



DEPARTMENT OF PARKS AND RECREATION  
GOLD FIELDS DISTRICT  
FOLSOM SECTOR  
7755 Folsom-Auburn Road  
Folsom, CA 95630  
Telephone: (916) 988-0205  
Facsimile: (916) 989-3206

Lisa Ann L. Mangat, Director

## FOLSOM POWERHOUSE VISITOR CENTER RESERVATIONS

Thank you for your interest in reserving the Folsom Powerhouse Visitor Center. The Visitor Center may be reserved subject to State Park approval and pursuant to compliance with all regulations governing the use of the facilities for private receptions, special events, meetings, and corporate/family gatherings. The facilities are **NOT** available for open to the public events, pay at the door dances or parties.

Please read all the following information carefully before completing your reservation request.

### **Rental Policies & Information:**

1. Reservations may be made in person at the Folsom Lake Sector Office. Rentals are available on a first come / first served basis upon receipt of a complete application form and payment of rental fees. Incomplete requests will be returned to the applicant without processing.
2. Applications will be accepted six months in advance.
3. Minimum group size of 10 persons.
4. Full payment must be received prior to guaranteeing your reservation. We accept all forms of payment.
5. Cancellations: Full refunds will be issued for cancellations 30 days prior to the day of your event. Cancellations within 30 days of your event are non-refundable.

### **Available Dates and Times:**

The Visitor Center is available year round during regular park hours. All set up and clean up must be completed within park hours.

Winter Hours	7:00 am - 7:00 pm
Summer Hours	6:00 am - 9:00 pm

## **Accommodations and Fees:**

Lobby: 3,590 sq. ft. max occupants 239  
Multi-Purpose room: 800 sq. ft. max occupants 53  
Total occupants: 292  
Included in rental fee: 80 chairs, eight 8ft tables, two - 60 inch round tables,  
two - 4 foot folding tables.

Hourly.....\$50

Half day (four hours).....\$200

Full day (8 hours).....\$400

Cleaning and Damage Deposit.....\$250

Park Use Fees per Vehicle.....\$ 10

Two complimentary parking passes will be provide with each rental

You may purchase pre-paid day-use tickets one week in advance of your event at Folsom Lake Sector Office. Our office is open Monday through Friday, 9:00 a.m. to 4:00 p.m. All tickets will be stamped with the date of your event and are non-refundable. These tickets are only valid for day-use on the day of your event.

Some events may require State Parks staff to monitor the event. State Parks will determine the staffing needs and provide an estimate of those costs at the time the application is received. All staffing cost must be paid in advance.

## **Policies and Conditions:**

- ❖ All persons entering the State Park are required to pay all the applicable use fees in addition to rental fees.
- ❖ Cleaning and damage deposit will be returned within 2-4 weeks following the event, pending inspection of the area.
- ❖ Under no circumstances shall the permittee transfer, assign, sublet or allow any other organization or individual use of the facility during the time/date for which they are permitted.
- ❖ It is the responsibility of the permittee to adhere to occupancy regulations. State Parks and the Folsom Fire Department have the

authority to terminate the permit if a group exceeds the maximum occupancy.

- ❖ Permittee must comply with all State Park Rules & Regulations. Renter accepts responsibility for the actions of all guests.
- ❖ Set Up / Clean Up: Is the responsibility of the permittee and must be completed within the regular park hours. Storage is not available either before or after event. Please return the room to original condition; wipe down tables & chairs and return them to the storage area, sweep and vacuum the floors. Cleaning supplies will be made available.
- ❖ No food preparation-only prepared or catered foods/beverages may be served
- ❖ Please remove all decorations. Birdseed, rice, metallic glitter and confetti are prohibited.
- ❖ Large sound systems, DJ's or amplified sound is not permitted. Battery operated portable radios will be allowed.
- ❖ All garbage must be deposited in provided trash containers. Area must be left clean and undamaged.

### **Smoking/Fire Hazard**

Smoking is not permitted in or within 20 feet of the Powerhouse Visitor Center Building building.

### **Alcohol Beverage Policy:**

Alcoholic beverages are prohibited at Folsom Lake State Recreation Area. Alcohol may be permitted at the Activity Center by special permit. Permits are \$100.00, and are non-refundable. Alcohol is not allowed on beach areas. Permittee accepts responsibility for the use of alcohol in the facility and agrees to adhere to all state laws. **Glass containers and hard alcohol are prohibited.**

Permittees serving alcohol or charging an admission fee to serve alcohol must also obtain a temporary alcohol permit from **Alcohol Beverage Control Board**. A copy of the approved ABC permit must be submitted with your application for an alcohol permit.

<https://www.abc.ca.gov/FORMS/ABC221-2010.pdf>  
<https://www.abc.ca.gov/FORMS/ABC221I.pdf>

# Folsom Powerhouse Visitor Center Reservation Application

Date\_\_\_\_\_

Type of Event\_\_\_\_\_

Name of Permittee\_\_\_\_\_

Address\_\_\_\_\_

Organization (if applicable) \_\_\_\_\_

Daytime Phone\_\_\_\_\_ Cell\_\_\_\_\_

Date of Event\_\_\_\_\_ Hours of Event \_\_\_\_\_

Contact Person During Event\_\_\_\_\_ Cell#\_\_\_\_\_

Is this event open to the public? Yes\_\_\_ No\_\_\_

Will an admission fee be charged? Yes\_\_\_ No\_\_\_

Will catered food be served? Yes\_\_\_ No\_\_\_

Will there be music? Yes\_\_\_ No\_\_\_

Advertise on park property? Yes\_\_\_ No\_\_\_

Will alcohol be served? Yes\_\_\_ No\_\_\_

What kind of alcohol will be served? \_\_\_\_\_

Will minors be present? Yes\_\_\_ No\_\_\_

Is this a fund raiser? Yes\_\_\_ No\_\_\_

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PLEASE READ BEFORE SIGNING

My signature certifies that I have read and understand the conditions as set forth in this application governing the use of the facilities specified above. I and/or my organization take full responsibility to ensure the use of these facilities by all attendees is in full compliance with all policies and conditions of this permit. I hold harmless the State of California, Department of Parks and Recreation, its officers, agents, and employees, United States Bureau of Reclamation, their officers, agents, and employees from any damage, claim for damage for personal injury or death, damage to, or loss of property, incurred during the use of this facilities.

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

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FOR OFFICE USE ONLY

Permit Fee Received: \_\_\_\_\_ Insurance Received: \_\_\_\_\_

Activity / Deposit: \_\_\_\_\_ Approved Permit: \_\_\_\_\_

Rental Fee: \_\_\_\_\_ Total Fee: \_\_\_\_\_

Security Deposit: \_\_\_\_\_ Received By: \_\_\_\_\_

Combo Lock for Gate: \_\_\_\_\_ Combo Lock for Door: \_\_\_\_\_