

Mailing Address:

City, State, Zip Code:

Phone Number:

Email:

FACILITY REQUEST INFORMATION

Type if Event:

Date of Event:

Time of Event: *(including set up & clean up)*

Set-up _____

Event Time _____

Clean-up Time _____

Any other Information:

Expected Attendance:

Admission/Donation (State Amount, if applies)

Type of Sound System: (if applies)

Alcohol Permit #: (if applies)

***Music must be kept at appropriate noise level. Somerton Police Department will determine appropriate level if needed. No fog machines due to fire alarms in building. ***

I herby certify that I have read and will abide by all policies, rule and regulations of the City of Somerton Parks and Recreation Department for use of areas and facilities.

The City makes no representations or warranties regarding the condition, safety, or suitability of the facility for the Permittee's intended use. By accepting the permit and occupying the facility, the Permittee accepts the facility in its current "as-is" condition and assumes full responsibility for ensuring it is safe and appropriate for the intended activity. The Permittee, including its agents, employees, subcontractors, representatives, or vendors (collectively, the "Indemnifying Party"), shall indemnify, defend, and hold harmless the City of Somerton, its officers, employees, elected and appointed officials, agents, representatives, successors, and assigns (collectively, the "Indemnified Party") from and against any and all losses, damages, liabilities, claims, actions, judgments, settlements, interest, awards, penalties, fines, costs, or expenses of whatever kind, including reasonable attorneys' fees, incurred by the Indemnified Party (collectively, "Losses"), other than Losses to the extent caused by the negligence or willful misconduct of the Indemnified Party, arising out of or relating to: a) Any breach or failure to fulfill any provision of this agreement or permit by the Indemnifying Party; b) Any negligent or more culpable act or omission of the Indemnifying Party (including intentional, reckless, or willful misconduct) in connection with the permitted use; c) Any bodily injury, death of any person, or damage to real or personal property caused by the acts or omissions of the Indemnifying Party; or d) Any failure by the Indemnifying Party to comply with applicable federal, state, or local laws, regulations, or codes in connection with the permitted use. The Indemnified Party shall notify the Indemnifying Party of any Losses upon which it intends to base a claim for indemnification. The Indemnified Party may retain legal counsel of its choice and shall be entitled to reimbursement for all reasonable attorneys' fees and costs incurred in connection with any indemnified claim.

The Permittee shall be required to provide a certificate of liability insurance naming the City of Somerton as an additional insured, in an amount and type acceptable to the City. This requirement may only be waived upon written determination by the City Manager or their designee that the permitted use does not pose a significant risk of loss, injury, or liability to the City or the public. Any such waiver shall be documented in the permit file.

I understand that I will be fully responsible for any and all damages to the facility as a result of the permitee's use related to the permit period.

Client's Signature:

Date:

FOR OFFICIAL USE ONLY

Class A_____ **Granted**_____
Class B_____ **Denied**_____
Class C_____ **Date**_____

Deposit ( ) _____
Rental Fee: ( ) _____
Alcohol Permit: ( ) _____
Security Guards: ( )_____
Staff Attendant ( )_____
Cleaning Fee ( )_____

Total Fee:_____
Received by_____
Reviewed by_____
Approved by_____

Comments:

(Revised on : 07/14/2025)

CITY OF SOMERTON
PARKS AND RECREATION DEPARTMENT

Cultural Center Rental Information (Class B, Residents)

239 W Canal St. Somerton, AZ 85350

PH: (928) 722-7384

THE CULTURAL CENTER IS AVAILABLE FOR RENTAL WITH A CAPACITY OF CAPACITY OF 150 PEOPLE.

I have read and understand the following fees, restrictions, and regulations;
Initials are Required.

A **$100.00** deposit if required to hold the date of your event. This money will be reimbursed in full if the building is left with no damages and clean up is satisfactory. The building will be inspected following your event. Tables and chairs should be wiped off and placed back, decorations and tape off the walls, trash taken outside, any trash on the restrooms, hallways, main entrance, and in the gym floors must be picked up (if required by building supervisor floor must be moped). Any rental equipment must be taken out that night, if any equipment not belonging to our facility is left it will be taken outside by our parks maintenance staff (it is not our responsibility). **You should received you full or partial deposit 2 weeks after your event.**

Supervisors are not allowed to take any cash payments for extended hours. Any extra hours have to be authorized by Director and will be taken out of deposit.

A **$50.00/hour** rental fee must be paid **one month** prior to your event for Class B, residents. Dee includes the Parks and Recreation Employee which must be present at the time of your event to supervise proper use of the facility. This person will be here to open for your set up, throughout your event, and for the clean up. He/she will secure the building after the event, (**city regulation the vent must end no later than 1:00 am**).

OPTIONAL - A **$75.00** fee will be charged if you would like to have someone clean up after the event. (***Must be notified one month in advanced***)

The kitchen is **only** to be used for serving not for cooking or preparing. As a fire hazard we do not allow any candles to be lighted.

A **$25.00** alcohol permit must be purchased if alcohol is to be served. Alcohol should not be served to minors. This permit is not valid for the sale of alcohol (a special state permit must be purchased). Alcohol can only be served in keg. Glass bottles or aluminum can alcohol to be served in clear cups. Keep in mind not to use Champaign bottles as part of your decoration, and if there will be a toast the bottles will be kept stored by the supervisor and only brought out for the toast, immediately after use it must be thrown away or stored.

Permit holder must check with the Security Guard Agency of any restrictions on alcohol consumption.

If you will have alcohol served the City also required the permit holder to hire 3 security guards. if you will not have alcohol, we required 2 security guards. Proof that the service has been contracted should be turned in 2 weeks before the event date. The guards must be uniformed, certified, and bonded. The security guards must be present at the start and end of the event.

Mitchell's Merchant Patrol:	**(928) 782-2376 (3833 E. 24th Place, Yuma AZ)**
Aron Security:	**(928) 920-1989**
Molina's Security Services	**(928) 627-8394(327 Aquila St, PO Box 365 San Luis AZ)**

All the fees, times for set up (decoration & music), event time, clean up time, and security guard proof **must be ready one month prior to your event date, or your event will be cancelled.**

! SMOKING INDOORS IS PROHIBITED!

Please Submit the form to Email:
brendarios@somertonaz.gov or michaelangeloguzman@somertonaz.gov
For More Information Contact Parks & Rec Department at (928) 722-7384

(Revised on : 07/14/2025)