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## CORDOVA COMMUNITY COUNCIL MINE SHAFT PARKING LOT RENTAL GUIDE

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2300 Mine Shaft Lane, Rancho Cordova, CA 95742

[mineshaft@cordovacouncil.org](mailto:mineshaft@cordovacouncil.org) 916-273-5704

## WELCOME TO THE MINE SHAFT

The Mine Shaft, located at 2300 Mine Shaft Lane in the City of Rancho Cordova, offers unrivaled Highway 50 exposure and expansive level parking areas, making it a perfect location for holding your next outdoor non-profit event.

With nearly 9 acres of paved parking, towering oaks and a treasured history for Sacramento area residents, the Mine Shaft is not only hard to beat -- it's hard to forget.

Sacramento natives who spent their teen years in the 1980s no doubt have fond memories of fun times spent at the Mine Shaft playing miniature golf, arcade games, swinging a bat in the batting cages and rocking the night away on the Mine Shaft dance floor.

Times have changed, and those activities are now part of the Mine Shaft's remarkable history. The building is no longer available for rent. But those good feelings continue to pervade the property as the Cordova Community Council Foundation brings it to life for a variety of non-profit events.

### What is the Cordova Community Council Foundation?

The Cordova Community Council was founded in 1959 as an "organization of organizations," a forum for citizens to meet, dream about the future and plan community celebrations like fireworks on the Fourth of July. The legacy of mutual support and collaboration nurtured by the Cordova Community Council has become a hallmark of Rancho Cordova community life for more than six decades and has helped earn our reputation as a place of collaboration and innovation. The Cordova Community Council Foundation is a 501 (c) 3 public benefit non-profit organization.

### A magnificent gift

In 2018, the Mine Shaft property transferred to the Cordova Community Council as a charitable bequest from philanthropist Patrick Willis, with the hope that our organization would use this remarkable gift to uplift the lives of Rancho Cordovans. Since then we have hosted many non-profit activities at the Mineshaft and are now are prepared for more.

### Ready to go

For purposes of determining rental use, the Mine Shaft is divided into five separate lots so that renters can activate one, two, or all five to custom-fit their event. Water service is available throughout the property, as is plug-in electricity. Knowledgeable attendants are ready to help. The Cordova Community Council has staged equipment frequently needed by event presenters to carry off great experiences. All is explained on these pages.

Ready to check out the Mine Shaft for your event? Contact us at [mineshaft@cordovacouncil.org](mailto:mineshaft@cordovacouncil.org) and arrange a consultation or tour! We are ready to welcome you to the Mine Shaft.

# PARKING LOT RENTAL INFORMATION

2300 Mine Shaft Lane, Rancho Cordova, CA 95742

## WHERE DO I START?

If you are interested in renting the parking lots at 2300 Mine Shaft Lane, Rancho Cordova, for a special event, please contact the Cordova Community Council via email [mineshaft@cordovacouncil.org](mailto:mineshaft@cordovacouncil.org) or via phone 916-273-5704. Cordova Community Council staff will discuss your request, answer any questions you may have, arrange a date/time to give you a tour, review the fee structure, and provide you with the necessary documents to apply for use of the parking lots.

## WHEN CAN I APPLY?

Applications are accepted no farther than one (1) year in advance, but not less than sixty (60) days prior to the event date. In addition to the application a signed contract is required.

**Please note:** A completed application does not guarantee the City of Rancho Cordova and/or Sac Metro Fire and/or Sacramento County, will issue a permit for your event. You must meet all applicable permit requirements and submit payment in full before your reservation is complete.

## WHEN ARE FEES DUE?

A credit card deposit of \$250 is due at the time your reservation is approved in order to secure your rental dates. All applicable rental fees are due sixty (60) days in advance of your rental period. Payments may be made by credit card or by check. Applications submitted less than sixty (60) days prior to the rental period require payment of all rental fees at the time your reservation is approved. Payments by check will not be accepted less than thirty (30) days prior to the rental period.

## CAN I CANCEL?

All cancellation notifications must be submitted in writing by the applicant. Cancellations made less than thirty (30) days in advance of the rental period will forfeit all rental fees. Cancellations made more than thirty (30) days but less than sixty (60) days in advance of the rental period will forfeit fifty percent (50%) of their rental fees. Cancellations made more than sixty (60) days in advance of the rental period will receive a full refund of any deposit and/or rental fees paid, less a **\$50** cancellation fee.

## WHAT PERMITS ARE REQUIRED?

Depending on the type of event you want to hold a Temporary Use Permit may be required by the City of Rancho Cordova; a Special Event Permit may be required by Sac Metro Fire; and/or a Temporary Food Facilities permit may be required by Sacramento County Environmental Management. It is the renters responsibility to obtain any required permits.

To determine if a permit is required by the City of Rancho Cordova, please contact the City's Planning Department at 916-851-8750 or visit their website [www.cityofranhocordova.org](http://www.cityofranhocordova.org). To determine if a permit is required by Sac Metro Fire, please contact their Community Risk Reduction Division at 916-859-4330 or visit their website <https://metrofire.ca.gov>. To determine if a permit is required by Sacramento County Environmental Management, please contact them at 916-875-8440 or visit their website <https://emd.saccounty.net/EH/FoodProtect-RetailFood/Pages/CommunityEvents.aspx>

# PARKING LOT RENTAL INFORMATION

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## [ IS INSURANCE REQUIRED? ]

Commercial General Liability and Automobile Liability Insurance in the amount of one million dollars (\$1,000,000) each occurrence is required for all lot rentals. A Certificate of Insurance must be received by the Cordova Community Council a minimum of ten (10) days prior to the rental period naming the following as an additional insured: *Cordova Community Council Foundation, 2729 Prospect Park Drive, Suite 117, Rancho Cordova, CA 95670, its officers, directors, employees and volunteers.*

## [ IS SECURITY PROVIDED? ]

Security is **NOT** provided by the Cordova Community Council or the lot attendant. It is the applicants responsibility to hire/retain any security needed. Security is strongly recommended for any period of time during your rental period where property will be left on site unattended. Please see our approved provider list for information on the security company we typically contract with.

## [ IS ALCOHOL ALLOWED? ]

Serving and/or selling alcohol must be disclosed on the rental application and a copy of your approved liquor license, for sale of alcohol, must be provided to us prior to the start of your rental period .

ABC issues daily liquor license permits for a fee, to non-profit groups who wish to sell alcohol at fundraisers. Your application must be signed off by the Cordova Community Council and approval granted by Rancho Cordova Police Department prior to submitting it to ABC.

## [ IS MY DEPOSIT REFUNDABLE? ]

Your \$250 deposit is refundable and will be mailed within twenty-one (21) business days after the rental period ends or after cancellation of your reservation, if all clean up requirements are met and no damage has been sustained to the rented property or items.

## [ WHAT SERVICE DOES THE ATTENDANT PROVIDE? ]

The attendant will ensure all entry gates leading into the lot(s) you have rented for your event are open and all electrical access points to be used are turned on at the start of your rental period. Attendant will provide instruction on the maximum load to be plugged in to any specific outlet or electrical source. In the event of an electrical short, the attendant will troubleshoot the problem and assist you by identifying an alternate source of electricity to plug into. Should you need all parking lot lights turned off during some portion of your event please notify attendant in advance.

Additionally, at the start of your rental period, the attendant will act as our agent by completing an inventory with you of any optional items you elected to rent as part of your rental contract. At the end of your rental period, the attendant will accept the return of all optional items you elected to rent as part of your rental contract and complete a return inventory with you to confirm the quantity and condition of items returned. Attendant will also enable access to running water upon request, and address any other facility-related issues.



## PARKING LOT RENTAL INFORMATION

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### HOW ARE RENTAL HOURS CALCULATED?

Hours for Lot Rental Fees are calculated based on the rate applicable to the total number of lots you are renting multiplied by the total number of hours applicant is requesting access to the property for any advance delivery of rental equipment and supplies, event setup, event hours, all hours event supplies and equipment remain on property in between multi-day event hours, event clean up and post-event access for removal of rented equipment and supplies. Hours for Attendant Fees are calculated at a rate of \$25 per hour inclusive of all of the above hours minus the hours event supplies and equipment remains on property in between multi-day event hours.

Example: You are hosting a two day event on September 3 & 4 between the hours of 11am and 6pm. You request access to the property for drop off of rental equipment (no setup) between 8am and 11am on Sept 2, event set up from 8am to 11am on Sept 3, re-set in preparation for day 2 of event from 8am to 11am on Sept 4, event clean up from 6pm to 8pm on Sept 4, and removal of rental equipment between 8am and 10am on Sept 5.

- The hours you would be charged for **Lot Rental** are 3 hours on Sept 2 (8am to 11am), 16 hours on Sept 3 (8am to midnight), 20 hours on Sept 4 (12:01am to 8pm), and 2 hours on Sept 5 (8am to 10am) for a **total of 41 hours**.
- The hours you would be charged an **Attendant Fee** for would be 3 hours on Sept 2 (8am to 11am), 11 hours on Sept 3 (8am to 7pm), 12 hours on Sept 4 (8am to 8pm), and 2 hours on Sept 5 (8am to 10am) for a **total of 28 hours**. In this scenario, attendant would NOT be on-site between 7pm Sept 3 and 8am Sept 4, while event venue is closed.

### WHAT ARE MY CLEAN UP RESPONSIBILITIES?

The renting party is responsible for the following cleaning duties:

- All trash and recyclables must be placed in the dumpster secured by the renting party. All loose debris in the parking lots and planter beds must be picked up. If any waste/recyclables will not fit in the dumpster, it is the renting party's responsibility to remove them from the premises.
- If renting party opted to rent the facility's trash carts, they must empty them out into the dumpster and leave the empty trash carts next to the on premises dumpster enclosure.
- The renting party is also responsible for taking down and removing all decorations, supplies, and equipment brought in for the event. Any items that were rented from the facility need to be returned to the same location they were picked up from on the premises
- Renting party is responsible for removing/washing away any markings made on the asphalt. Marking of asphalt is only allowed with painters tape or sidewalk chalk, all other mediums are strictly prohibited.

501c3 Parking Lot Use Rates:	Hourly Rate*
<p><b>* hourly rate &amp; attendant fees are based on the total number of hours access is needed for your event, event setup, event clean up, over-night use for multi-day events, and any access for advance deliveries &amp; post event pick-ups. A \$250 deposit is required to secure your reservation. The number of lots you rent should include all lots needed for your event as well as any lots needed for parking. Access to non-rented lots will not be granted.</b></p>	
<b>1 Lot</b> (select from Lot 1, 2, 3, or 4)	\$35 per hour
<b>2 Lots</b> (select from Lot 1 & 2, or 2 & 3, or 3 & 4, or 4 & 5)	\$40 per hour
<b>3 Lots</b> (select from Lot 1, 2 & 3 or Lot 2, 3, & 4 or Lot 3, 4, & 5)	\$45 per hour
<b>4 Lots</b> (select from Lot 1, 2, 3, & 4 or Lot 2, 3, 4 & 5)	\$50 per hour
<b>5 Lots</b> (Lot 1, 2, 3, 4 & 5)	\$55 per hour
<b>Attendant fee (required for all rentals)*</b>	\$25 per hour
Optional Rental Item Rates:	Flat Rate
Use of on-site 3-yard dumpster	\$100
Use of 8 rolling trash carts w/24 liners	\$50
Use of 8 free standing exit signs + 1 railroad track safety sign	\$25
Use of 8 a-frames (2 sets available)	\$25 per set
Use of Traffic 24 Cones (3 sets available)	\$25 per set
Use of 24 Delineators (3 sets available)	\$50 per set
Use of low frequency radio station + 2 a-frames w/radio station frequency signage	\$100
Display of message on electronic message board during hours of lot rental only	\$50
Display of message on electronic message board for one week prior to hours of lot rental + during hours of lot rental	\$100
Use of 4 folding picnic tables	\$25
Use of 100ft hose (2 available)	\$25 per
Use of Spider box w/4 pigtails or mini power box (2 sets available)	\$25 per set
Use of 50ft twist lock cords (2 available)	\$25 per
Use of 8 Cable Bridges (2 sets available)	\$75 per set

# MINE SHAFT PARKING LOT RENTAL APPLICATION



2300 Mine Shaft Lane, Rancho Cordova, CA 95742 P (916) 273-5704 E mineshaft@cordovacouncil.org

Applicant Information	
Name of Non-Profit Applicant Organization:	
Organization Address:	
Organization Tax Exempt No:	
Name of designated representative:	
Contact Email:	
Contact Phone Number:	
Alternate Contact Person:	
Alternate Contact Email:	
Alternate Contact Phone Number:	

# MINE SHAFT PARKING LOT RENTAL APPLICATION



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Activity Details			
Type of Event:			
Description of Event:			
Date(s) of Event:			
Event Start Time:		Event End Time:	
Set Up Date:			
Set Up Start Time:		Break Down End Time:	
Break Down Date:			
Break Down Start Time:		Event End Time:	
Is this a free event or a ticketed event?	Free	Ticketed	
Is this a publicly advertised event or a private event?	Public	Private	
Will Alcohol be allowed?	Yes	No	
Will Alcohol be served or sold?	Yes	No	
Will you or any on-site vendors be selling food?	Yes	No	
Will there be amplified sound?	Yes	No	



# MINE SHAFT PARKING LOT RENTAL APPLICATION

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Rental Request					
Lot(s) requested to rent:	Lot 1	Lot 2	Lot 3	Lot 4	Lot 5
Equipment requested to rent:	Yes	No	Quantity Requested	Rental Fee	
Use of on-site 3-yard dumpster				\$100	
Use of 8 rolling trash carts w/24 liners				\$50	
Use of 8 free standing exit signs + 1 railroad track safety sign				\$25	
Use of 8 a-frames (2 sets available)				\$25 per set	
Use of Traffic 24 Cones (3 sets available)				\$25 per set	
Use of 24 Delineators (3 sets available)				\$50 per set	
Use of low frequency radio station + 2 a-frames w/radio station frequency signage				\$100	
Display of message on electronic message board during hours of lot rental only				\$50	
Display of message on electronic message board for one week prior to hours of lot				\$100	
Use of 4 folding picnic tables				\$25	
Use of 100ft hose (2 available)				\$25 per hose	
Use of Spider box w/4 pigtails or mini power box (2 sets available)				\$25 per set	
Use of 50ft twist lock cords (2 available)				\$25 per cord	
Use of 8 Cable Bridges (2 sets available)				\$75 per set	

# MINE SHAFT PARKING LOT MAPS

2300 Mine Shaft Lane, Rancho Cordova, CA 95742 P (916) 273-5704 E [mineshaft@cordovacouncil.org](mailto:mineshaft@cordovacouncil.org)

## LOTS 1, 2, and 3:



## LOTS 4 and 5:





# MINE SHAFT CLIENT CHECKLIST

2300 Mine Shaft Lane, Rancho Cordova, CA 95742

The following list has been developed to assist you in meeting contractual obligations related to the rental of the Mine Shaft Parking Lots.

## **12 months to 61 days prior to event:**

- ◆ Contact the Cordova Community Council to request site tour
- ◆ Complete and submit Parking Lot Rental application
- ◆ Pay \$250.00 deposit to secure date
- ◆ Sign Mine Shaft Lot Rental contract

## **60 days prior to event:**

- ◆ Pay balance of rental fees due to include lot rental and any optional equipment
- ◆ Apply for all applicable permits
  - ◆ City of Rancho Cordova,
  - ◆ Sac Metro Fire,
  - ◆ Sac County Environmental Management,
  - ◆ Alcohol Beverage Control

## **30 days prior to event:**

- ◆ Provide copy of IRS Determination Letter of Non-Profit status
- ◆ Provide Certificate of Insurance

## **7 days prior to event:**

- ◆ Provide copy of approved permits to the Cordova Community Council
- ◆ Re-confirm rental access dates/times

## PRE-APPROVED PROVIDER LIST

2300 Mine Shaft Lane, Rancho Cordova, CA 95742

We are providing the following list to assist you in securing equipment rentals and/or services you may need for your event. You are under no obligation to use these providers, information is simply being provided as a courtesy to assist you in your planning.

### Event Equipment Rentals:

- American Doniker for portable restrooms & sink rentals (Kimberly 916-338-4537)
- Atlas Disposal for dumpster & trash cart rentals (Art or Danny 916-455-2800)
- Elite Party Rentals for tents, tables, chairs, linens, small stage & podium rentals (Daniel 916-852-1225)
- River City Rentals for equipment such as boomlift, forklift, trailer, generator, light tower rentals (Matt 916-361-3111)
- SCS Security Contract Services for fencing rentals (Steve 916-338-4800)
- Shane Scott Trucking for Golf Cart rentals (Shane 530-519-0013)

### Event Service Providers:

- AF Protection for on site security (Alex 916-616-4271)
- Telesound for sound, lighting, and stage (Tom 916-320-4203)
- USA Valet for parking services (Steven 916-792-1055)

### Food Vendors:

- Art of Popcorn for Kettle Corn & Lemonade (Becky 916-747-4366)
- Sweet Treats for shaved ice and hot dogs (Frankie 916-226-0236)
- Food Trucks - various contacts available