

RENTAL AGREEMENT
DENAIR COMMUNITY CENTER
3850 N. Gratton Road

Type of Event	Denair Community Services District Residents PER DAY	All Others PER DAY	Key Deposit (per set)	<i>Security & Damage Deposit</i> PER DAY
Private Party	600.00	750.00	15.00	1,000.00
<i>Quinceanera or any event for a minor under the age of 21:</i>	600.00	750.00	15.00	1,000.00
	<i>Security is mandatory at Quinceaneras and events for anyone under the age of 21. No Alcoholic Beverages -- No exceptions. Deposit will be forfeited.</i>			
Public Function	THIS USAGE NOT AVAILABLE			
Service Clubs	CHARGED THE SAME AS PRIVATE PARTIES			
Denair Service Area Youth Groups	350.00	N/A	15.00	1,000.00
Insurance	A one-day Special Event Policy provided through DIVERSIFIED RISK INSURANCE shall be purchased from the Denair Community Services District. The type of event and size of the guest list determines price.			
EARLY ENTRY FEES	4:00 PM	\$ 75.00		
	1:00 PM	\$ 100.00		
	8:00 AM	\$ 150.00		
These charges are in addition to your rental fee				

DENAIR COMMUNITY CENTER
RENTAL AGREEMENT

As the individual (or representative of an organization) identified on the last page, please read, sign and date the Agreement signifying that you will adhere to all the conditions set forth in the following and that the information provided is true under penalty or perjury.

1. **AGREEMENT:** A signed contract plus deposit is due and payable at the time of application. The renter shall sign the Rental Agreement certifying that they have read and agree to abide by the rules and regulations. Rental fee, key deposit and insurance coverage are due one month in advance of rental date.

NO CO-SIGNERS -- Only one signature per Rental Agreement is allowed. Person signing the contract is responsible for meeting its conditions, payment of all fees and provision of insurance.

In the case of Quinceneras or any event for a person under the age of 21, proof of a paid Security Contract is also required 30-days prior to your rental date. (See item #9; Page 3)

2. **RESERVATIONS:** Must be made in person and by someone 21 years of age. No reservations will be taken over the telephone.
3. **PHOTO-ID REQUIRED:** A valid California Drivers License or other type of Photo ID with birth date imprinted must be presented at the time the reservation is made. A copy will be made and retained with the Agreement. Fees are based on the address shown on the license. If requesting an in-town rate and the address is different from that on the license, a utility billing in the prospective renter's name must be presented.
4. **DEPOSITS: ARE CHARGED FOR EACH DAY RESERVED** and are paid on the date of application. Checks are deposited the same day they are received. No exceptions. Deposits are refunded two weeks following the rental date. If the interiors, exterior of the facilities, parking lot, landscaping or furnishings are damaged, missing or unclean at the time of inspection, the deposit will be kept. If the keys are not returned by 10:00 AM the first working day following the rental, the \$15.00 key deposit will be kept. (See Item 11, Page 3 regarding keeping portion of deposit if tables are not properly cleaned.)
5. **CANCELLATION:** Must be made in person at least 30 days prior to the rental date or an amount equal to the rental fee will be kept. A cancellation by telephone is not acceptable. Original receipts must be surrendered to the Denair Community Services District at the time of cancellation.
6. **REFUNDS: Deposits are returned only to the signer of the contract ---- NO EXCPTIONS.**
7. **NO ALCOHOLIC BEVERAGES AT YOUTH EVENTS:** Alcoholic beverages are not permitted at any event held for a person under the legal drinking age of 21. This includes, but is not limited to, Quinceaneras, or baptisms.

THIS IS MANDATORY COMPLIANCE WITH THE RULES AND REGULATIONS AS SET BY THE STATE OF CALIFORNIA'S DEPARTMENT OF ALCHOLIC BEVERAGES.

8. **PENALTIES FOR HAVING ALCOHOLIC BEVERAGES AT YOUTH EVENTS:** If alcoholic beverages are discovered, all fees will be forfeited and your event shut down.

As host, you are responsible for the actions of your guests. If they bring alcoholic beverages, your fees will be forfeited and your event shut down.

9. **ALCOHOLIC BEVERAGES AT ALL OTHER EVENTS: All alcoholic beverages must remain inside of the facility. Alcoholic beverages for private consumption are allowed and the liability becomes the responsibility of the group and/or organization renting the facility.**

IF ALCOHOL IS SOLD, a valid liquor permit from the State of California's Alcoholic Beverage Control Board (ABC) in Stockton, CA must be provided to our office no less than two (2) weeks prior to the rental date.

The liquor permit must be displayed in the building area where alcoholic beverages are sold. You must obtain a letter of permission from our office to present to the ABC in order to obtain said permit.

10. **SECURITY GUARDS REQUIRED: A minimum of six (6) security guards will be required at Quinceaneras or any event for a person under the age of 21 – no exceptions. Proof of a paid contract must be provided to the Denair Community Services no less than thirty days prior to your rental date. If proof has not been supplied, keys will not be issued, and access to the facilities will be denied.**
11. **RENTAL FEE: Is for one day only from 8:00 am to 12:00 midnight. Groups or Individuals requiring more than one day for their event will be charged a rental fee for each day required – no exceptions. Early entry for set-up only is permitted if arranged, approved and paid for in advance. However, if you are discovered to be using the facility for other than setup, an amount equal to the rent will be deducted from your deposit.**
12. **INSURANCE: All users of the Denair Community Center are required to purchase Special Events Insurance – there are no exceptions. This coverage is purchased at an extra cost through the Denair Community Services District, and the rate will vary depending on what the facility is used for and if alcoholic beverages are sold.**

The cost of the policy is set by Diversified Risk Insurance and is valid from January 1st to December 31st. A firm price for insurance cannot be given when the contract is signed as your reservation maybe the following year. As the coverage must be paid for 30-days in advance of your rental, the purchase price will be given to you at that time.

A verbal estimate will be provided at the time of signing the Agreement based on the current year's price.

This fee is not a deposit and cannot be refunded.

13. **INSPECTION: Will be done the morning following the rental by an authorized Denair Community Services District employee.**

Tables will be individually inspected the week following your rental. If they are dirty, a minimum of \$50.00 will be deducted from your deposit. You will not be permitted to come out to clean the tables, a District employee will do this.

14. **DECORATIONS: Will not be attached by any means to the walls, paneling or ceiling. THE USE OF ANY TYPE OF CONFETTI OR GLITTER IS NOT PERMITTED. IF IT IS USED, YOUR DEPOSIT IS AUTOMATICALLY FORFEITED. Some type of table covering must be used.**
15. **DAMAGES: All damages will be paid for by the person (or organization) signing the Agreement. Reimbursement costs for damages caused to the parking area, landscaping, exterior/interior of the facilities, the equipment, furnishings, and/or appliances that may have been caused by the renter, your guests, patrons or employees shall be paid to the Denair Community Services District. Charges for damage or items missing at**

the time of inspection will be deducted from the deposit. If costs exceed the amount of the deposit, the payment must be made within one (1) week of notification of costs.

Deposits will be kept until all broken, damaged, or missing items are replaced and all repair work completed to the satisfaction of the Denair Community Services District.

16. MUSIC: Shall cease at 12:00 midnight. The doors at the back of the Center are to remain closed at all times, as it is located in a residential area.
17. KITCHEN FACILITIES: Are included in the rental price. No dishes or cooking utensils are provided. If a catering service is used, the renter is responsible for the cleanup of the kitchen area and its equipment.
18. SET-UP AND CLEAN UP: Is the responsibility of the renter. The floors are to be mopped; walls, sinks and appliances are to be left clean; refuse is removed and placed in garbage bin; bathrooms are to be cleaned; tables washed and returned to the storeroom; lights and thermostats turned off; and doors secured. Cleaning items are located in the main storeroom next to the kitchen. Garbage bags are located in the kitchen cabinets.

If a service call is required to clean the kitchen drains resulting from the misuse of the garbage disposal, the fee will be withheld from the deposit.

If cleanup is not satisfactory and must be done by the Denair Community Services District, the janitorial fees will be withheld from the deposit. If the fees exceed the deposit, payment must be made within one (1) week of the rental date. Charges for any work done by an employee of the Denair Community Services District will be based on an hourly wage of \$25.00 per hour / per person. Basic rate is \$125.00.

CLEAN THE FLOORS ONLY WITH HOT WATER -- DO NOT USE ANY CLEANING PRODUCTS, AS THEY WILL DAMAGE THE FINISH. (Cleaning Products are defined as ANY TYPES of cleansers, soaps, pine sol, etc. used to clean floors) If the floor is left in an unacceptable condition, the deposit will be kept and applied to the cost of cleaning. The person signing the Agreement will pay the balance. **The cost to clean the floor is estimated at \$1,000.00.**

Any repair or cleanup work (such as painting a wall, cleaning or re-waxing the floors, etc.) will be withheld from the deposit.

19. EQUIPMENT: All tables and chairs are to be cleaned and returned to their proper place by the renters. Chairs are to be stacked no more than 8 chairs high; tables shall be stacked on table carts as shown on the diagram located in the main storage area.

All equipment shall remain inside of the Community Center. If it is discovered outdoors, all fees will be forfeited.

20. SEATING: Is 300. No extra tables and chairs may be brought in to exceed this capacity. Tables and chairs are to remain inside of the Community Center. Seating is provided for as follows:

Item	Number Available	Seating
Tables – Round / 60 inch diameter	14	8 each
Tables – Rectangle / 8 feet long	33	8 each
Chairs	360	

ROOM SIZE: 58 feet wide / 67 feet long CEILING HEIGHT: 12 feet from floor to ceiling

REMEMBER: When planning seating arrangements take into consideration how many tables you are going to use for serving food, gifts, registration, etc. These tables will need to be deducted when you are estimating the number of guests you will seat.

21. **GENERAL PROVISIONS:** Renter is responsible for any items brought into and left at the Community Center during the rental. This includes, but is not limited to, food, clothing, dishes, decorations, personal items, stereo equipment, etc.

Renter is responsible for any damage done to the parking lot or barbecue pit area.

Juvenile organizations (members under the age of 21) must have one (1) full-time advisor or sponsor for every twenty (20) juveniles in attendance. **NO ALCOHOLIC BEVERAGES MAY BE SERVED AT THESE EVENTS.**

To sell liquor in the Community Center, the organization or caterer must have a permit issued for the day by the Department of Alcoholic Beverage Control Board. A letter verifying the rental date for the Control Board can be obtained from the Denair Community Services District -- with 72 hours advance notice. **ADDITIONAL INSURANCE COVERAGE IS MANDATORY. QUOTE AVAILABLE UPON REQUEST THROUGH DIVERSIFIED RISK INSURANCE.** (See Items #6 and #10 for additional information.)

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EVENT HOLDER APPLICATION
 (TO BE ATTACHED TO RENTAL CONTRACT / FOR OFFICE USE ONLY)

**NAME:
ADDRESS:
EVENT CONTACT PERSON:
DAYTIME TELEPHONE: ()

** (MUST BE THE SAME AS ON RENTAL CONTRACT)

EVENT INFORMATION	
RENTAL DATE(S)	
(INCLUDE SET-UP AND TAKE DOWN DAYS)	
LOCATION	DENAIR COMMUNITY CENTER / 3850 N. GRATTON ROAD
DESCRIPTION	

TOTAL DAILY ATTENDANCE INCLUDING PARTICIPANTS AND SPECTATORS			
DAY OF YOUR EVENT:		DAY 4	
DAY USED FOR SET-UP		DAY 5	
DAY USED FOR CLEAN UP		DAY 6	

ADDITIONAL EXPOSURES	YES	NO	
VENDOR/EXHIBITOR/CONCESSIONAIRE			HOW MANY ?
CATERER			
LIQUOR SERVED			
LIQUOR SOLD			
FOOD/NON-ALCOHOLIC BEVERAGES SERVED			
FOOD/NON-ALCOHOLIC BEVERAGES SOLD			
ENTERTAINMENT ACTIVITIES (PROVIDE LIST)			

SIGNATURE PAGE FOR DENAIR COMMUNITY CENTER

We hereby certify that we shall be personally responsible on behalf of our organization for any damage sustained by the premises, furnishing, carpeting or equipment because of our occupancy of the premises. We agree to abide by and to enforce the rules and policies of the Denair Community Services District governing the use of these premises.

We further agree the sponsoring organization, individual members of the sponsoring organization, and any and all participants and attendees for themselves, their spouse, heirs, administrators, executors and assignees, release and holds harmless the Governing Board, District and its officers and employees from any claim or demand including those based on the negligence of the Governing Board, District and its officers and employees, arising from participation or attendance at this activity or function held on District property.

I also agree to abide by the rules and regulations of the State of California regarding no alcoholic beverages at any rental held for a person(s) under the legal drinking age of 21. This includes, but is not limited to Baptisms, Birthday Parties, Youth Events, or Quinceaneras. As host, I am also responsible for the actions of my guests, and that if any alcoholic beverages are brought to my event, I will be considered to be in violation of State Law. I have been informed that violation of this regulation will result in the forfeiture of all fees and having my event shut down.

_____ (Sign here)

I, the undersigned as an individual or group representative, do understand the condition set forth and agree to abide by them.

Signature: _____ Phone: _____

Print Name: _____ Address: _____

Organization _____

RENTAL DATE _____ Type of Event: _____

Alternate Person
& Phone Number: _____

FEES:		NOTES
Rent		* I have been notified that \$50.00 will be automatically deducted from my deposit if the tables are not clean and that I will not be able to come out to re-clean them myself. X
Deposit*	1,000.00	
Key	15.00	
Insurance		
Early Entry		
Total Charges:		(Sign here)
Amount Paid:		
Balance Due:		