

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: 707-464-9506 Ext.226 Fax:707-465-4405

Applicant/ Organization		
Contact person(s)		
		Telephone
		al Use Organized Meeting
Not for Profit Organization_	Other	
A One hundred fifty-dollar applied to the total rental b	, ,	ired to hold reservation date and will be
Reservation Date(s)	Beginning Time:	End Time:
Will Alcoholic Beverages be is required.	served? If yes, a \$575.00 de	eposit is required. If no, a \$75.00 deposit
Indicate Items needed: Atriur	n Auditorium Le	ctern Presentation Screen
Microphone Stereo/A	udio System Kitchen	Stove/Oven Pilot Light
Indicate number needed for e	ach of the following: Round tables	s (29 available)
8' rectangular tables (26 avai	lable) Chairs (230	red, 50 black available)
Number of anticipated partici	pants Name and Phone #	of Caterer
*If food is being served to the gener	al public, a permit may be required, phone	DN County Health Dept 707-464-7227
Emergency after hours con	act: 707-951-5988	

\*A CERTIFICATE OF INSURANCE LISTING THE CITY AS ADDITIONAL INSURED IS REQUIRED (see next page)

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# **Insurance Requirements**

All events require that the applicant provide an insurance certificate and endorsement. Applicant may provide own insurance or may purchase through the City of Crescent City.

# **GENERAL LIABILITY POLICY REQUIREMENTS:**

Policy should be for a minimum of \$1,000,000.

The City of Crescent City shall be named as an additional insured on this policy. This language contained therein should be: the City of Crescent City, its officials, officers, employees and volunteers are named in all liability policies described above as insured's as respects:

A)activities performed by the City by or on behalf of the named insured, B) products or completed operations of the named insured, and C) premises owned, leased or used by the named insured.

A "Certificate of Insurance" listing the City of Crescent City as an additional insured shall be submitted to:

CITY OF CRESCENT CITY 377 J STREET CRESCENT CITY, CA 95531

If you have any questions, please contact City Hall at (707) 464-9506 ext. 226.

The certificate must come directly from your insurance carrier. Your insurance agent may fax us the certificate at (707) 465-4405, provided the hard copy by mail.

Once the certificate is received, your application for use of City Facilities will be processed for approval.

## 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, excessive supplemental cleaning 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 the kitchen area and stove if it has been requested or used. There will be an additional charge of \$40.00 per hour for excessive supplemental cleaning if the facility 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					
Name of person authorized to sign on behalf	of the above listed organization	_			
Signature	Date				

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Name of Applicant/Organization		
Name of person authorized to sign on behalf of the	he above listed organization	•
Signatura	Date	
Signature	Date	

# **ADDITIONAL AGREEMENT CULTURAL CENTER RENTAL**

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

Initiale

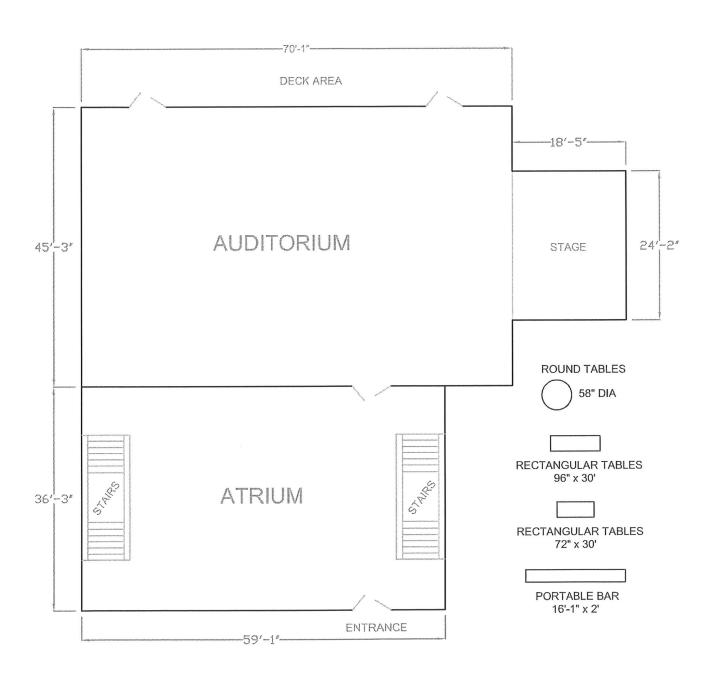
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1.	I understand that I/we cannot begin using the Cultural Center (or start bringing in	
	food, decorations, etc.) prior to 5:00 a.m. on the date of rental unless expressly	
	authorized in writing. I/we also understand that there is no blocking the 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 the Council desks/podiums are not available for use and I will	
	not 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).	
4.	I understand that staples, tacks or nails are not to be used to attach anything to	
	the walls or other fixtures of the Cultural Center, including the deck or railing.	
5.	I understand that 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.	
6.	I understand that I am responsible for cleaning the facility after my event,	
	including the kitchen, bathrooms, deck, atrium, and auditorium. I understand the	
	City of Crescent City will be responsible for the tear-down of ALL tables and chairs.	
	I understand that any excessive supplemental cleaning required by the City of	
	Crescent City employees will be billed to me at \$40.00 per hour per employee, and	
	that the fees will be withdrawn from my security deposit first, with any excess	
	being due within 10 days.	
7.	I understand that any containers to hold kegs or other beverages must be pre-	
	approved. They must not leak or allow condensation.	
8.	I understand that all candles cannot have any open flame exposed. All candles	
	must be pre-approved prior to event.	
9.	I understand that all paperwork, including the actual set up sketch, is due to the	
	City at least two weeks before the event. If not, there may be additional charges.	
10.	I understand that smoking is prohibited. This includes inside and outside the	
	facility and park grounds.	
11.	I understand that access is NOT permitted to the upper levels of the facility.	
Signat	ure Date	
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rinte	d Name Event Date	

**Event Date** 

# CRESCENT CITY CULTURAL CENTER

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

SCALE 1"= 15'

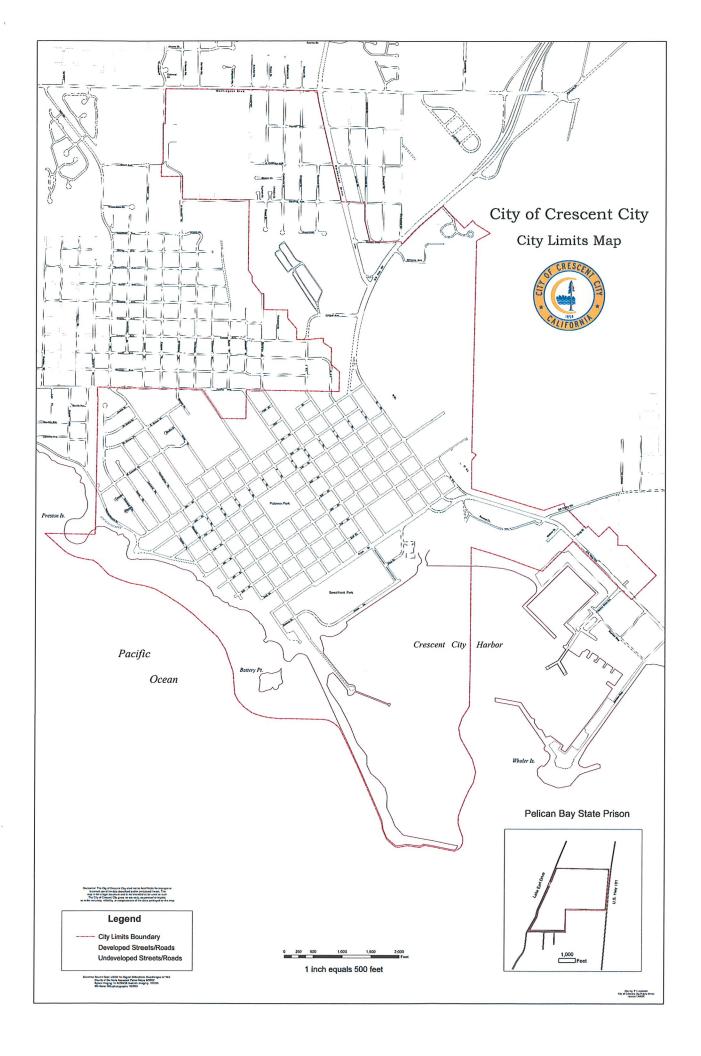


Cultural Center Rental	Applicant:					
Calculation of Rental Fees	Address:	Address:				
Dates of Rental:						
Event Rese	ervation					
Event Reservation Fee: \$150.00	Total reservation fee	\$				
Reservation fee applied to total rental fee. Rental and other fees of	Reservation fee applied to total rental fee. Rental and other fees due 14 days prior to event.					
*If event is cancelled more than 30 days in advance- 100% refund	of reservation fee.					
*If event is cancelled 14-30 days in advance-50 % refund of reserv	ation fee					
*If event is cancelled less than 14 days in advance- No refund of re	eservation fee.					
Rental	Fees					
City Resident and Non-Profit Rates: *See attached r	map to see if you reside in City or County	limits				
Hourly rate: \$72.00 an hour	\$72.00 x hour	\$				
Daily rate: \$432.00	\$432.00 for first day	\$				
(Daily rate includes weekdays only and no holidays)						
Additional rental days: \$150.00	\$150.00 per additional days	\$				
Weekend rate: \$540.00		\$				
(Weekend rate includes both Saturday and Sunday and holidays. For holiday rentals the day after the holiday is included in the rental fee)						
Total fo	or City Resident and Non-Profit rental	\$				
Non-City Residents and Commercial Use: *see atta	ached map to see if you reside in City or C	ounty limits				
Hourly rate: \$80.00 an hour	\$80.00 x hour	\$				
Daily rate: \$480.00	\$480.00 for first day	\$				
(Daily rates include weekdays only and no holidays)						
Additional rental days: \$150.00	\$150.00 per additional days	\$				
Weekend rate: \$600.00		\$				
(Weekend rate includes both Saturday and Sunday and holic included in the rental fees)	days. For holiday rentals the day after the	holiday is				
Total for No	on City Resident and Commercial Use	\$				
Public Events: Daily rate only: \$300.00	\$300.00 x day	\$				
	Total rental fees	\$				

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Other Fees						
Damage and key deposit: \$75.00 (No alcohol served)		\$				
*Refundable						
Damage and key deposit: \$575.00 (alcohol served)						
*Refundable						
Excessive supplemental cleaning: \$40.00 an hour (2 hour minimum) \$40.00 x hour						
Insurance Fee (If purchased through City)		\$				
	Total other fees	\$				
Date Paid: Receipt Number:	Rental	fees\$				
Date Paid: Receipt Number:		fees\$ ees\$ e (\$				
Date Paid: Receipt Number:  Date Paid: Receipt Number:  Date Paid: Receipt Number:	Other F	ees\$				
Date Paid: Receipt Number:	Other F	e (\$				
Date Paid: Receipt Number:  Date Paid: Receipt Number:  For Staff Use	Other F	e (\$				
Date Paid: Receipt Number:  Date Paid: Receipt Number:  For Staff Use  Refund:	Other F	e (\$				
Date Paid: Receipt Number:  Date Paid: Receipt Number:  For Staff Use  Refund:  Date key returned: S	Other F Reservation Fee TOTA	e (\$				

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