

City of Crescent City - Reservation Form
for the Cultural Center located at 1001 Front Street

Mailing address; 377 J Street, Crescent City, CA 95531

Telephone 707-464-7483 Ext. 0 Fax 707-465-4405

Applicant / Organization _____

Contact Person(s) _____

Address _____ Telephone _____

Party / Wedding _____ Government Agency _____ Commercial Use _____

Not for Profit Organization _____ Organized meeting _____ Other _____

Reservation Date _____ ^{Time} Event Begins _____ ^{Time} Event Ends _____

A fifty dollar (\$ 50.00) non-refundable reservation fee is required to hold date reserved.

Will Alcoholic Beverages be served ? _____ If yes, a \$575.00 deposit is required.

Indicate items needed: Microphone _____ Lectern _____

Auditorium _____ Atrium _____ Piano _____

Kitchen _____ Dishes _____ Stove/Oven Pilot Light _____

Indicate Number needed for each of the following:

Round Tables _____ Chairs _____ 8 ' Rectangular Tables _____ 6 ' Rectangular Tables _____

Number of Participants _____ Name & Phone # of Caterer _____

If food is being served to general public, a permit may be required, phone DN County Health Dept 464-7227.

**** A CERTIFICATE OF INSURANCE LISTING THE CITY AS ADDITIONAL INSURED IS REQUIRED ****

Rental Agreement for Cultural Center - City of Crescent City

A reservation fee is required to secure the selected reservation date, which is non-refundable if the reservation is canceled. If the date is changed at least thirty (30) days in advance, the reservation fee can be used for the new date. The total rental charge must be paid prior to the use of the property. The renter agrees and understands that it is his / her responsibility to make the full payment of the rental fee and that no further billing will be undertaken by the City, except in the case of damage, additional set - up or clean - up done by the City, or additional fees due to changes in actual time the facility is used. All applicants shall be at least 18 years old.

The undersigned user agrees to pay for any and all damages occurring during the rental period shown on this agreement. User acknowledges that the damage deposit (s) paid herewith will be applied toward damages to the facility or its contents during the rental period. Any of the deposit (s) not applied toward damages will be applied first to unpaid rental fees, with any excess refunded to user. Normal wear and tear shall not be considered as damages.

The undersigned user understands that he / she is responsible for cleaning dishes and the kitchen stove if they have been requested or used. There will be an additional charge of \$ 40.00 per hour if the dishes and / or kitchen has not been left in a clean and orderly manner.

The City is NOT responsible for any items left in the facility.

Staples are not to be used to attach anything to the walls or other fixtures of the Cultural Center.

Title 19: State Fire Marshall Regulations

1. All decorative material, including Christmas trees shall be made from non – flammable material, or shall be treated and maintained in a flame retardant condition.
2. Exit lights shall not be covered or the light bulbs removed.
3. Exit doorways shall not be obstructed or doors chained or tied shut.
4. No flammable or combustible liquids shall be used, placed, or handled within the building.
5. The number of occupants shall not exceed the posted capacity.

The City of Crescent City does not discriminate on the basis of handicap status in the admission of, access to, treatment of, or employment in, its programs or activities.

Any user / tenant / lessee of a City Facility must comply with the requirements of the Americans with Disabilities Act (ADA), including accessibility.

I / We agree to abide by the City ordinances, Rules and Regulations which pertain to the use of the City's Cultural center and agree to pay for any damages to same, as a result of use.

I / We agree to hold the City, its officials and employees harmless from any liability resulting from the use of the City's Cultural Center and the area surrounding the facility.

Name of Applicant Organization _____

(or name of individual if not an organizational or governmental applicant)

Name of person authorized to sign on behalf of the above listed organization. _____

Signature _____ Date _____

Cultural Center Rental

Applicant: _____

Calculation of Rental Fees

Address: _____

Date(s) of rental: _____

EVENT RESERVATION

Event Reservation Fee: (non-refundable)	\$ <u>50.00</u>	
Date paid _____ Receipt # _____	\$(_____)	\$ _____

BASIC RENTAL

Fee: \$75.00 per hour x _____ hours Maximum of \$375.00 per day	\$ _____
Fee: \$150.00 per additional day x _____ day(s)	\$ _____
Less non-profit or governmental discount (25%) Weddings, Reunions, Parties not included	\$(_____)
Total basic fee (not less than \$75.00)	\$ _____

OTHER CHARGES

Kitchen only (\$50.00 if used)	\$ _____
Dishes (\$100.00) includes use of kitchen	\$ _____
Set-up (mandatory charge)	\$ <u>80.00</u>
Clean-up (mandatory charge)	\$ <u>180.00</u>
Additional hours @ \$40.00 per hour x _____ hour(s)	\$ _____
Microphone use (\$20.00)	\$ _____
Piano (\$25.00 if used. Free to non-profit organizations)	\$ _____
Insurance (if purchased at City/Diversified Risk Policy)	\$ _____
Damage and Key deposit (\$75.00) With Alcohol (\$575.00) When key is returned, deposit will be refunded within 4-6 weeks if no damages	\$ _____

GRAND TOTAL

\$ _____

FOR STAFF USE ONLY

Total cost of Cultural Center Rental	\$ _____
Payment received: Date paid _____ Receipt # _____	\$(_____)
Payment received: Date paid _____ Receipt # _____	\$(_____)
Certificate of Insurance to A/P _____	
Additional fees: YES / NO _____	\$ _____

REFUND

Date key returned _____ Apply damage/key deposit	\$(_____)
Deposit refund request to A/P _____ Amount of Refund	\$(_____)
Refund Approved by _____ Date: _____	

**ADDITIONAL AGREEMENT
CULTURAL CENTER RENTAL**

1001 Front Street
Crescent City, CA 95531
(707) 464-7483

Initials

1.	I understand that I/We cannot begin using the Cultural Center (or start bringing in food, decorations, etc.) prior to 5:00 a.m. on the date of rental unless expressly authorized in writing. I/We also understand that there is no blocking the driveway.	
2.	I understand that everything must be removed from the facility by midnight on the day of rental unless expressly authorized in writing. This includes all food, decorations and any other items that do not belong at the Cultural Center.	
3.	I understand that if I have rented the dishes, it will be my responsibility to inspect the dishes prior to my event to verify the cleanliness. If I am not satisfied I must report to the City that the dishes are unacceptable prior to 11:00 a.m. the day before my event.	
4.	I understand that if I don't inform the City by 11:00 a.m. the day before my event that the dishes are not clean, I have no recourse with the City.	
5.	I understand that the Council desks/podiums are not available for use and I <u>will not</u> move them. (Note: If you would like the desks moved to the side of the stage the City will be happy to move them for you).	
6.	I understand staples, tacks or nails <u>are not</u> to be used to attach anything to the walls or other fixtures of the Cultural Center, including the deck or railing.	
7.	I will be responsible for any broken or damaged tables and chairs. If there is any damage or the facility is left dirty, I understand the costs will be deducted from my deposit. If costs exceed the deposit amount, I will pay the additional costs within 10 days.	
8.	I understand that any containers to hold kegs or other beverages must be pre-approved. They must not leak or allow condensation.	
9.	I understand that all candles cannot have any open flame exposed. All candles must be pre-approved prior to event.	
10.	I understand that all paperwork including the actual set up is due to the city <u>at least two weeks</u> before the event. If not there may be additional charges.	

Signature

Date

Print Name

Event Date

CRESCENT CITY CULTURAL CENTER

PLEASE INDICATE LOCATION OF : CHAIRS, TABLES, PODIUM, FLAGS, BAR, ETC.

SCALE 1"= 15'

