

SMITH RIVER COMMUNITY SERVICES DISTRICT

241 First Street, Smith River, California 95567

Phone (707) 487-5381 FAX (707) 487-5191 Email: office.admin@srwater.net

HALL RENTAL APPLICATION

_____ MAIN HALL _____ DINING ROOM _____ KITCHEN

Date of Event: _____ Nature of Event: _____

Name of Individual or Group: _____

Address: _____ City: _____ Zip: _____

Contact No.: _____ Email address _____

Rental Fee: _____ CASH _____ Check # _____ Amount: _____	SR CSD USE ONLY
Date of Initial Payment: _____ Balance: _____ Processed By: _____	
Security/Cleaning Deposit: CASH _____ Check# _____ Date: _____	
Date of Cancellation: _____ Reimbursement Date: _____ Amount: _____ Initial _____	

A CERTIFICATE OF INSURANCE in the minimum amount of \$1,000,000.00 is required.

A "liability rider" may be obtained from your homeowner's insurance carrier. Liability insurance may also be purchased through this recommended website, (<https://www.eventsured.com>).

Alcohol will be present Yes No **Is this a Profit (Public)** Yes No **Non-Profit (Private) event?** Yes No

Driver License of the Applicant: _____ Other ID if no DL: _____

Three Security Personnel are required when alcohol is present **other than for the nonprofit events.*

LIABILITY STATEMENT/AGREEMENT

The undersigned applicant agrees to abide by the district's rules and regulation that pertain to the use of property and agrees to pay for any damages to the same because of the applicant's use. The undersigned applicant further agrees to hold the district, its officials and employees harmless from any liability resulting from the use of said property. The premises will be restored to its original order including the parking areas as well as the inside and outside of the building, or the security /cleaning deposit will be forfeited.

TOTAL ESTIMATED RENTAL FEE AND DEPOSIT ARE DUE PRIOR TO THE USE OF THE PROPERTY

The undersigned applicant agrees that it is his/her responsibility to make payment in full for the rental fee, and that no further billing will be undertaken by the district except in the case of damage. The rooms that are rented must be cleaned within 6 hours after each function. Special arrangements must be made prior to the event regarding the timelines for cleaning if more time is required or the security/cleaning deposit will be forfeited and an additional rental fee for the day(s) following the usage will be charged.

The undersigned applicant agrees to pay for any and all damages that occur during the rental period shown on this agreement. The applicant acknowledges that the security/cleaning deposit paid herewith will be applied toward any damages to the facility or its contents during the rental period. Any of the deposit not applied to damages or cleaning will be applied first to any unpaid rental fee with any excess refunded to the applicant.

A deposit is required to reserve a rental date and may be refunded if the event is cancelled 30 days prior to the reserved date.

THE DISTRICT IS NOT RESPONSIBLE FOR ANY ITEMS LEFT AT THE FACILITY.

Signature: _____ Date: _____

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A NON-SMOKING FACILITY

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RENTAL FEE AND DEPOSIT INFORMATION

Hall Rental (<i>includes Main Hall, Kitchen, and Dining Room</i>)	\$300.00
Cleaning Deposit	\$200.00
Security Deposit	\$200.00
Dining Room and Kitchen	\$200.00
Cleaning Deposit	\$200.00
Security Deposit	\$200.00
Dining Room (<i>Kitchen NOT included</i>)	\$85.00
Cleaning Deposit	\$100.00
Security Deposit	\$100.00
Extra day for setting up (set up starts at 5pm day before)	\$35.00
Extra day for cleaning up (clean up must be complete by 10am)	\$35.00

Special rates may be requested for multi day rentals or recurring rentals

These rates will be determined by the board at a regular board meeting and will be based on number of days requested and time of year requested. (must give 2 months notice for special rate request)

All special rates are based upon the nature and schedule of events. Any use of the hall outside of the agreed outline of the rental will result in forfeit of special rate and will be required to pay the full rate for each day that the renter had reservations for the hall.

Hall Liability Insurance should be \$1,000,000. The renter is responsible to secure the hall liability insurance. SR CSD is no longer providing this service.

Extra day for set up and clean-up is available for a fee; otherwise, setting up must be done on the day of the event.. Clean up must be done after the event within the hours of rent.

Only one day of set up and/or clean up is allowed for each event!

Rental fee includes available tables and chairs. Rental of the kitchen includes available pots, pans, dishes.

*Cleaning Deposit and Security Deposit is refundable **only** if the facility is left clean and there is no damage.*

The deposit must be paid to secure your rental date.

We are not renting the kitchen as a separate rental.

All fees must be paid in full prior to the event.

Proof of liability insurance must be received at least one day prior to event.

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RULES AND RATES

RESERVATION

All organizations or individuals shall, ten (10) days prior to rental of the Hall, make all arrangements for reservations, including filling out and signing of a contract. All rentals, with the exception of regularly scheduled weekly or monthly events, shall require a Security and Cleaning deposit. **No confirmed reservation shall be made prior to receipt of deposit.** *All Organizations or individuals that cancel reservations shall forfeit \$50.00 of the deposit to pay for administrative and preparation costs.* The Community Hall key shall be picked up at the SR CSD office on the day before the rental date, and returned to the same address on the day after the rental.

ALCOHOLIC BEVERAGES

All Organizations or individuals wishing to engage in the sell of Alcoholic Beverages, must have an approved license from the Alcoholic Beverage Control Board, 1105 Sixth Street Ste. C, P.O. Box 3583 Eureka, Ca, 95501, Phone: 707-445-7229 and adhere to all laws regarding the sale and distribution of such beverages. **A copy of license must be presented prior to rental date.** Renters shall assume all responsibility for the sale, distribution, and general conduct of its guests and participants. When alcoholic beverages are served, the renter shall provide a minimum of three licensed security personnel to insure such conduct. The renter shall also assume responsibility for damages to the hall, its contents, and property. Violation(s) of the above will result in forfeiture of deposit.

CLEANING

All Organizations or individuals renting the hall are held responsible for its condition. **The Hall shall be cleaned at the end of the function and shall be ready for the next day.** A deposit is charged depending on the room rented. In the case of adverse problems with damages or in the event the hall is left unclean, the SR CSD shall have an employee of the district clean and/or repair damages for which the renter shall be held responsible for payment of such work. Mops and brooms are available in the closet for the use of the renter, and a refuse disposal unit is located outside behind the building. Tables and chairs should be replaced in the racks provided. **Failure to comply to these rules shall result in forfeiture of deposit.**

PARKING

Parking shall be in an orderly manner. No double parking in front of the hall or blocking of private driveways. The parking lot must be left clean.

GENERAL PROCEDURES

ALL doors shall be unlocked and unbarred during any function regardless of the number of individuals in attendance. Before event begins, take note of the locations of fire extinguishers and exits in case of fire. Inspect the hall prior to vacating to ensure all stove burners (NOT GAS VALVES), lights, heaters are off, and all doors secured.

1. No music after 1:00 am. Closed by 2:00 am. Hall MUST be cleaned immediately after event. All used garbage bags shall be tied securely and shall be thrown away in the dumpster located outside behind the building.
2. Dancing outside the building is **NOT** allowed. Music **should not** be audible outside of building.
3. Make sure heater and lights are all OFF. Please **DO NOT TURN OFF** gas valves to kitchen stoves or tables.
4. Use of glitter or confetti is **NOT allowed**.
5. **Nails, screws, or staples or any material that can cause damage shall NOT be placed in the walls. Failure to comply will result in forfeiture of deposit.**
6. Make sure trash cans have been emptied and trash bags are thrown in the back dumpster. Dumpster must be locked after event. Key for dumpster will be attached to hall key. Failure to comply will result in a \$50 fee taken from deposit.
7. Nobody is allowed to loiter around building when event is over. Includes guest sleeping in vehicle in the parking lot.
8. Bring band instruments in through front double doors—NOT side doors.
9. Alcohol is **NOT** allowed outside of building. Failure to comply will result in forfeiture of deposit.
10. Do not block access road on either side of building.
11. Grass area around building is private property and **SHALL NOT BE USED** for any reason for events.
12. Make sure the Hall is left in the same or better condition than when you rented it.
13. Smith River Community Service District is a **NON-SMOKING** facility. Failure to comply will result in forfeiture of deposit.

THE DISTRICT RESERVES THE RIGHT TO ACCEPT OR REJECT ANY APPLICATION. FALSE STATEMENTS ON APPLICATION OR FAILURE TO COMPLY WITH HALL USAGE RULES AND/OR PUBLIC NUISANCE COMPLAINTS WILL RESULT IN LOSS OF DEPOSIT AND/OR DENIAL FOR FUTURE USE OF HALL FACILITY.

I have read and I agree to comply to these Rules set by SR CSD regarding the use of the halls.

Signed by: _____ Date: _____