

Staff Use Only: Permit: _____ **Day & Date of Use:** _____
Time of Use (include set-up and take-down): From _____ AM/PM to _____ AM/PM **Event/Event Calendar** _____
Deposit \$ _____ **Date:** _____ **FOP** _____ **Fee \$** _____ **Date:** _____ **FOP** _____
Approved COI w/endorsement on file _____ **or TULIP** _____ **TUP or SEP Permit** _____ **Copy to HR** _____
Officer(s) _____ **AV Test Run Date:** _____ **OK?** _____ **Final Equipment Info** _____
Cleaning Checklist _____ **/Contract Clean** _____ **Contract Clean Date:** _____
Final Walk Through & Key Date _____ **Time** _____ **Post-Inspection** _____

Facility Rental Application



Name: _____ Organization (if applicable): _____

Please check the rental type and options below that you would like included in your reservation:

	Event	Meeting or Non-Profit*
Rental Type	Usage: \$75.00/hour or \$600.00 per calendar day <input type="checkbox"/> Refundable Deposit: \$800.00	Usage: \$50.00/hour or \$400.00 per day <input type="checkbox"/> Refundable Deposit: \$400.00
Kitchen	Usage: \$100.00 flat fee (per day) <input type="checkbox"/>	Usage: \$100.00 flat fee (per day) <input type="checkbox"/>
Contract Cleaning	Current rate: \$250.00 <input type="checkbox"/>	Current rate: \$250.00 <input type="checkbox"/>
City Set up of tables & Chairs	Current rate: \$75.00 (when available) <input type="checkbox"/>	Current rate: \$75.00 (when available) <input type="checkbox"/>

(Sales tax in the amount of 3.5% will be added to the above-listed usage charges.)

All payments and Certificates of Insurance are due 10 business days before the reservation

- Day(s) and date(s) requested _____. A calendar day is defined as 8a to midnight.
- What is the official start time of the event? _____ What is the official end time of the event? _____
All events must end by midnight and include cleanup unless you rent the facility the following day.
- Arrival time for setup: _____ am/pm. Departure time following cleanup: _____ am/pm.
- The planned event will be: _____ Is this event open to the public? _____
- Anticipated attendance*: ADULTS _____ YOUTH (under 18) _____ TOTAL _____
**The max occupancy is 232. Failure to honor this policy will result in the revocation of a permit, loss of deposit, and potential violations of fire and building codes that could result in fines. The City of Cottonwood reserves the right to inspect during the event.*
- Is this for a nonprofit agency? _____ Identified as a service-oriented nonprofit operating under its own nonprofit status with the Arizona Corporation Commission in good standing. The renter cannot use an umbrella company or organization. Must be able to provide a certificate of insurance with an endorsement naming the City of Cottonwood as additionally insured. Usage does not include food and/or alcohol. Any organization requesting fees waived by the City of Cottonwood must be free to the public.
- Will any admission charge, sale, solicitation, donation, or collection be involved with your usage? _____
 If yes, explain: _____
- Will your usage include outside areas aside from the parking lots? _____ If so, a temporary use permit (TUP) or special event permit may be required. If yes, please explain in detail: _____

10. Is the use of alcohol requested? _____ Written consent/approval from city management will need to be obtained by the reservation specialist or other city staff. If approved, an off-duty officer(s) from the Cottonwood Police Department must be contracted for your event to be on-site for the duration of the event while alcohol is present. The ratio is 1 officer per 100 guests and confirmed a minimum of 14 days prior to the use. The City of Cottonwood reserves the right to request additional officers at any time. If an officer(s) has/have not accepted the assignment or the required number of officers are not available, alcohol will NOT be allowed into the facility at any time. Any disregard for those mentioned above will be the basis for the immediate closing of your event without refund. Consumption and/or service of alcohol must end one hour before the scheduled end of the event. Only the permit holder or a designated individual can bring alcohol into the facility. Alcohol **must** be poured in a designated area and controlled by either a professional bartender or one or two responsible individuals over 21 years old (depending on the size of the party) designated as bartenders to monitor and serve the alcohol at all times. Serving alcoholic beverages to persons under 21 years of age or who appear to be intoxicated is prohibited by Arizona law. Alcohol **cannot** be distributed or poured at the guests' tables. **At no time can guests help themselves to the alcohol.** Guests should be strongly discouraged from bringing alcohol to your event. If they do, it must be put behind the bar immediately. If the alcohol is not controlled, it may result in the immediate closing of your party, and refunds will not be given. Agencies cannot sell alcohol for profit but can request donations or tips.

Please read the above and initial here: _____

If you answered YES to the above question and are using the GatherGuard option through www.gatherguard.com, host liquor will automatically be included in your insurance, but **Liquor Liability must also be added as required by the City of Cottonwood.**

City of Cottonwood Municipal Code 9.12.030 - Alcoholic beverages.

- A. Except as provided in subsections D and E below, it shall be unlawful for any person to possess or consume any alcoholic beverage, which may include wine, beer, malt beverages, and spiritous liquors, on city property.
- B. It shall be unlawful to possess, consume, or distribute dangerous drugs or controlled substances in violation of Title 13 of the Arizona Revised Statutes on city property.
- C. It shall be unlawful for any person to possess a glass container in any city park unless specifically authorized by the parks and recreation director or to willfully, maliciously, negligently, or carelessly throw, toss, or otherwise propel or break any glass container in any city park.
- D. It shall not be unlawful for persons of legal age to possess and consume non-intoxicating quantities of wine, beer, and other malt beverages at the Riverfront Park Softball Field Complex, provided that such beverages are transported to and from the Complex in their original, non-glass containers.
- E. The city manager and/or recreation director may authorize the possession and consumption of alcoholic beverages by persons of legal age at the Cottonwood Recreation Center Banquet Hall and Cottonwood Civic Center, at events held in connection with the rental of those facilities by private individuals, groups, and organizations; provided, however, that such authorization shall not include the authority to sell any alcoholic beverage unless the applicant also holds or obtains a license to do so from the Arizona Department of Liquor Licenses and Control.
- F. Before authorizing the possession and consumption of alcoholic beverages as provided in subsection CE above, the city manager or and recreation director shall ensure that the individual, group, or organization responsible for the event will provide adequate security for the event, and that such individual, group, or organization also provides adequate insurance against city liability and/or damage to city facilities and property in accordance with the city's facility rental policy.
- G. As a condition of the privilege of possessing, dispensing, and consuming alcoholic beverages on city property in accordance with subsections BE and CF above, an individual, group, or organization that is granted this privilege shall accept any and all responsibility for injury or damage to persons or property resulting from the exercise of that privilege, and shall indemnify the city against any and all claims, demands, suits, costs, losses, damages, judgments, and expenses of any kind arising in connection therewith.

11. Equipment requested (indicate number of each): Tables 72" Round (20) _____ 8' x 30" Banquet (4) _____ Chairs (200) _____

☐ Microphone ☐ Projector ☐ Podium (Presentation equipment must contain an HDMI or auxiliary port.) ☐ Flags

The audio/visual system is "plug and play" and user-friendly for most events. Please let the reservations specialist know if you have specific audio/visual needs or would like to schedule a tech walk-through. Outside A/V equipment cannot be integrated with the Club House sound system. Should additional IT support be needed, the rate is up to \$50 per hour, with a one-hour minimum, and is not included in the rental fees.

12. Will there be decorations? _____ If yes, please explain: _____

Nothing is to be attached to walls or any portion of the building. Plant hangers behind the window curtains can be used for decorations. No confetti, confetti poppers, or glitter are allowed. Only birdseed or rose petals are permissible outdoors.

13. Will there be amplified sound? _____ If yes, explain: _____

14. Will there be food at the event? _____ If yes, explain: _____ If the event will be catered and staff will serve food to guests, the catering company will require a certificate of insurance (COI) with an endorsement naming the City of Cottonwood as additionally insured. A COI is required if Sterno cups or any heating devices are used.

15. Will your use require placing signs, flyers, or posters on City property? _____ If yes, please explain in detail: _____

16. Will other services be used [DJ, band, performer(s), speaker, etc.]? _____

If so, please explain in detail: _____

All vendors must provide a certificate of insurance *with* endorsement naming the City of Cottonwood as additionally insured. If a band is included in the event, the performance must end 60 minutes prior to the scheduled end of the event.

Additional Restrictions:

>>> Smoking is restricted outside the building, adhering to City and State laws. Smoke, fog, or haze-producing equipment, pyrotechnics, open flames, sparklers, and candles are strictly prohibited. Only birdseed or flower petals may be used during weddings or other events in or around the CCCH. No rice, glitter, confetti, or live animals are permitted in the building.

>>> The Client is responsible for ensuring that vendors provide sufficient extension cords, electric panels, lighting, etc. to cover the event's electrical needs. Failure to notify the CP&R staff of electrical requirements may result in inadequate power or power failure, and CCCH shall not be responsible for any resulting loss. Equipment placement and electrical needs must be approved in advance. Electrical availability is limited and restricted.

>>> Pets are prohibited in the Clubhouse; only service animals for persons with disabilities are permitted. Clients, attendees, and vendors must be diligent in their efforts to protect all areas of the venue, an irreplaceable historic landmark in our community.

Please initial after each of the following statements:

- I understand that in case of emergency or for reasons beyond the City's control, the City reserves the right to cancel the scheduled event before use without liability. Refunds will be made if cancellation by the City is necessary. _____
- I understand that submitting this application does not guarantee a reservation. A reservation will only be confirmed after all necessary documents have been received and all required payments have been made confirmed. _____
- I understand that the key(s) may be signed out to the client or an authorized representative from the Cottonwood Recreation Center. As the client, I am responsible for ensuring that the provided checklist has been followed, that the building has been vacated, that all garbage has been removed, and that all venue doors and windows are locked upon departure. The clubhouse key must be returned to the Cottonwood Rec Center at 150 South 6th Street, Cottonwood, after the event or the following morning, no later than noon. Any loss of key(s) by the client or authorized representative will result in the building being rekeyed at the client's expense. _____
- I understand that if I need to cancel this reservation, deposits and usage fees will be withheld from the original rental price as listed below, in addition to any expenses incurred by the City:
Cancellations made less than 30 days in advance, regardless of when the payment was received: 30%
Cancellations made 4-29 days in advance, regardless of when the payment was received: 50%
Cancellations made 72 hours or less in advance, regardless of when the payment was received: 0%
A charge of 20% of the total reservation fee will apply to all rescheduled reservations. _____
- As the client, I am responsible for the actions of all independent contractors, such as the party planner, entertainers, florists, caterers, musicians, etc., as well as guests and all attendees. _____

It is distinctly understood and agreed that the applicant assumes all risks for loss, damage, liability, injury, cost, or expense that may arise during or be caused in any way by such use or occupancy of the facilities of the City of Cottonwood. The applicant further agrees that in consideration of being permitted to use the facilities, he/she will save and hold harmless the City of Cottonwood and/or its employees from any loss, claims, and liability or damages, and/or injuries to persons and property that in any way may be caused by applicant's use or occupancy.

I, the undersigned, hereby certify that I will be personally responsible as, or on behalf of, the applicant of any damages/loss sustained by the grounds, building, furniture or equipment, or unusual cleanup required through the occupancy of said facilities by the applicant. I am aware that liability insurance may be required in certain situations, naming the City of Cottonwood as additional insured.

Date Completed

Client's Signature

Client's Printed Name

Phone

Address

City/State/Zip

Driver's License #

Date of Birth

Email address

Name of Alternate Representative

Phone

Parks & Recreation Staff Signature

Parks & Recreation Staff Printed Name

Date

Special authorization for events where alcohol is to be served:

Jak Teel, Director of Parks & Recreation

Date

Cottonwood Community Club House currently accepts payment in the form of cash, credit card, and checks made out to the City of Cottonwood. No out-of-state personal checks will be accepted.

This form and its contents are subject to change without notice. Revised 03/2025

Cottonwood Community Club House

Permit _____
PW Copy _____
Date _____
Start _____
Name _____

Stairs down to
Mens Room

North Stage
Room

Stairs down to
Ladies Room

Exit

Stage

Exit

Please indicate in the lower right of this form the number of chairs and tables you would like and sketch out the arrangement in this diagram if you have requested city setup (\$75 fee). **Each table comfortably seats eight guests.**

Area
Measurements:

Stage:
30'W X 25'D

Main Floor:
45'W X 62'D

Occupancy:

Stage:

Standing 126

Tables & Chairs 42

Main Area:

Standing 670

Tables & Chairs 223

Podium

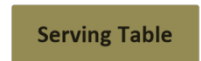


Table



Chair

Serving Table



IT Table



Equipment Available:

1 Podium

20 units – 72" round
tables

4 units – 8' serving
tables

200 units – White
Folding chairs

RR

Kitchen

RR

VENDOR LIST: Please submit this list no later than one week before your event. Thank you!

Name of Sponsoring Organization: _____ Date: _____

_____ Vendor's Name	_____ Business Name (If applicable)
_____ Vendor / Business Address	_____ Phone #
	\$_____ Fee

Description of services: _____

_____ Vendor's Name	_____ Business Name (If applicable)
_____ Vendor / Business Address	_____ Phone #
	\$_____ Fee

Description of services: _____

_____ Vendor's Name	_____ Business Name (If applicable)
_____ Vendor / Business Address	_____ Phone #
	\$_____ Fee

Description of services: _____

_____ Vendor's Name	_____ Business Name (If applicable)
_____ Vendor / Business Address	_____ Phone #
	\$_____ Fee

Description of services: _____



Congratulations on reserving the historic Cottonwood Community Club House!

To hold your event at this special city venue, a certificate of insurance (COI) with its additional insured endorsement is required. Please contact your insurance company and ask them to provide these documents using the following information as the additional insured and certificate holder:

City of Cottonwood
827 N. Main Street
Cottonwood, AZ 86326

Under the general liability, the minimum amounts required are:

Each occurrence: \$1,000,000
Damage to rented premises: \$250,000
Medical expenses (any one person): \$5,000
General aggregate: \$2,000,000

For businesses, if personnel will be working during the event in our facility, such as serving food or alcohol or helping run the event, proof of workers' compensation is required at the statutory limits for each accident, employee disease, and disease policy limit.

If you will be providing, serving, or selling alcohol, liquor liability insurance in the amount of \$1,000,000 is required. This must be 'liquor liability' insurance and cannot be 'host liquor liability' insurance.

For events such as weddings, reunions, or private dinners, you can check with your homeowner's insurance provider to see if you can obtain coverage for your event. If this is not an option, GatherGuard is a general liability insurance program that provides low-cost coverage for special events. See the GatherGuard flyer in this application packet for more information. Please note that although GatherGuard policies include host liquor coverage, host liquor does not provide adequate coverage if you are providing (serving) alcohol to event attendees. As the venue does not have its own bar service and the City does not allow each individual person to bring their own individual alcohol to your event, you must also provide Liquor Liability coverage if your event includes alcohol. Although GatherGuard lists Liquor Liability as "not common," selling, serving, or furnishing alcoholic beverages at this facility requires this selection.

If you have any questions or concerns regarding insurance requirements, please contact the City of Cottonwood risk management specialist, Bobby Ortego at bortego@cottonwoodaz.gov or 928-340-2763.

We look forward to working with you on your special event!

Reservations Coordinator
Cottonwood Parks & Rec
928-639-3200 x3202



Intact Entertainment | GatherGuard Purchasing Instructions

Special events, whether a wedding reception or a professional seminar, involve considerable coordination between host and event staff. But despite careful planning the unexpected may occur—exposing the host to potential liability for bodily injury or property damage. Intact Entertainment can help with GatherGuard—a general liability insurance program that provides your client access to convenient, low-cost coverage for special events. GatherGuard can help mitigate your risks, while providing valuable protection to the event host and venue.

Purchasing Instructions:

GatherGuard is accessible through two easy methods:

Tip: Internet Explorer is not supported, for the best experience, please use the Chrome, Safari or Firefox browsers

Venue ID Codes

- Visit our website at gatherguard.com
- Select Get a Quote and answer a few questions about your event
- Where prompted, enter the applicable venue ID code provided by your venue, or search for your venue
- Complete the application and purchase coverage

Direct Referral Link

If your venue has provided you with a direct referral link:

- Copy and paste the referral URL into your browser. You will see a message that displays the referring organization's name, and the venue code will be pre-filled for you
- Complete the application and purchase coverage



entertainment

You can verify the additional insured information before completing your purchase by using the "Preview my certificate language" link found at the righthand side of the application. Once the application has been completed, and credit card payment confirmed, you will receive an email with a full copy of your policy and certificate of liability insurance.

Purchasing tip: Purchase your coverage several days in advance of your event to leave time for any changes that may need to be made.

Sample Policy

You can view a sample policy at any time. Simply click "View Sample Policy" located at the bottom of our website homepage or on each page of the quote/purchasing process.

Contact Us

Customer Service is available to assist with questions at **844-747-6240**, Monday through Friday from **8:00 a.m. to 8:00 p.m.** Eastern Time.

City Venues Include:

- City of Cottonwood (Use if your location is not listed)
- Cottonwood Aquatics Center
- Cottonwood Community Club House
- Cottonwood Kids Park
- Cottonwood Library
- Cottonwood Public Safety
- Cottonwood Recreation Center
- Cottonwood Youth Center
- Garrison Park
- Old Town Activities Park
- Riverfront Park
- Riverfront Water Reclamation Facility

About Intact Insurance Specialty Solutions

Throughout the United States, Intact Insurance Specialty Solutions' underwriting companies offer a broad range of specialty insurance products through independent agencies, regional and national brokers, wholesalers and managing general agencies. Each business is managed by an experienced team of specialty insurance professionals focused on a specific customer group or industry segment, and providing distinct products and tailored coverages and services. Targeted solutions include group accident and health; commercial and contract surety; entertainment; environmental; excess property; financial institutions; financial services; inland marine; management liability; ocean marine; public entities; technology; and tuition refund. For further information about U.S. products and services visit: intactspecialty.com.

Intact Insurance Specialty Solutions and Intact Insurance Entertainment are marketing brands for the insurance company subsidiaries of Intact Insurance Group USA LLC, a member of Intact Financial Corporation (TSX: IFC), the largest provider of property and casualty insurance in Canada, a leading provider of global specialty insurance, and, with RSA, a leader in the U.K. and Ireland. The insurance company subsidiaries of Intact Insurance Group USA LLC include Atlantic Specialty Insurance Company, a New York insurer, Homeland Insurance Company of New York, a New York insurer, Homeland Insurance Company of Delaware, a Delaware insurer, OBI America Insurance Company, a Pennsylvania insurer, OBI National Insurance Company, a Pennsylvania insurer, and The Guarantee Company of North America USA, a Michigan insurer. Each of these insurers maintains its principal place of business at 605 Highway 169 N, Plymouth, MN 55441, except The Guarantee Company of North America USA, which is located at One Towne Square, Southfield, MI 48076. For information about Intact Insurance Specialty Solutions products and services available in Canada, visit: intactspecialty.ca and for information about Intact Financial Corporation, visit: intactfc.com.

CERTIFICATE OF LIABILITY INSURANCE

 DATE (MM/DD/YYYY)
02/08/22

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Specialty Advantage Insurance Services 505 North Brand Blvd Suite 1250 Glendale, CA 92103	CONTACT NAME: GatherGuard Administrator PHONE (A/C, No, Ext): (844) 747-6240 FAX (A/C, No): E-MAIL ADDRESS: gatherguard@intactinsurance.com
INSURED nicole Johnson 1270 S Settlers Cir Cottonwood, AZ 86326	INSURER(S) AFFORDING COVERAGE
	INSURER A: Atlantic Specialty Insurance Company
	INSURER B:
	INSURER C:
	INSURER D:
	INSURER E:
NAIC # 27154	

COVERAGES
CERTIFICATE NUMBER:
REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY			GGL002446	02/11/2022	02/12/2022	EACH OCCURRENCE \$ 1,000,000
	<input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR						DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 1,000,000
	<input checked="" type="checkbox"/> Includes Host Liquor						MED EXP (Any one person) \$ Excluded
							PERSONAL & ADV INJURY \$ 1,000,000
	GEN'L AGGREGATE LIMIT APPLIES PER:						GENERAL AGGREGATE \$ 2,000,000
	<input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/>						PRODUCTS - COMP/OP AGG \$ 1,000,000
	OTHER:						
	AUTOMOBILE LIABILITY						UNINSURED SINGLE LIMIT (Ea accident) \$
	<input type="checkbox"/> ANY AUTO						BODILY INJURY (Per person) \$
	<input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS						BODILY INJURY (Per accident) \$
<input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY			PROPERTY DAMAGE (Per accident) \$				
							\$
	UMBRELLA LIAB		OCCUR				EACH OCCURRENCE \$
	EXCESS LIAB		CLAIMS MADE				AGGREGATE \$
	DED		RETENTION \$				\$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY						PER STATUTE <input type="checkbox"/> OTH-ER \$
	ANY PROPRIETOR/PARTNER/EXECUTIVE/OFFICER/MEMBER EXCLUDED? (Mandatory in NH)						E.L. EACH ACCIDENT \$
	If yes, describe under DESCRIPTION OF OPERATIONS below						E.L. DISEASE - EA EMPLOYEE \$
							E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Event Name: Nicole and Salvador wedding

Event Type: Wedding

Event date(s): 02/11/22

No. of Attendees: 1-100

CERTIFICATE HOLDER
CANCELATION

 National League of Cities
 Attention: Erin Rian
 660 N. Capitol St, NW
 Washington, DC 20001 US

 City of Cottonwood
 827 N. Main St.
 Cottonwood, AZ 86326 US

 Cottonwood Community Clubhouse
 805 N. Main Street
 Cottonwood, AZ 86326 US

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

