

**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. Any cancellations will be charged an admin fee of \$100.00. \_\_\_\_\_ (Please Initial)
5. Licensed security guards must be provided for all events of: 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.***  
***4A Quinceañera must have 3 security guards ABSOLUTELY no exceptions \_\_\_\_\_ (please initial)***
6. Alcoholic beverages must be consumed in the building only. Please do not consume alcoholic beverages outdoors.
7. 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 Driver Alliant for a fee of \$206.59/per event.
8. 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.
9. 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.**
10. If the kitchen is used, counters shall be wiped clean and any gas appliances that were used shall be wiped clean and shut off.
11. Wood floors shall be mopped with hot water only. If any spots or spills occur, please wipe up and dry them immediately.
12. The kitchen shall be cleared of any trash or debris.
13. Bathrooms shall be cleared of any trash and the wastebaskets emptied.
14. In no event 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!**
15. 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.
16. To save the rental date, a Good Faith deposit of \$500 will be payable with this contract to reserve the hall. Notice of cancellation of event needs to be in writing within 90 day notice prior to your event. There is a \$100.00 Cancellation Admin Fee. \_\_\_\_\_ (Please Initial)

17. 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 before 11:00 a.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 2:00 p.m. 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: \_\_\_\_\_