

**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: _____

Amplified Music shall stop by 10:00 p.m. Hall is only open until 11:00p.m. Applicant must vacate no later than ending time specified on time of use information line. Any attendees remaining after declared ending time, applicant will incur additional security charges. Any additional charges will be subtracted from your deposit. Doors will be locked by Security at end time of event.

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

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". Proof of residency is required. **All forms and payment must be returned to City Hall 21 days in advance of the date of use.**
2. The following deposit is due 21 days in advance of date of use: Refundable Cleaning Deposit \$200.00.
- 3.
4. All or a portion of the deposit will be refunded within 30 days after use.
5. Any cancellations will be charged an admin fee of \$100.00. _____ (Please Initial)
6. **Security Guards provided by Level 1 Security are required for all events. The fees for Level 1 Security will be added to the total cost of renting the Community Hall, as follows: One (1) Level 1 Security Guard per every 50 attendees (up to 200) with a minimum of two (2) Level 1 Security Guards. The fee is \$30.00 per hour per Level 1 Security Guard. _____ (please initial)**
7. Alcoholic beverages must be consumed in the building only. Please do not consume alcoholic beverages outdoors.
8. 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 21 days prior to use by providing a Certificate of Insurance. The Certificate must have the name of the renter from the top of page 1. The City of San Juan Bautista does provide insurance through Driver Alliant for a fee of \$206.59/per event.
9. 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.
10. All garbage, trash and other waste shall be removed from inside and outside of the building. A 2-yard garbage bin dumpster is located by the kitchen entrance on First Street. **Renters must furnish their own trash bags.**
11. If the kitchen is used, counters shall be wiped clean and any gas appliances that were used shall be wiped clean and shut off.
12. If any spots or spills occur, please wipe up and dry them immediately.
13. The kitchen shall be cleared of any trash or debris.
14. Bathrooms shall be cleared of any trash and the wastebaskets emptied.
15. 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!**
16. I (the renter) 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.

17. 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)

18. 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. Keys should be returned by dropping them in the gray drop box to the right of the front entrance to City Hall immediately after use.

Weekend use: Keys 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. Keys must be returned by dropping them in the gray drop box to the right of the front entrance of City Hall immediately after use.

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 of 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: _____