RECREATION DEPARTMENT
7007 MOESER LANE
EL CERRITO, CA 94530
(510) 559-7004 Fax (510) 528-9413

FIELD RENTAL APPLICATION

_____ APPLICANT NAME

_____ APPOINTED REPRESENTATIVE

_____ ORGANIZATION NAME

_____ STREET ADDRESS

_____ CITY ZIP

_____ APPLICANT HOME#

_____ APPOINTED REP. HOME#

_____

_____

_____ RENTAL DATE(S)

_____ FIELD REQUESTED

RESTROOM KEY YES NO

TIME
FROM _____ TO _____
(TIME INCLUDES PREPARATIONS AND CLEAN-UP)

_____ APPLICANT WORK/CELL #

_____ APPOINTED REP. WORK/CELL #

_____ DRIVER'S LICENSE #

_____ TYPE OF ACTIVITY

_____ # OF PERSONS EXPECTED

OFFICE USE ONLY

DEPOSIT RECV'D _____ CHECK # _____
DATE _____ STAFF INITIALS _____
RECORDED IN BOOK? YES NO

TOTAL AMOUNT DUE $_____
AMOUNT PAID $_____DATE _____
DATE CONFIRMATION SENT _____

APPLICATION APPROVED? YES NO

_____ RENTAL COORDINATOR'S SIGNATURE

_____ SUPERVISOR/DIRECTOR SIGNATURE

The holder of this permit has exclusive use of the field for the date and time listed above.

Special Permit Notes: _____

_____

_____

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RENTAL AGREEMENT

1. Applicant understands that this is an application only. Your application will be reviewed and confirmed or denied within ten working days in writing based on the information provided on the reverse side of this document. **Do NOT announce the date and the field until it is confirmed.**

2. **If the applicant wishes to cancel, a written cancellation form must be completed, and returned to the Field/Rental Coordinator. If the date is not re-rented, the whole fee will be forfeited.** If the date is re-rented by the City, $15.00 may be refunded depending on the time invested by staff. **Transfer of dates will only be permitted a minimum of one week in advance and requires and an additional fee of $15.00.**

3. Applicant understands that 15 minutes after the end of the event must be reserved to allow for guest/applicant to remove all personal items and clean 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 the unauthorized time.

4. Applicant understands that they, or an appointed representative, listed on front of application must be responsible for all communication and cancellation of field use.

5. Applicant understands that alcohol is not allowed on any City of El Cerrito facility or field.

6. Applicant understands that the total rental fees must be paid at least two weeks prior to the rental date. Late payments will be charged a 20% 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.

7. Applicants who wish to change any of the pre-agreement will be charged $15.00 changing fee for each item changed.

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

_____ _____

Applicant Signature **Date**