Recreation Department
7007 Moeser Lane
El Cerrito, CA 94530
(510) 559-7000 Fax (510) 528-9413

Facility Rental Application

Check Facility Requested

- ❑ Community Center Social Hall
- ❑ Community Center Skylight Room
- ❑ Community Center Council Chambers
- ❑ Community Center Kitchen (non-profit)
- ❑ Community Center Tot Room
- ❑ Senior Center Social Hall

Requested Date: _____
DAY OF WEEK MONTH DATE YEAR

Requested Time: _____:
STARTING TIME ENDING TIME (ALL EVENTS MUST END BY 11:00pm)

RENTAL CLASSIFICATION (PLEASE CHECK ONLY ONE):

- ❑ Resident
- ❑ Non-Resident
- ❑ City Event
- ❑ WCCUSD program
- ❑ City Co-Sponsored
- ❑ Non-Profit Resident
- ❑ Non-Profit Non-Resident*
  (Provide proof of Non-profit status)

Applicant's Name _____
(PLEASE PRINT CLEARLY)

Organization_____

Address_____
(STREET ADDRESS) CITY STATE ZIP

Day Phone (_____) _____ Evening Phone (_____) _____

Caterer ____Yes ____No _____ _____
(CATERER'S NAME) (PHONE)

El Cerrito Bus. License #_____ _____
(ADDRESS)

Type of Activity _____

Number in Attendance _____Children _____Teens _____Adults

Will alcoholic beverages be **served**? Yes No Will alcoholic beverages be **sold**? Yes No

OVER ►►►

OFFICE USE ONLY

Date Key Issued: _____ Date Key Returned: _____ Received by: _____

Deposit Amount: $_____ Date: deposit received: _____

TOTAL BALANCE DUE: _____ AMOUNT PAID: _____ DATE PAID: _____ BALANCE DUE: _____

Staff Signature: _____ Recorded in Book? YES NO PERMIT # _____

Application approved? YES NO Rental Coordinator Signature: _____

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RENTAL AGREEMENT

NO LOITERING IN THE PARKING LOT OR SURROUNDING AREAS OF ANY CITY FACILITY.

1. A $500 deposit is required to hold the facility. Your deposit will be entered into a trust fund until successful completion of the activity. The deposit is not applied toward the rental fees. The deposit will be returned within 30 days after the activity unless there are deductions for extra clean up, additional time, or damage to the facility or equipment.

2. If the applicant wishes to cancel, a written cancellation form must be completed, and returned to the Rental Coordinator. If the date is not re-rented, the whole deposit will be forfeited. If the date is re-rented by the City, $100 may be refunded depending on the time invested by staff. Transfer of dates will only be permitted a minimum of six (6) months in advance, and requires an additional fee of $36.00.

3. Applicant understands that at least one hour after the end of the event must be reserved to allow for guests/applicant to remove all personal items, take down all decorations, and clean tables and kitchen area. If the program or clean up exceeds the stated time, or if set-up begins before the stated hour, the hourly rate is doubled for any unauthorized time. Music needs to be off by 10:00pm and clean up must end by 11:00pm.

4. Applicant understands that smoking is not allowed in the El Cerrito city buildings. Ashtrays are located outside building.

5. Applicant understands that if alcohol is served to minors, the El Cerrito Police Department will be required to close alcoholic service, and the applicant may be held responsible for the illegal distribution of alcohol on or away from the premises.

6. Applicant understands that they or an appointed representative must be present at the beginning of the rental time, and must be present at the end of the rental time for a final inspection.

7. Applicant understands that the total rental fees must be paid at least one month prior to the rental date. **Late payments will be charged a 15% late fee.** Those payments not received two weeks prior to rental will be subject to cancellation. Late payments, made less than one month in advance, must be paid in cash or by money order.

8. **For Parties where the majority of attendees are minors,** (ie: sweet 16 birthdays, Bat/Bar Mitzvahs, Quincineras, high school graduations or other events where the majority will be under 18) a security guard must be hired for the event date. Failure to obtain a security guard prior to the date of the event will forfeit the deposit and the event will be cancelled. Please provide a copy of the security contract to the rental coordinator at least 2 weeks prior to the event.

I understand that the loudness of music played will be controlled by staff on duty and that all music must end at 10:00pm. The level of amplified/ or sound must be limited to reach only the immediate audience/guests and I must apply for a sound permit at time of rental reservation.

I HAVE READ AND AGREED TO MEET THE ABOVE OUTLINED RESPONSIBILITIES OF AN APPLICANT RENTING CITY OF EL CERRITO FACILITIES.

SIGNATURE_____ **DATE**_____

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City of El Cerrito

Recreation Department

(Please initial each line)

_____I am aware that my deposit (by check or cash) will be put into a Trust Fund account.

_____I understand that after I return my rental keys (not applicable for Cerrito Vista Park) my deposit will be processed.

_____I understand that my deposit refund check will take 2-4 weeks to arrive.

Because of the lengthy refund process, we encourage you to leave your credit card number instead of check or cash. Your credit card will be authorized for the deposit amount.

CREDIT CARD

AUTHORIZATION - DEPOSIT

I understand that my credit card will be authorized for the following deposit amount $_____.

TODAY'S DATE _____

CREDIT CARD TYPE (please circle): **AMX** **VISA** **MASTER CARD**

NAME ON CREDIT CARD: _____

CREDIT CARD NUMBER: _____

EXPIRATION DATE: _____

SIGNATURE: _____ DATE: _____