

**San Juan Bautista
Community Center Hall Rental Application
P.O. Box 1420
10 San Jose Street
San Juan Bautista, CA 95045**

Rental Fee Schedule

All Checks to be made payable to “City of San Juan Bautista”

Rental of Community Center Hall includes use of main hall, bonus room, & serving area.

Maximum capacity: 200 Persons

User Categories:

- 1:** City Residents /Local City and County Non-profits/ Unincorporated San Benito County Residents;
2: Non-Resident.

Hall Rental Fee – No Kitchen Access

	Monday - Thursday 8:00am-10:00pm	Friday, Saturday, Sunday or Holidays 8:00am-11:00pm
1	\$450	\$750
2	\$700	\$1200

The fee to use the kitchen is \$500/day/event in addition to the Hall Rental Fee.

Fees Due By: All rental fees must be paid in full by 60 days before the event. If rental fees are not paid by this date, your reservation is no longer guaranteed. If a reservation is cancelled with less than 60 days notice, fees are not refundable. Initials _____

Hall Cleaning: The Hall Rental Fee includes an allocation of \$200 for cleaning. The City hires a professional cleaning crew to clean the building after each use. Should the cleaning costs exceed \$200, the additional amount will be deducted from your deposit. If you are using the kitchen, the Kitchen Fee includes an additional allocation of \$100 for cleaning. Initials _____

Deposit Requirements

Deposit: A deposit of \$750.00 is required for all events. The deposit is returned the next regular check cycle (normally within 30 days) after the Hall has been inspected, cleaned and any damages repaired. The deposit is due when the reservation is made. *If cancellation of the event is necessary, the notification to the City of San Juan Bautista must be RECEIVED in writing at least 60 days in advance of the reserved date for a refund of the Deposit. The Notification must be signed by the individual who signed the rental agreement or their legal representative.* Initials _____

Other Requirements

1. **Insurance:** A certificate of Liability Insurance in the amount of \$1,000,000, endorsed to add the City of San Juan Bautista as an "Additional Insured," must be provided to the City of San Juan Bautista at least 21 days prior to the event. The City of San Juan Bautista offers, as an option, the Tenant User Liability Insurance program through Drivers Alliant Insurance for users of City facilities, for a fee equal to the City's cost for the insurance plus 15% administration fee. (Most homeowners policies can also provide this coverage at little to no cost). Initials _____
2. **City-Approved Beverage Contractor:** The City has a contract with a beverage service provider to provide exclusive beverage service for events at the Community Hall. They can provide a full range of beverages including a full bar. Beverage service must be contracted for at all events, except those by a non-profit entity conducted as a fund-raiser where the non-profit manages the bar, by the City's approved exclusive beverage contractor. Exceptions are subject to approval by the city manager, however, **absolutely no outside alcoholic beverages will be allowed.** All alcoholic beverages must be consumed inside the Community Hall. Initials _____
3. **Caterers:** The City maintains a list of approved caterers. While renters may bring in their own food, they may not use the kitchen. The use of the kitchen requires an approved caterer. All caterers are required to have a City Business License, provide proof of insurance, and provide evidence of their ability to obtain the proper licenses from the County of San Benito Environmental Health Department. Proof of insurance must include a minimum \$1,000,000 policy endorsed to add the City as an "Additional insured." Initials _____
4. **Security Guards:** Off-duty Sheriff's deputies are required for all events. The city manager may waive this requirement and the city manager's decision is appealable to the City Council. A copy of a signed contract between renter and the San Benito County Sheriff's Department is required. The City requires one officer per 100 people, maximum 2 deputies. Initials _____
5. **Trash Service:** The State requires all large events to have a solid waste recycling program. To fulfill this requirement the City provides both trash and recycling containers for all events. These containers must be clearly marked. The City will also provide plastic bags for the containers. Should a container be filled during an event, the renter is expected to change the bag so garbage does not overflow onto the floor. The City will properly dispose of all properly bagged trash with no charges against the deposit. Initials _____
6. **Decorations:** No decorations are allowed on the walls, windows, woodwork, doors, or ceilings of the building. No tape or other markings are allowed on the floor of the building. Decorations must be limited to self-standing. No burning candles or open flames are allowed in the building. No smoke, water or mist devices are allowed. No helium balloons are allowed in the Community Center. Initials _____

Additional Facility Information

1. Tables: Must be provided by the renter.
2. Chairs: Must be provided by the renter.

Additional Community Center Rental Policies

The City of San Juan Bautista City Council has set for the following policies with respect to rental and other uses of the San Juan Bautista Community Center:

Rights and Priorities of Use:

- 1.) Anyone or any group can rent the Community Hall on a first come first serve basis.
- 2.) Rentals can be pre-empted in the event of a declared emergency in which the Community Center will be utilized by the Red Cross and/or other appropriate groups for community assistance. In this event, all deposits and rental fees shall be refunded for any party who is unable to use the hall during the emergency.

Fees and Payments:

- 1.) All fees shall be paid in accordance with the published and approved rental rates and deposit schedule of the City of San Juan Bautista.
- 2.) Public Agencies requesting the use of the Community Center for business activities involving the City of San Juan Bautista will not be charged a rental fee but will be responsible for the cleaning costs of the room following their activity.
- 3.) Community non-profits may be eligible to rent the Community Center on a space available basis at a reduced cost. To make application for a reduced cost rental, write a letter to the San Juan Bautista City Manager on your organization's letterhead. Include in your letter your 501(C) number, state the date(s) of your meeting(s), the purpose of your meeting(s), and any other information you want provided by the City. Reduced rentals will be required to cover, at a minimum, a cleaning deposit.
- 4.) Local 501(C) agencies that want to use the Community Center for a fund raising event may follow the procedure outlined in step (3) above and may optionally have access to the kitchen for the purpose of their fund raiser. A cleaning deposit and/or fee may be required.
- 5.) Fees charged and/or assessed may be appealed to the San Juan Bautista City Council.

Cleaning and Damage Assessment:

- 1.) Each renter of the San Juan Bautista Community Center is required to do a pre-rental walk-through with City personnel to assess any existing issues that might be present with the building. Any existing issues must be noted in a writing signed by the renter and the City during this walk-through to avoid subsequent assessment against your deposit.
- 2.) After each event, City cleaning contractors will clean the area and report any changes to the conditions of the building. The renter may be charged for the cost to fix, repair, or clean any damage or detrimental condition found by the cleaning staff and confirmed by the City. This includes, but is not limited to wall and floor damage, excess garbage, helium balloon removal, and appliance damage.
- 3.) Each rental fee contains an allowance for building cleaning. Any cleaning costs in excess of that allowance will be taken out of the deposit. Any cleaning or repair damages in excess of the deposit are the renter's and the renter's insurance company's responsibility.
- 4.) Any fees assessed for cleaning or damage may be appealed to the San Juan Bautista City Council.