



## LOVE BUILDING FACILITY RENTALS

### 6 Easy Steps to Make a Reservation

1. Call GCCS (530) 615-4541 to see if your date is available.
2. If facility is available, submit a GCCS Facility Use Application & Agreement Form and Booking Fee to secure a date. If reservation is made less than 30 days in advance, the Full Rental Fee is due at the time of the application. Please make all checks payable to "Gold Country Community Services".
3. Once the event is reviewed and conditions are set by the Director...
  - ✓ Obtain event insurance (including host liquor liability – if alcohol is being served or sold).
  - ✓ Obtain a Special Event Permit and/or ABC License Application if required and obtain Facility Managers signature on both.
  - ✓ Pay the Cleaning/Damage Deposit by established deadline.
4. A **Special Event Permit** will be required if:
  - A. The event is open to the public (with or without an admission fee); or
  - B. The event will be advertised to the general public; or
  - C. The event includes the sale of alcoholic beverages; or
  - D. The event may be considered a hazard to public peace, health & safety.

To obtain a Special Event Permit the applicant must submit a separate application to the City of Grass Valley Police Department and pay the associated permit fee. Special Event Applications must be submitted 30 days in advance of the event.

5. A **One-Day Liquor License** from the California Department of Alcoholic Beverage Control is required if the event is open to the public and involves serving or selling alcoholic beverages. To obtain a One-Day Liquor License a qualified organization must submit a completed Daily License Application/ Authorization Form and Certificate of Insurance and pay the associated fee.
6. Pay the appropriate Cleaning/Damage Deposit and provide GCCS with a copy of the Insurance Certificate at least 7 days in advance of the event.

*NOTE: It is up to the event host to obtain and post copies of the approved Special Event Permit and One-Day Liquor License (if these items are required).*

That's it! Our goal is to make the reservation process as simple and expedient as possible. We will do everything we can to make planning your event a pleasurable experience. As always, Gold Country Community Services is here for you.