



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

### Facility Rental Application

#### Check Facility Requested

Community Center Main Hall       Community Center Tot Room       Community Center Craft/  
 Community Center Skylight Room       Community Center Kitchen      Carpentry Room  
 Community Center Garden Room      (Non-profit)       Hana Gardens Social Hall

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

**Arrival Time** (Decorating, Rehearsal, Set up, caterers, etc)      **Event Begins** (Guests arrive)      **Events Ends** (Guests leave)      **Departure Time** (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 One Only)**  
 Resident     Non-Resident     WCCUSD Program     City Co-Sponsor  
 Non-Profit Resident\*     Non-Profit, Non-Resident\*    (\*Must Provide Proof of Non-Profit Status)

Applicant's Name/Person Responsible for Rental: \_\_\_\_\_

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 at any youth-designated event REQUIRED 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 & 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 & 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 & regulations governing the use of the above requested facility. I am aware that by signing this contract, I take full responsibility for the behavior exhibited by my guests during my rental. I understand and agree that any violation or falsifying of the above information may result in my event being shut down.

*Recreation Office Use Only*  
Application Approved?  Yes  No      Date Deposit Paid: \_\_\_\_\_      Receipt #: \_\_\_\_\_  
Staff Signature: \_\_\_\_\_      Date: \_\_\_\_\_



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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 Recreation Department Office.

Cancellation Fees			
Days Before Event	More than 150	150 - 91	less than 91
Applicant Forfeits	60% of deposit	80% of deposit	100% of deposit
If applicant cancels within two weeks of booking, the applicant forfeits <b>\$100</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 fee as listed in the City's Master Fee Schedule.			

3. Applicant understands that at least one hour after the end of the event must be reserved to allow for removal all personal items, take-down of all decorations, and general clean up including tables and kitchen. If the event 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 must be off by 10pm and clean up must end by 11pm.**

4. **SMOKING is PROHIBITED** in buildings, parking lots, public parks, open spaces, and sidewalks. The police will be called if there is smoking and **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 rental date. **Late payments will be charged a 15% late fee.** Checks will not be accepted for late payments made less than one month in advance. Payments not received two weeks prior to rental will be subject to cancellation.

8. For events where the **majority of attendees are minors** (i.e.: *sweet 16 birthdays, Bat/Bar Mitzvahs, Quinceañeras, high school graduations or other events where the majority will be under 20*) 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 may be cancelled. Please provide a copy of the security contract to at least 45 days prior to the event.

**1-99 guests: 1 security officer    100-199 guests: 2 security officers    200-290 guests: 3 security officers**

I understand that the loudness of music played will be controlled by staff on duty and that all music must end at 10pm. The level of amplified sound must be limited to reach only the immediate audience/guests.

**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 REQUIREMENTS/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:

- 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.
- No furniture, dishes, food, beverages or decorations may be left in the facility overnight. Items left behind will be discarded.
- Remove all decorations, debris, food, beverages, etc. from facility including tables, chairs, and bar areas after event.
- Dispose of and remove all trash and recyclables, including decorative materials and outdoor signage. Dumpsters are located in the parking lot.
- If property has been damaged or abused beyond normal wear, you will be billed for all damage and additional clean up.\*
- Prior to leaving the facility, renter must ensure kitchen appliances have been turned off, tables have been wiped down, floors have been swept/mopped, windows and doors are shut, trash has been brought to the outside dumpster, the patio is free of debris, and the facility is in the same condition as found or better.
- A Rental Leader will complete a walk-through with renter at the conclusion of event.

***\*A minimum of \$100.00 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.