



Application for Building or Property Usage Permit

Applicant: _____ Today's Date: _____

Contact Person: _____ Phone: _____

Address: _____

Responsible Person (if different than contact): _____

Daytime Phone: _____ Evening phone: _____

Address: _____

Is the responsible party a Valencia County resident? _____ Yes _____ No

Building/Property Requested: _____ Date(s) Requested: _____

Organization/Group Use? _____ Yes _____ No Time Needed? _____

Purpose: _____

County Sponsorship: Is the event a governmental, educational, cultural, or instructional public event that will be open to all county residents, not political, advertised, and constitutes a low-risk event as defined by the Tenant Users Liability Insurance Program ("TULIP") _____ Yes _____ No

Building or Facility Usage Deposit = \$100 (The facility must close at 11:00 pm)

Kitchen Deposit (if used): \$50

If the building is not cleaned and vacated by 11:00 pm, an additional \$50 per hour fee will be assessed.

I hereby am aware and agree to abide by all rules and regulations governing the use of the above listed facility and equipment.

Applicant's Signature

Date

FOR OFFICE USE ONLY

Damage Deposit = \$100

Kitchen Deposit = \$50 (if applicable)

Open/Close Fee = \$50

Hourly Fee = _____ hours X \$15 per hour

Damage/Kitchen Deposit paid: _____ Date _____ Amount _____

Fees paid: _____ Date _____ Amount _____

Refund of Deposit: _____ Date _____ Amount _____

Satisfy County Sponsorship Qualification _____ Yes _____ No Initials _____



Tenant Users Liability Insurance Protection (TULIP)

Purpose

Provides low-cost general liability coverage to third party users of various county-owned venues and facilities for events such as weddings and birthday parties.

Cost and Coverage

Third parties can obtain a free quote for their event and download a sample event policy. A link to a sample policy is at the bottom of each page of the online application.

How

When a resident rents a county-owned facility or venue, direct them to obtain a free quote for liability coverage for the event and to purchase a policy at <https://gatherguard.com/>.

1. **Click the 'Get a Free Quote' button.**
2. **Choose the type of event you will host.**
3. **Answer some questions about the event.**
4. **Search for your county venue.** If you are unable to find the venue or do not have a venue code, call your county to ensure it is a rentable facility and is included in the insurance program.

Venue ⓘ

Use a venue code

Search for a venue

Venue code ⓘ

—

Next

5. Answer questions about any vendors who will participate in your event.

Performers, Vendors and Exhibitors [Help with this section.](#)

Leave at zero if there will be none, or, if they will provide their own insurance. This coverage offers protection for you, should a claim arise as a result of uninsured performer, vendor, or exhibitor negligence. Depending on your event, only some or none of these categories will apply.

How many bands, DJs, dance troupes, or other types of performers have you hired for your event, *that have not provided you with proof of insurance?*

A band counts as one performer.

0



6. Review the insurance policy details and purchase coverage. Use this page to make any edits. Details about the coverage pricing are provided on the right side of each screen as you fill out the application.



Birthday party
Event Insurance Policy

This policy has additional certificate holders.

[Preview my certificate language](#)

Basic Coverage **\$75.00**

General liability up to \$1 million

Includes:

Host Liquor

Damage to Rented Premises up to
\$250,000

Additional Coverages

Terrorism Coverage (included) **\$0.00**

Damage to Rented Premises **\$25.00**
limit increase to \$1 million

Subtotal **\$100.00**

Total **\$100.00**