

FACILITY RENTAL APPLICATION – FALKIRK CULTURAL CENTER

1408 Mission Avenue at E Street, San Rafael, CA 94901 (415) 485-3328 www.FalkirkCulturalCenter.org

**PLEASE REVIEW ALL RULES AND REGULATIONS PRIOR TO COMPLETING APPLICATION.
PLEASE RETURN ALL COPIES FOR APPROVAL.**

Name of Applicant (please print) _____ Home Phone _____ Work Phone _____ Cell Phone # _____

Address _____ Street _____ City _____ Zip Code _____

e-mail address: _____

Name of Organization (if applicable) _____ Address _____ Phone _____

CONTACT PERSON ON DAY OF EVENT _____ Phone _____

Date(s) of Event: _____ Day (please circle one) Mon Tues Wed Thur Fri Sat Sun

Hours (include set-up & clean-up time) Starting from: _____ To: _____ Actual Start time of Event: _____

Minimum Number of Attendees: _____ Maximum Number of Attendees: _____ # Minors: _____ # Adults: _____

Type of Event (Description): _____

Caterer _____ Phone Number _____ Fax Number _____

PAYMENT INFORMATION

Credit Card Information: M/C or Visa _____ Expiration Date: _____

Insurance (please check one) Will provide own insurance Would like to purchase insurance

	<u>YES</u>	<u>NO</u>		<u>YES</u>	<u>NO</u>
Are you a non-profit (tax exempt) organization?	<input type="checkbox"/>	<input type="checkbox"/>	Is the event open to the public?	<input type="checkbox"/>	<input type="checkbox"/>
If YES. Non-profit # _____			Admission fee/donation requested?	<input type="checkbox"/>	<input type="checkbox"/>
Is the event a fund-raiser?	<input type="checkbox"/>	<input type="checkbox"/>	Will alcoholic beverages be served?	<input type="checkbox"/>	<input type="checkbox"/>
Will you sell any items?	<input type="checkbox"/>	<input type="checkbox"/>	Will alcoholic beverages be sold?	<input type="checkbox"/>	<input type="checkbox"/>
Will you have amplified music?	<input type="checkbox"/>	<input type="checkbox"/>	If YES. ABC Permit # _____		

Falkirk Rental Includes All Rooms Listed Below

- Whole First Floor Bride's Dressing Room
 Parlor Dining Room Kitchen Poetry Room Garden Deck

** Note: the second floor galleries, storage rooms and offices are not part of the rental facilities*

Additional Optional Equipment

- Projection Screen TV/VCR Other _____

RELEASE AND HOLD HARMLESS AGREEMENT

The applicant, in consideration of the rental aforementioned facilities and equipment, agrees to indemnify and hold harmless, and to release, waive and discharge the City of San Rafael and its officers and employees, from any and all liability for any injury or property damage arising out of or in any way connected with the rental of the facilities and equipment under this contract, including injuries and property damage due to the active or passive negligence of the City, its officers and employees. I HAVE READ THE ABOVE RELEASE AND HOLD HARMLESS AGREEMENT AND FULLY UNDERSTAND THAT I ASSUME ALL RISKS FOR ANY INJURIES AND PROPERTY DAMAGE SUFFERED.

I have read the terms and provisions on both sides of this application and the rules and regulations which are incorporated herein by reference and agree to be bound thereto.

Signature of Applicant _____ Date _____

CONTRACT APPROVED BY CITY OF SAN RAFAEL

Driver's License Number _____ State _____

Name/Title _____ Date _____

07.01.11

FALKIRK RENTAL APPLICATION REQUIREMENTS

Reservations will be accepted on a first come first serve basis, accompanied with deposit. To secure a date the following are required:

1. Submit a thoroughly completed contract application, accompanied by the appropriate reservation deposit (see Facility Rate sheet).
 2. The facility booking is confirmed only after Community Services Department approval. Upon approval you will receive a contract signed by a Department representative.
1. **Deposit**
 - a) See Facility Rate sheet for applicable reservation deposit amount.
 - b) The deposit is separate from rental fees and will not be applied toward rental balance.
 - c) The deposit is fully refundable except:
 1. **The deposit will be retained if the applicant cancels contract at any time.**
 2. The deposit refund will be reduced to cover any extra costs due to cleaning, damage to facility or grounds, overtime hours & additional equipment used during event. Additional charges may be required if damage exceeds deposit.
 2. **Insurance Requirements**
 - a) All rentals are required to provide a Certificate of Insurance for liability for a minimum of \$1,000,000.
 - b) Certificate must include endorsements naming "City of San Rafael" as additional insured.
 - c) Rental insurance certificates must be received by the Community Services Department 45 days prior to the event
 - d) Organizations/Individuals that have insurance through a parent organization may issue one proof of insurance which names "City of San Rafael" as an additional insured for a full year for all the organization's uses
 - e) Insurance is available for purchase through an outside vendor. Contact the office for procedure and rates.
 3. **Alcoholic Beverages**
 - a) Applicants must comply with all the rules and regulations of the State Department of Alcoholic Beverage Control. Upon request, the Community Services Department will provide a letter to Alcoholic Beverage Control confirming facility use authorized by the City of San Rafael.
 - b) If alcohol will be sold at the event (applicable to non-profit agencies only), applicant must provide to the City a copy of the Alcoholic Beverage Control license 45 days prior to the event.
 - c) City of San Rafael Alcohol Management Policy must be read, signed and adhered to by applicant, if required.
 4. **Rental Fee**
 - a) Refer to Facility Rate sheet for fees.
 - b) Rental fee balance is due 45 days prior to the event.
 - c) All checks should be made payable to "City of San Rafael".
 - d) If cancellation occurs within 45 days of the event, all monies will be retained.
 - e) **Rentals that exceed stated hours in rental agreement will be charged at a rate of double the stated hourly rate.**
 5. **Security**
 - a) All major events will have application forwarded to San Rafael Police Department. Police Department will determine if security will be required for the event. Should security be required San Rafael Police officers and/or authorized security service must be retained at a cost to the applicant. Please contact Community Services Department for rates.
 6. **Parking**
 - a) Renters are responsible for notifying their guests, staff and all other attendees of parking restrictions around Falkirk Cultural Center. Falkirk and the City are not responsible for parking tickets and enforcement. Please note that parking other than on Falkirk driveway is posted clearly with limitations and that they differ from weekdays to weekends. Please note the parking and notify everyone in your party accordingly.

RULES AND REGULATIONS

1. Hours stated on application MUST include set-up and clean-up which are the responsibilities of the applicant. All events, activities and clean-up must conclude by **12:00 am**.
2. Reservations will be accepted 1 year in advance to date of event or less. All fees, insurance forms and confirmed hours of rental must be submitted no later than 45 days prior to the event.
3. Application permits are non-transferable.
4. Applicant must be 21 years of age.
5. At the discretion of the Community Services Supervisor and/or Director, additional security police officers, staff attendants, bonds or insurance may be required at the applicant's expense.
6. The applicant whose signature appears on the rental contract should be present for the full length of the event. If the applicant cannot be present, he/she should designate an individual and write that name on the contract. The designated person MUST check-in with facility attendant on the day of event.
7. All facilities must be returned to the condition previous to the event. A clean-up checklist will be provided.
8. Birdseed, rice, confetti, rose petals, etc. are not allowed at the event.
9. No smoking is allowed inside the building. Outdoor smoking area and receptacles (sand urns) are provided. It is the renter's responsibility to enforce the 'No Smoking Policy'. Violation will result in the forfeiture of Security Deposit.
10. Barbecues are not allowed. Outdoor heat lamps are not allowed.
11. Curtains, shades, drapes and windows are not to be rearranged or opened except by the facility attendant. Interior furnishings (including the piano) are not to be moved.
12. Decorations must be removed when the group leaves the building.
 - a) Cellophane adhesives, nails, screws, staples, etc., in walls, woodwork, on windows or any other surface is prohibited.
 - b) All decorations must be fireproof or of fire retardant materials.
 - c) At no time shall exits be covered or obstructed.
 - d) No candles are allowed. Sterno is **permissible**.
 - e) Balloons and/or balloon string to be removed and disposed of.
14. Reservations may be revoked at any time whenever the use of buildings or facilities may interfere with Department program activities or where there has been a violation of approved regulations.
15. The City reserves the right to make any physical or furniture changes to the building.