



# FACILITY RENTAL APPLICATION

Complete all applicable sections below and submit with your application.

## Section 1: Applicant Information

Applicant / Organization Name	Contact Person
Mailing Address	City, State, ZIP
Phone Number	Email Address

## Section 2: Event Details

Facility / Venue Requested	Specific Area / Room / Field
Date of Application	Date(s) of Event
Start Time – End Time (include setup/cleanup)	Estimated Number of Attendees
Description of Event / Proposed Use	Applicant/Organization Address? <input type="checkbox"/> In-City <input type="checkbox"/> Out-of-City

Will alcohol be served?  Yes  No **If yes, Applicant must complete an Alcohol Service Release & Waiver Form**

***\*Note: The consumption of alcohol on the premises of the Water Treatment Plant is prohibited.***

Will vendors be present?  Yes  No

Is this a youth-oriented event (attendees 18 and under)?  Yes  No

If you are providing your own insurance (not through GatherGuard), please complete the following:

Insurance Company	Agent / Contact Person	Phone Number
Policy Number	Coverage Dates	City of Seneca listed as additional insured? <input type="checkbox"/> Yes

A copy of the Certificate of Insurance for your event policy must be provided after your application has been approved and before your event date..

### Section 3: Vendor Information (If Applicable)

If your event includes vendors, list them below. All vendors must obtain a City of Seneca Business/Vendor License and comply with all applicable policies. If space is needed for additional vendors, see Appendix B: Additional Vendor List. **It is the applicant's responsibility to ensure all vendors obtain the appropriate licenses/permits.**

Vendor – Business Name	Contact / Phone	Business Type	Address / Email
Vendor 1:			
Vendor 2:			
Vendor 3:			
Vendor 4:			
Vendor 5:			

### Section 4: Equipment Rental and Security Personnel

The following services and equipment are available for rent. Please indicate quantities needed. Any damage to rented equipment due to inclement weather or misuse will be billed to the renter at the cost of replacement.

The Standard Furnishings listed in Appendix A will be deducted from the total quantity requested prior to calculating total equipment rental fees.

Item	Fee	Total Qty Requested
10×10 Tent	\$35.00 per tent	
20×20 Tent	\$75.00 per tent	
Tables	\$2.00 per table	
Chairs	\$1.00 per chair	
Stage	\$1,000.00	
Vinyl Floor Cover	\$100.00	
Police Officer	\$62.00 per hour, per officer	

### Section 5: Rental Agreement & Liability Waiver

- I understand that participation in activities at a City facility involves inherent risks, and I voluntarily assume full responsibility for any injury, illness, or sickness that may occur as a result of participation or facility use.
- I hereby release, waive, discharge, and forever hold harmless the City of Seneca, its agents, contractors, employees, representatives, and staff from any and all claims, demands, damages, or causes of action arising out of or related to any loss, injury, illness, or other incident that may occur during or as a result of the rental or use of the facility.

3. I am responsible for ensuring the proper use and care of the facility during the rental period. If any City property is damaged during the rental, I understand that my security deposit will be forfeited, and I agree to reimburse the City for any additional repair or replacement costs beyond the deposit amount within 30 days from the date of the rental.
4. I have read and understand and agree to comply with all rules and policies set forth in the Facility Rental Guide and the Facility Rental Application.
5. I understand that the City reserves the right to deny this application, at its sole discretion.
6. I am responsible for the conduct of all participants at my event, the use and welfare of the City facility, and the replacement or repair of any equipment, structures, or property that may be damaged, lost, or stolen during our use.

**By signing below, I acknowledge that I have read, understood, and voluntarily agree to all terms, conditions, rules, policies, and applicable fees stated in the Facility Rental Guide, Facility Rental Application and Appendices A & B.**

<b>Applicant Signature</b>	<b>Date</b>
<b>Printed Name</b>	<b>Organization (if applicable)</b>

FOR OFFICE USE ONLY	
<b>Approved By</b>	<b>Date Approved</b>
<b>Facility / Area Rented</b>	<b>In-City or Out-of-City</b>
<b>Hourly Rate Applied</b>	<b>Total Rental Fee</b>
<b>Deposit Received (\$)</b>	<b>Insurance Verified:</b> <input type="checkbox"/> GatherGuard <input type="checkbox"/> Other Provider
<b>Equipment Rental Total</b>	<b>Fees Paid / Balance Owed</b>
<b>Key Issued?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No <b>Key Returned?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No	<b>Post-Event Inspection:</b> <input type="checkbox"/> Satisfactory <input type="checkbox"/> Unsatisfactory
<b>Deposit Returned?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No <b>Reason if No:</b>	<b>City Representative Signature / Date</b>

## APPENDIX A

### Facility & Equipment Fee Schedule

All rentals require a 2-hour minimum. Rates shown are per hour unless otherwise noted. Day rates are shown in parentheses where available. In-City rates apply to residents and organizations within the Seneca city limits.

#### Equipment Rental

Item	Fee
10×10 Tent	\$35.00 per tent
20×20 Tent	\$75.00 per tent
Tables	\$2.00 per table
Chairs	\$1.00 per chair
Stage	\$1,000.00
Vinyl Floor Cover	\$100.00

#### Security Personnel

Item	Fee	Qty Requested
Police Officer	\$62.00 per hour, per officer	

#### Facility Rentals

##### Shaver Recreation Complex – 698 W South 4th St. (Indoor Facilities)

Area	Resident Rate	Non-Resident Rate	Deposit
Meeting Room A (includes Kitchen)	\$60/hr (\$400/day)	\$100/hr (\$800/day)	\$250
Entire Building (Gym, Kitchen & Meeting Room)	\$200/hr (\$1,400/day)	\$350/hr (\$2,200/day)	\$250
1 Court Only	\$40/hr	\$80/hr	\$250
Entire Gym	\$80/hr (\$1,000/day)	\$160/hr (\$1,800)	\$250

**Standard Furnishings Included:** Rentals of Meeting Room A and Entire Building each include 5 rectangular tables and 20 chairs at no additional cost. Additional tables (\$2/ea) and chairs (\$1/ea) may be rented. Please notify staff in advance to confirm availability.

##### Shaver Recreation Complex – Athletic Fields

Field	Resident Rate	Non-Resident Rate	Tournament Price/Day	Deposit
Fields 1–7 (Baseball/Softball)	\$20/hr	\$40/hr	\$250/field	\$250
Fields 1 & 2 (Soccer)	\$40/hr	\$80/hr	\$375	\$250

## Shaver — Additional Athletic Field Costs

Service / Item	Fee
One-Time Baseball/Softball Game Preparation	\$40.00
Infield Clay & Field Dry	\$25.00 per bag
Vinyl Floor Cover Rental (may be required for your event)	\$100.00

**NOTE:** Tournament pricing includes a one-time game preparation at the beginning of the day. All fees, deposits, and licenses must be paid before use of City property.

## Gignilliat Community Center — 621 Townville St.

Area	Resident Rate	Non-Resident Rate	Deposit
North Room	\$60/hr (\$400/day)	\$100/hr (\$800/day)	\$250
South Room (includes Concession)	\$80/hr (\$550/day)	\$200/hr (\$1,400/day)	\$250
Entire Building (North Room, South Room & Gym)	\$120/hr (\$1,000/day)	\$350/hr (\$2,200/day)	\$250
Gym Only	\$40/hr (\$500/day)	\$80/hr (\$900/day)	\$250

**Standard Furnishings Included:** Rentals of the North Room, South Room, and Entire Building each include 5 rectangular tables and 20 chairs at no additional cost. Additional tables (\$2/ea) and chairs (\$1/ea) may be rented. Please notify staff in advance to confirm availability.

## Tim Howard Gym — 810 W South 4th St. (Indoor Facilities)

Area	Resident Rate	Non-Resident Rate	Deposit
Gym Only	\$40/hr (\$500/day)	\$80/hr (\$900/day)	\$250

## Blue Ridge Field Pavilions

Area	Resident Rate	Non-Resident Rate
1 Pavilion — half day (4 hours)	\$20	\$40
1 Pavilion — full day (8 hours)	\$40	\$80
2 Pavilions — half day (4 hours)	\$40	\$80
2 Pavilions — full day (8 hours)	\$80	\$160

## Cunningham Park

Field	Resident Rate	Non-Resident Rate
Adams Field	\$20/hr	\$40/hr
Fields 1, 2, or 3	\$10/hr	\$20/hr
Kapp Field	\$20/hr	\$40/hr

**City Hall – Council Chambers**

Area	Resident Rate	Non-Resident Rate
Council Chambers – half day (4 hours)	\$100	\$200
Council Chambers – full day (8 hours)	\$200	\$400

**Water Treatment Plant – Conference Room (630 Northampton Rd)**

Area	L&W Customer	Non-L&W Customer	Deposit
Conference Room – Weekday	\$400 (\$200 for any consecutive weekdays)	\$550 (\$275 for any consecutive weekdays)	\$250
Conference Room – Weekend (Saturday/Sunday)	\$600 (\$300 for any consecutive weekend day)	\$750 (\$375 for any consecutive weekend day)	\$250

**Standard Furnishings Included:** The Conference Room includes 5 rectangular tables and 20 chairs at no additional cost. Additional tables (\$2/ea) and chairs (\$1/ea) may be rented. Please notify staff in advance to confirm availability.

## Alexander Amphitheater — 300 Main St. (Outdoor Venue)

Alexander Amphitheater features a covered stage and seating for approximately 2,000 in the heart of downtown Seneca. Because the venue is an open, public space bounded by public streets and parking areas, it cannot be fully enclosed. All events must allow passive public access to the surrounding area. Rental fees are based on the level of event intensity as defined below.

### Standard Event Rental Rates

Event Tier	Resident Rate	Non-Resident Rate	Deposit
Tier 1 — Passive Use	\$50/hr (\$400/day)	\$100/hr (\$800/day)	\$250
Tier 2 — Active Use	\$150/hr (\$1,000/day)	\$300/hr (\$2,000/day)	\$500
Tier 3 — Major Use	\$1,500/day base (+ \$200/hr)	\$3,000/day base (+ \$250/hr)	\$1,000
Setup/Strike Day (if needed)	50% of the applicable day rate		

All hourly rentals are subject to a 2-hour minimum. Day rate = 8 hours.

### Tier Definitions

#### Tier 1 — Passive Use

Non-amplified or lightly amplified events (portable speaker only) with no vendors, no alcohol, no temporary structures and expected attendance under 200. The facility remains fully open and accessible to the public throughout. No City staffing required.

#### Tier 2 — Active Use

Events involving amplified sound (PA system, live band, DJ), vendor presence, temporary structures (tents, staging, etc.), alcohol service, or expected attendance of 200–499. May require partial management of public foot traffic in the immediate area.

#### Tier 3 — Major Use

Large-scale events with significant amplified sound, extensive vendor or sponsor presence, professional-grade production equipment (stage lighting rigs, sound engineering, video screens), or expected attendance exceeding 500. These events are likely to substantially impact downtown traffic flow, parking availability, and adjacent businesses, and may require dedicated City staffing and potentially police presence.

### CLASSIFICATION NOTES:

If an event meets the criteria for more than one tier, the higher tier applies. The City Administrator may reclassify an event to a higher tier at his/her discretion, if the actual scope exceeds what was provided on the rental application. Custom rates for recurring event series (e.g., weekly summer concerts, monthly farmers markets) or multi-day festivals may be negotiated with the City Administrator. Because Alexander Amphitheater is an open, public space that cannot be fully enclosed, ticketed or gated admission events are not permitted. All events must allow passive public access to the surrounding area.

## Wedding Packages

The Alexander Amphitheater is available for wedding ceremonies and receptions. Wedding packages include use of the covered stage and terraced seating area for the duration of the rental period. Due to the open-air nature of the venue, renters should plan for weather contingencies.

Package	Resident Rate	Non-Resident Rate	Deposit
Full Day (up to 10 hours)	\$2,000	\$2,500	\$500
Rehearsal (up to 2 hours)	\$100	\$200	Included

### WEDDING RENTAL REQUIREMENTS

In addition to the standard application requirements, the following apply to all wedding rentals at Alexander Amphitheater:

- Setup and breakdown must occur within the reserved rental hours. A separate setup/strike day may be reserved at 50% of the applicable day rate.
- If alcohol will be served, the applicant must complete the Alcohol Service Release & Waiver Form and obtain all required permits and insurance. This is subject to City approval.
- All vendors (caterers, florists, DJs, photographers, etc.) must be listed in Section 3 (and Appendix B, if needed) of the rental application and are subject to City of Seneca Business/Vendor License requirements.
- Amplified music must comply with all City noise ordinances and must end by 10:00 PM unless prior written approval is obtained.
- The renter is responsible for a weather contingency plan. The City does not provide rain-date guarantees or refunds due to inclement weather.
- Any decorations, temporary structures, or floral arrangements must be removed prior to the conclusion of the rental period. No items may be affixed to the stage or seating structures with nails, screws, staples, or adhesives.

### Additional Amphitheater Fees

Service / Item	Fee
Required City Staff (if needed; minimum determined by City)	\$50.00 per hour, per staff member
Police Officer (if required)	\$62.00 per hour, per officer
Additional Waste Receptacles	\$25.00 per roll cart

## APPENDIX B Additional Vendor List

Use this form if your event includes more than five (5) vendors. Complete this page and attach it to your Facility Rental Application. All vendors listed below are subject to the same licensing and permit requirements described in Section 3 of the application. The applicant is ultimately responsible for ensuring that each vendor obtains a valid City of Seneca Business/Vendor License prior to the event.

<b>Applicant / Organization Name</b>	<b>Date(s) of Event</b>
<b>Facility / Venue</b>	<b>Application Date</b>

Vendor – Business Name	Contact / Phone	Business Type	Address / Email
Vendor 6:			
Vendor 7:			
Vendor 8:			
Vendor 9:			
Vendor 10:			
Vendor 11:			
Vendor 12:			
Vendor 13:			
Vendor 14:			
Vendor 15:			
Vendor 16:			
Vendor 17:			
Vendor 18:			
Vendor 19:			
Vendor 20:			

*If more than 20 vendors are expected, please attach an additional sheet in the same format or contact City staff at (864) 885-2709.*