



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 Social Hall      | <input type="checkbox"/> Community Center Kitchen (non-profit) |
| <input type="checkbox"/> Community Center Skylight Room    | <input type="checkbox"/> Community Center Tot Room             |
| <input type="checkbox"/> Community Center Council Chambers | <input type="checkbox"/> Senior Center Social Hall             |

**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):**

<input type="checkbox"/> Resident	<input type="checkbox"/> Non-Resident	<input type="checkbox"/> City Event
<input type="checkbox"/> WCCUSD program	<input type="checkbox"/> City Co-Sponsored	
<input type="checkbox"/> Non-Profit Resident	<input type="checkbox"/> Non-Profit Non-Resident* <small>(Provide proof of Non-profit status)</small>	

**Applicant's Name** \_\_\_\_\_  
(PLEASE PRINT CLEARLY)

**Organization** \_\_\_\_\_

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

**Day Phone** (\_\_\_\_\_) \_\_\_\_\_ **Evening Phone** (\_\_\_\_\_) \_\_\_\_\_

**Caterer** \_\_\_Yes \_\_\_No \_\_\_\_\_  
(CATERER'S NAME) (PHONE)

**El Cerrito Bus. License #** \_\_\_\_\_  
(ADDRESS)

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

**Number in Attendance** \_\_\_\_\_ **Children** \_\_\_\_\_ **Teens** \_\_\_\_\_ **Adults** \_\_\_\_\_

Will alcoholic beverages be **serv**ed? Yes No Will alcoholic beverages be **sol**d? Yes No

**OVER**  
▶▶▶

**OFFICE USE ONLY**

Date Key Issued: \_\_\_\_\_ Date Key Returned: \_\_\_\_\_ Received by: \_\_\_\_\_

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 Date Confirmation sent? \_\_\_\_\_

Rental Coordinator Signature: \_\_\_\_\_



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

## RENTAL AGREEMENT

### NO LOITERING IN THE PARKING LOT OR SURROUNDING AREAS OF ANY CITY FACILITY.

1. Applicant understands that this is a preliminary 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 of this document. Do not announce the date until it is confirmed.
2. A \$500 deposit is required to hold the facility. If the rental is confirmed, 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 30 days after the activity unless there are deductions for extra clean up, additional time, or damage to the facility or equipment.
3. If the applicant wishes to cancel, a written cancellation form must be completed, and returned to the Rental Coordinator. If the date is not re-rented, the whole deposit will be forfeited. If the date is re-rented by the City, \$100 may be refunded depending on the time invested by staff. Transfer of dates will only be permitted a minimum of six (6) months in advance, and requires an additional fee of \$30.00.
4. 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 9:00pm and clean up must end by 10:30pm.
5. Applicant understands that smoking is not allowed in the El Cerrito city buildings. Ashtrays are located outside building.
6. 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.
7. 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.
8. Applicant understands that the total rental fees must be paid at least one month 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.
9. **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 2 weeks prior to the event.

**I understand that the loudness of music played will be controlled by staff on duty and that all music must end at 9:00pm. 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** \_\_\_\_\_



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

**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: \_\_\_\_\_