

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

HALL USE AGREEMENT

I, _____

Address: _____

City: _____ State: _____ Zip code: _____

Telephone No.: _____ Cell No.: _____ Email: _____

Hereby enter into this agreement with the City of San Juan Bautista for the use of the San Juan Bautista Community Hall on:

Day(s): _____ Date: _____ Times: _____

Are you applying for: (circle one) One time use or On-going regular use

(Amplified Music shall stop by 10:00 p.m. Event shall stop not later than 11:00 p.m.)

Function Information

Type: _____

Setup time: _____ to _____

Time of use: _____ to _____

Cleanup time: _____ to _____

Total hours in use: _____

Number of guests: _____

(200 person capacity)

Will food be served?: Yes / No

Will alcohol be served? Yes / No

Admission charge? Yes / No

Are tables needed? Yes / No

Are chairs needed? Yes / No

Club/Organization Information

Name: _____

Address: _____

City/State/Zip: _____

Contact Person & Title: _____

Address: _____

City/State/Zip: _____

Home No.: _____

Work No.: _____

Cell No.: _____

Fax No.: _____

Non-profit: Yes / No

(Evidence of non-profit status required, i.e. 501(c)(3))

I agree to the following terms:

1. A rental use fee of \$_____ is due 21 days in advance of the date of use. Checks should be made payable to "City of San Juan Bautista".
2. The following deposit is due 21 days in advance of date of use. Refundable Cleaning Deposit \$200.00

3. All or a portion of the deposit will be refunded within 30 days after use.
4. Licensed security guards must be provided for all events of: more than 100 persons or when serving alcohol. Two guards are required for the first 100 persons, one additional guard for each 100 persons, up to 200 persons. The hiring of off-duty San Benito County Sheriff's Deputies is encouraged.
*We will provide licensed security guards. _____ (please initial)
A signed copy of the Contract between the Renter and Security Guard Company is required.
5. Alcoholic beverages must be consumed in the building only. Please do not consume alcoholic beverages outdoors.
6. Liability insurance coverage in the amount of \$1,000,000 shall be provided naming *the City of San Juan Bautista as an additional insured*. Proof of coverage shall be presented to the City 20 days prior to use by providing a Certificate of Insurance. *The City of San Juan Bautista does provide insurance through Drivers Alliance for a fee of \$206.59/per event.
7. Upon completion of this rental, and all clean up, Renter shall contact City Hall at which time arrangements will be made to inspect the hall. Following the inspection, a determination will be made concerning the cleaning deposit refund.
8. All garbage, trash and other waste shall be removed from the building. A 2-yard garbage bin dumpster is located by the kitchen entrance on First Street. **Renters must furnish their own trash bags.**
9. If the kitchen is used, counters shall be wiped clean and any gas appliances that were used shall be wiped clean and shut off.
10. Wood floors shall be inspected for any wet spots or spills. If any spots or spills occur, please wipe up and immediately dry them.
11. The kitchen shall be cleared of any trash or debris.
12. Bathrooms shall be cleared of any trash and the wastebaskets emptied.
13. In no case shall private property be trespassed upon or used for parking. All parking shall be limited to public streets. **Please do not block our neighbors' driveways!**
14. I shall be honest in my dealings with the City of San Juan Bautista, and promise to treat its members, their hall, and the neighbors with courtesy and respect.
15. To save the rental date, a Good Faith deposit of \$500 will be payable with this contract to reserve the hall. If cancellation of the event is necessary, and the City of San Juan Bautista representative is notified at least 60 days in advance of the reserved date, the Good Faith deposit will be refunded.

16. Key policy:

Weekday use: Keys can be picked up at the City Hall front counter Monday through Friday during the times of 9:00 a.m. – 1:00 p.m. on the day of the use for those who have weekday use. Key should be returned through front door drop slot immediately after use.

Weekend use: Key must be picked up by 1:00 p.m. Friday before the event unless other arrangements have been made with staff. Set-up may start after the keys have been released to the renter. Cleaning must be completed by 12:00 noon Sunday after the event.

STATEMENT OF LIABILITY

It is the express condition of this permit that the City of San Juan Bautista officers, agents and employees, shall be free from any and all death or deaths of or any injury or injuries to any person or property or causes whatsoever while in or upon said premises or any part thereof during the term of this permit or occasioned by any occupancy or use of said premises or any activity carried on by Permittee in connection save harmless the City, its officers, agents and employees, from all liabilities, charges, expenses (including counsel fees) and costs of account of, or by reason of, any such death or deaths, injury or injuries, liabilities, claims, suits or losses however occurring, or damage growing out of the same.

Date: _____ Signature: _____

Date Received: _____ By: _____