

RENTAL AGREEMENT

DENAIR SENIOR CENTER
3756 Alameda

	Denair Community Services District Residents	All Others	Key Deposit	Cleaning Deposit
Private Party	200.00	275.00	15.00	300.00
Public Function	THIS USE NO LONGER AVAILABLE			
Denair Service Area Youth Groups	140.00	N/A	15.00	300.00
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	Not allowed			

DENAIR SENIOR 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 all applicable deposits are due and payable at the time of application. The renter shall sign the rental application certifying that they have read and agree to abide by the rules and regulations. Rental fee, key deposit and insurance coverage is 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.

2. **RESERVATIONS**: Must be made in person. No reservations will be taken over the telephone.
3. **DEPOSITS**: 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
4. **REFUNDS**: Deposits are returned only to the signer of the contract – NO EXCEPTION
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. **RENTAL FEE**: Is for one day only from 8:00 am to 12:00 midnight. Early entry is permitted if arranged and paid for in advance.
7. **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.

8. **NO ALCOHOLIC BEVERAGES:** Alcoholic beverages are not permitted under any circumstances at gatherings where the guest of honor is under twenty-one (21) years of age.
9. **INSPECTION:** Will be done the morning following the rental by an authorized Denair Community Services District employee.
10. **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 (table cloths, placemats, etc.)
11. **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, his 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.
12. **MUSIC:** Shall cease at 12:00 midnight as the Senior Center is located in a residential area.
13. **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.
14. **SET-UP AND CLEAN UP:** Are 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; lights and thermostats turned off; and doors secured.

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.*

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 \$615.00.

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

15. **EQUIPMENT:** All tables and chairs are to be cleaned and returned to their proper place by the renters. Some type of table covering must be used as aluminum tops damage easily.

16. **SEATING:** Is 50. No extra tables and chairs may be brought in to exceed this capacity. Tables and chairs are to remain inside of the Senior Center. Seating is provided for as follows:

TABLES: 6 rectangle -- 8 feet long -- seats 8 each

CHAIRS: 50

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.

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

Groups renting the facilities for two (2) or more consecutive days shall pay a rental fee of 2/3 of the original amount for each succeeding day after the first day's rental.

To sell liquor in the Senior 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.**

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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)	
LOCATION	DENAIR SENIOR CENTER / 3756 ALAMEDA
DESCRIPTION	

TOTAL DAILY ATTENDANCE INCLUDING PARTICIPANTS AND SPECTATORS			
DAY 1 – SET UP		DAY 6	
DAY 2 – EVENT		DAY 7	
DAY 3 – CLEAN UP		DAY 8	
DAY 4		DAY 9	
DAY 5		DAY 10	

ADDITIONAL EXPOSURES	YES	NO	
VENDORS/EXHIBITORS/CONCESSIONAIRES			HOW MANY ?
CATERER			
LIQUOR SERVED			
LIQUOR SOLD			
FOOD/NON-ALCOHOLIC BEVERAGES SERVED			
FOOD/NON-ALCOHOLIC BEVERAGES SOLD			
ENTERTAINMENT ACTIVITIES (PROVIDE LIST)			

SIGNATURE PAGE
DENAIR SENIOR 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 that 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, 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:		REQUESTS
Rent		
Deposit	300.00	
Key	15.00	
Insurance		
Early Entry		
Total Charges:		
Amount Paid:		
Balance Due:		