RECREATION DEPARTMENT
7007 MOESER LANE
EL CERRITO, CA 94530
(510) 559-7000 Fax (510) 528-9413

Clubhouse Rental Application

Check Clubhouse Requested

- ❑ Arlington Clubhouse
- ❑ Madera Clubhouse
- ❑ Castro Clubhouse
- ❑ Harding Clubhouse
- ❑ Fairmont Clubhouse

Please note that Clubhouse Rentals do not include the use of nearby picnic sites or fields, they must be reserved

Requested Date: _____
DAY OF WEEK MONTH DATE YEAR

Requested Time:_____
STARTING TIME ENDING TIME (ALL EVENTS MUST END BY 10:30PM)

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 (_____)_____

Type of Activity _____

Number in Attendance: ____Children ____Teens ____Adults

Tables needed _____ # Chairs needed ____ Will alcoholic beverages be **served**? Yes No

OVER ►►►

OFFICE USE ONLY

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

DEPOSIT : $ _____ DATE PAID:_____ Form of Payment? (circle one): Check#_____ Cash

CC AUTH IN SAFE? YES NO TRUST FUND? YES NO ENTERED IN BOOK? YES NO

FEE: $ _____ PER HR @ _____HRS = $_____

DATE PAID: _____ Form of Payment? (Circle one): Cash Visa MasterCard Amx Check#_____

STAFF SIGNATURE:_____ PERMIT #:_____

NOTES: _____

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APPLICANT'S AGREEMENT/CLUBHOUSE

1. Applicant will accept full responsibility for the use of this facility during scheduled rental hours. Music is to be off by 9:00pm and rental ends by 10:30pm.
2. Any damages incurred during scheduled rental hours will be paid by the applicant. Applicant agrees to clean up after themselves, leaving the facility in the condition found, or better.
3. Applicant will lock facility (windows, doors) turn off the lights and heat.
4. Applicant will return the keys within 48 hours (2 days) after use or will forfeit our deposit unless prior arrangements are made with Rental Coordinator.
5. Applicant understands that no alcoholic beverages may be served without prior permission by the City of El Cerrito Recreation Department Director. If alcoholic beverages are served without permission, applicant will forfeit their deposit. Note: A permit fee is charged when serving alcohol.
6. Applicant understands that there are no tumbling, re-bounding or trampoline-like devices permitted in City Parks or on City property.

GENERAL CLUBHOUSE RENTAL INFORMATION (please initial each line)

_____A. The City Clubhouse is available to rent on an hourly basis when not programmed for use by the City of El Cerrito.

_____B. The user is responsible for checking out a key, setting up tables / chairs and cleaning up afterwards.

_____C. Keys will be issued two (2) days prior to the rental. Please note the Community Center is open Monday – Friday 8:00a.m. to 5:00p.m., and closed on holidays and weekends.

_____D. The Facility will be inspected by maintenance personnel to check for cleanliness following the rental. If there appears to be any damage to the clubhouse, or the clubhouse has not been cleaned properly, your deposit will be forfeited.

_____E. Upon return of the keys and report from our maintenance personnel, your deposit will be refunded to you with in 2-4 weeks.

_____F. If your clubhouse date is changed there is an additional $36.00 fee for rescheduling, based upon availability.

_____G. All clubhouses are used for childcare/ summer camp. Applicant is not allowed to remove any decorations from the wall or ceiling. Only removable tape may be used to hang party decorations. It is advised that you at least look through the windows of the clubhouse before renting.

_____H. Applicant understands that nearby picnic sites and fields are not included in the Clubhouse Rental and must be reserved separately. Applicant also understands that other parties may rent these areas at the same time as the Clubhouse Rental.

_____I. **If you cancel your rental your deposit will be forfeited.**

I hereby release and hold harmless the City of El Cerrito, its officers, employees, and volunteers from liability for damages, cost and expenses which may incur as a result of property damage or personal injury in connection with renting the above facility.

I have read and understand the responsibilities of an applicant renting the 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): **VISA** **MASTER CARD**

NAME ON CREDIT CARD: _____

CREDIT CARD NUMBER: _____

EXPIRATION DATE: _____

SIGNATURE: _____ DATE: _____