



Recreation Department  
 7007 Moeser Lane  
 El Cerrito, CA 94530  
 (510) 559-7004 Fax (510) 528-9413

### Facility Rental Application

**Check Facility Requested**

- |   |  |  |
|---|--|--|
| <input type="checkbox"/> Community Center Main Hall     | <input type="checkbox"/> Community Center Garden Room          | <input type="checkbox"/> Senior Center Social Hall |
| <input type="checkbox"/> Community Center Skylight Room | <input type="checkbox"/> Community Center Tot Room             | <input type="checkbox"/> Carpentry /Craft Room     |
|   | <input type="checkbox"/> Community Center Kitchen (non-profit) |  |

**Requested Date:** \_\_\_\_\_  
DAY OF WEEK MONTH DATE YEAR

<b>Arrival Time</b> (Decorating, Rehearsal, Set up, caterers, etc)	<b>Event Begins</b> (Guests arrive)	<b>Events Ends</b> (Guests leave)	<b>Departure Time</b> (Room cleaned, leaving building)
_____AM/PM	_____AM/PM	_____AM/PM	_____AM/PM

\*Fees will not be refunded for time not used. Reserved time should be chosen carefully. **TOTAL HOURS** \_\_\_\_\_

**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 from IRS)

Applicant's Name/Person Responsible for Rental: \_\_\_\_\_  
(PLEASE PRINT CLEARLY)

Address \_\_\_\_\_  
(STREET ADDRESS) CITY STATE ZIP

Day Phone (\_\_\_\_) \_\_\_\_\_ Cell Phone (\_\_\_\_) \_\_\_\_\_ Email: \_\_\_\_\_

Organization \_\_\_\_\_

Type of Activity \_\_\_\_\_

Caterer \_\_\_\_Yes \_\_\_\_No \_\_\_\_\_  
(CATERER'S NAME) (PHONE)  
 \_\_\_\_\_ El Cerrito Business License # \_\_\_\_\_  
(ADDRESS)

Anticipated Attendance: Total \_\_\_\_\_ Youth: (20 and under) \_\_\_\_\_ Adults \_\_\_\_\_

**Alcoholic beverages allowed at any youth designated events require security – NO EXCEPTIONS!**  
 Will alcoholic beverages be served? Yes No Will alcoholic beverages be sold? Yes No

**RENTAL AGREEMENT:** My signature certifies that I have read the rules and regulations as set forth by the City of El Cerrito Recreation Department governing the use of the facility, that I will take **full responsibility** for ensuring that the use of this facility and areas by the organization/party I represent is in full adherence and compliance with these rules and regulations; that I hold the City of El Cerrito harmless from any damage, claim for damage for personal injury or death, damage or loss of property, claim for damage to or loss of property incurred in the use of this facility. I will accept full responsibility for them throughout the period specified in the Facility Rental Application. I further understand that as the applicant I assume full responsibility for any penalty fees assessed by the City of El Cerrito for any violations of these rules and regulations governing the use of the above requested facility. **I am also aware that by signing this contract, I take full responsibility for the behavior exhibited by my guests during my rental. I also understand and agree that any violation or falsifying of the above information may result in my event being shut down.**

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

1. A 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 4-6 weeks 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.

Cancellation Fees			
Days Before Event	More than 150	150 - 91	less than 91
<b>Applicant Forfeits</b>	60% of deposit	80% of deposit	100% of deposit
If applicant cancels within two weeks of booking, the applicant forfeits <b>\$100.00</b> . All rental fees and the deposit will be refunded within 4-6 weeks.			
<b>Transfer of dates:</b> only permitted a minimum of six (6) months in advance and at least one (1) month prior to the new date. Transfer of date requires an additional <b>fee of \$44.00</b>			

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. **SMOKING is PROHIBITED in BUILDINGS, PARKING LOTS, PUBLIC PARKS, OPEN SPACES, and SIDEWALKS.** The police will be called if there is smoking, **your event will be immediately terminated and you will forfeit the full deposit.**

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. **Your event will be immediately terminated and you will forfeit the full deposit.**

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 45 days 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 45 days prior to the event.

- 1 – 99 in attendance, one security officer
- 100 – 199 in attendance, two security officers
- 200 – 290 in attendance, three security officers

**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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## Facility Rental Decorating and Clean Up Requirement / Agreement

**I understand that I 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 inspection. I agree to walk through the facility including restrooms with facility staff prior to and after event to review any current or new damage to facility, which may have occurred during my rental.**

I agree to the following requirements/statements:

- Remove all decorations, debris, food, beverages off of all tables, chairs, bar areas.
- Remove and dispose of all decorative material including outdoor signage.
- If property has been damaged or abused beyond normal wear, you will be billed for all damage and additional clean up.\*
- No furniture, dishes, food, beverages or decorations may be left in the facility overnight. Items left behind will be discarded.
- Adhesives, nails, screws, pins, or staples on facility walls are prohibited. Painter tape may be used to hang decorative materials. If painter tape is used, it must be removed at end of event.
- Smoke or mist machines are prohibited in all city facilities.
- Absolutely no confetti, glitter, sequins, rice or birdseed allowed in any city facility.
- Parking availability is not guaranteed and on occasion may be quite limited.
- Candles or open flames are not allowed in any city facility.
- Final rental fees, required damage/cleaning deposit, security (if required) are due forty-five (45) days in advance of the event/activity and any additional hours required must be pre-paid in advance of the rental. If payment is not received by the due date, the rental may be cancelled and subject to forfeiture of all fees submitted.

**\*A minimum of \$100.00 (Community Center) or \$75.00 (Senior Center) will be withheld from your cleaning deposit if the restrooms and kitchen areas are left in poor condition. If entire facility is left in disarray you will forfeit all of your deposit.**

I understand that failure to comply with this agreement may lead to losing portions and/or all of my rental deposit, which in some cases may exceed the deposit amount. I have read and understand that even if I delegate these responsibilities to other members or service agencies for which I have contracted, such as caterers, etc, I still have the ultimate responsibility to return the facility into its original rental conditions.

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name \_\_\_\_\_



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**City of El Cerrito**  
Recreation Department

**NO FOOD IN EPS FOAM CONTAINERS  
ALLOWED IN EL CERRITO**

**Beginning January 1, 2014 foodware made from expanded polystyrene foam (EPS)**

**may not be served by food providers in El Cerrito.**

**Restaurants and other food providers must use reusable, recyclable, or compostable food ware.**

**This includes eat-in and to-go restaurants, as well as all City facilities and rentals.**

**For more information regarding this policy go to:**

**[www.el-cerrito.org/bagsandfoam](http://www.el-cerrito.org/bagsandfoam)**

**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 refund will be processed.

\_\_\_\_\_ I understand that my deposit refund check will take 4-6 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 encrypted in to a secure, third party computer system under your household name.

\_\_\_\_\_ I understand that my credit card will be authorized for the deposit amount of \$\_\_\_\_\_.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

For PCI purposes, please do not write your credit card number on this form.