



# City of Adelanto

Department of Parks And Recreation

## Rental Agreement- Community Center I

11555 Cortez

Hours of Operation – 7AM-12AM

### Date & Time of Event

<b>Date of Event</b>		<b>Type of Event:</b>	<input type="checkbox"/> Private	<input type="checkbox"/> Wedding	<input type="checkbox"/> Birthday Party
<b>Open Doors</b>		<b>Close Doors</b>	<input type="checkbox"/> Commercial	<input type="checkbox"/> Baby Shower	<input type="checkbox"/> Other:

### Contact Information

Name of Organization		Contact Name	
Address	City	State	Zip Code
Home Telephone #		Work Telephone #	
Cellular Telephone #		Alternative/Emergency Contact#	

### Description of Event

Description of Event:	Estimated Attendance:
<b>Will Alcohol be served?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No	
Is this a Worship Service? <input type="checkbox"/> Yes <input type="checkbox"/> No	Applying For Non-Profit Discount*? <input type="checkbox"/> Yes <input type="checkbox"/> No
*Will a Collection be Taken? <input type="checkbox"/> Yes <input type="checkbox"/> No	<b>*Worship services can not apply for the discount.</b>
Will there be a sermon on religious doctrine? <input type="checkbox"/> Yes <input type="checkbox"/> No	Are you a local non-profit organization? _____
	Total Non-Profit Events Held this Year? _____
*Will Items be sold? <input type="checkbox"/> Yes <input type="checkbox"/> No	Will you Charge for your event? Yes <input type="checkbox"/> NO <input type="checkbox"/>
Resale Permit No:	Cost Per Person: Adult:                      Youth:
	Child 12 & Under:                              Senior:

\*A Business License with the city must be obtained if any sales are conducted or collections are received.

**PLEASE NOTE: It is against the law for minors to consume alcohol and/or to give minors alcohol. If in fact you do have alcohol on the premises, you MUST have a Security Guard for the DURATION of the event. If it is established that the law has been violated, or a security guard was in fact NOT present the TOTAL duration of this event, please be aware that your deposit will be Retained. NO EXCEPTIONS**

**This Rental Agreement is Conditioned Upon the Individual or Organization Provided the following: INITIAL HERE**

1. Upon submittal of an Application Agreement, a scheduling fee of \$75.00 will be charged. This fee will be applied towards the rental cost of \$ 300 for a scheduled 10-hour period.

**The remainder of the rental fee and the cleaning deposit are due and payable no later than Two (2) Weeks prior to the scheduled event.**

**In the event of cancellation, please note, the \$75.00 WILL NOT BE REFUNDED.**

**Amount Due: \$** 225 **Due Date:**

	Hours	Total Cost	
2. Requests for use beyond a 10-hour contiguous time frame will be charged at \$20.00 per hour. Over 10 Hours <input type="checkbox"/> Yes <input type="checkbox"/> No.	x\$20	\$	
		\$	
3. Community Center entrance doors will be open and closed ONCE. If any additional openings or closings are required there will be an additional charge of <b>\$35.00</b> . <input type="checkbox"/> Yes <input type="checkbox"/> No			<b>Charge for Extra Open &amp; Close</b>
		\$	
4. A cleaning/damage deposit of \$275 will be required, payable <b>Two (2) Weeks prior to the scheduled event</b> . Said deposit is refundable upon a satisfactory inspection, by a City Employee, of the premises used. (Includes restroom and kitchen)			<b>Deposit Amount</b>
		<b>\$245.00</b>	
5. An inventory of equipment and inspection of premises will be taken before and after the scheduled event. If any equipment/premises is damaged or missing, the cleaning/damaged deposit will be used to repair or replace said equipment/premises.			
6. A Certificate of Insurance naming the <u>“City of Adelanto, its elected officials appointed officials and agents, and employees as additional insured”</u> under a comprehensive general liability policy having policy limits of not less than \$1.0 Million.			
7. Certain Renters will be required to obtain from the City of Adelanto, a business license for the activities covered by this Agreement. The renter must satisfy this Agreement by payment of the business license fee.			
8. <b><u>NO ALCOHOL SHALL BE SOLD AT ANY EVENT.</u></b>			
9. <b><u>It is against the law for minors to consume alcohol and/or to give minors alcohol. If in fact you do have alcohol on the premises, you MUST have a Security Guard for the DURATION of the event. If it is established that the law has been violated, or a security guard was in fact NOT present the TOTAL duration of this event, please be aware that you deposit will be retained. NO EXCEPTIONS</u></b>			
10. <b>Smoking is <u>Prohibited</u> within the Community Center.</b>			
11. Due to staining problems <b>ANYTYPE OF RED COLORED PUNCH</b> is <b><u>prohibited</u></b> within the Conference Center.			
12. ALL refunds will take approximately four (4) to six (6) weeks.			

13. NO EVENT may be scheduled or last beyond 12 Midnight. If this is condition is violated, the deposit will be retained. NO EXCEPTIONS

14. Animals are not permitted inside of the Community Center.

15. Events can be booked no later than two (2) weeks before the event and can be booked up to six (6) months in advance, With exception of regular reoccurring events which can be booked only 2 months in advance and non-profit discount events which can be booked only 1 month in advance.

16. Decorations are limited to table and free-standing decorations only. To preserve the integrity of the facilities, masking tape, cellophane adhesive tape, nails, staples, thumbtacks, push-pins, screws, etc. are not allowed. Decorations and delivery of equipment are to be done during your reservation time ONLY.

17. All changes and /or cancellations must be done by submitting a written request by the person who made the reservation. Cancellation must be made at least thirty (30) days prior in order for your rental fees to be refunded. The City reserves the right to cancel any use of the facility upon two weeks advance notice and/ or a breach of agreement. If the City cancels an event, the applicant will receive a full refund.

18. If alcohol is to be present on site, the City requires one (1) Security Guard per 100 people; Security must be present for the entire duration of the rental

19. No verbal agreements for use of facilities shall be made, nor in any way be binding on the City

**Non-Profit Discount events**

20. All non-profit events reservations are subject to forfeiture or relocation of the reservation if a non discounted application is submitted for the date within 2 weeks of the event.

21. All non-profit groups are limited to a maximum 24 discounts per year. Non profit applications for events are not permitted to be submitted until 1 month before the event date. This classification shall only apply to local non-profit organizations, clubs, or associations. Applicant shall provide proof of their non-profit status.

<p><b><u>Please Note: Your Deposit Reserves the Date for your use.</u></b>  <b>Rental NOT Guaranteed until Signed by Approved Personnel</b>  <b>I, the undersigned, understand the above rules/procedures and fully accept responsibility for use of the Community Center Room:</b></p>			
APPLICANT'S SIGNATURE	DATE	STAFF PERSONNEL	DATE