



City of Delano Recreation Department
 925 Ellington Street, Delano, California 93215 • Phone 661-721-3335 ~ Fax: 661-720-9760

BUILDING REQUEST FORM

FOR USE OF (CHECK ONE):

ARMORY HALL

RENTAL FEE:
\$650 (DELANO RESIDENCE)
\$850 (NON-DELANO RESIDENCE)
 DEPOSIT: **\$250 (REFUNDABLE)**
 CAPACITY: **460**

CIVIC CENTER

RENTAL FEE:
\$200.00
\$15 HOURLY FOR MEETINGS
\$30 HOURLY USE OF KITCHEN
 DEPOSIT: **\$150 (REFUNDABLE)**
 CAPACITY: **115**

GENERAL INFORMATION (PLEASE PRINT)

Primary Contact Person: _____ Birth date: _____

Date of Application: _____ Organization (if applicable)/Renter (Name): _____

Address: _____ City: _____ State: _____ Zip: _____

E-mail: _____ Day Phone: _____ Evening Phone: _____ Cell: _____

EVENT INFORMATION (PLEASE PRINT)

PLEASE INCLUDE SET UP AND CLEAN UP TIME IN CALCULATION

Date(s): _____ Time in Facility: From: _____ a.m./p.m. To: _____ a.m./p.m.

Estimated Attendance: _____ If facility is not vacated by 12:00 am, I understand that \$50/hour will be deducted from deposit _____ **(initial)**

DESCRIPTION OF EVENT/ACTIVITIES (CHECK ALL THAT APPLY):

Note: Describe topics for Lecture and Meeting if applicable on the **other** line below.

- | | | | |
|--------------------------------------|---|----------------------------------|---|
| <input type="checkbox"/> Anniversary | <input type="checkbox"/> Quinceanera | <input type="checkbox"/> Debut | <input type="checkbox"/> Reunion |
| <input type="checkbox"/> Baby Shower | <input type="checkbox"/> Baptism | <input type="checkbox"/> Funeral | <input type="checkbox"/> Wedding |
| <input type="checkbox"/> Engagement | <input type="checkbox"/> Retirement | <input type="checkbox"/> Lecture | <input type="checkbox"/> Wedding Shower |
| <input type="checkbox"/> Graduation | <input type="checkbox"/> Birthday Age _____ | <input type="checkbox"/> Meeting | |

Other Event Info/Describe Lecture/Meeting/Outdoor Activities: _____

CHECK THE BOXES THAT APPLY TO YOUR EVENT:

Food or Beverage (Non-alcoholic): Served Sold N/A

If a meal is being served, will it be catered: Yes No

Alcoholic Beverages: Served Sold N/A

If Alcoholic Beverages will be served or sold, please check all that apply: Beer Wine Liquor

Is there a charge to attend the Event: Yes No

Is the Event open to the public: Yes No

Is any part of the Event being held outdoors: Yes No

Will there be Amplified Sound and/or Dancing: Yes No

If there will be amplified sound, please check all that apply: Live Music Disc Jockey Stereo/CD/MP3 Player



ALCOHOL:

If the Renter intends to sell alcohol, the Renter will need to do the following:

- Obtain approval letter from the Chief of Police to sell alcohol (\$15 fee)
- Submit the letter to the California State Department of Alcoholic Beverage Control, located at:
 - 4800 Stockdale Hwy, Suite #213, Bakersfield, CA 93309
 - Phone: (661) 395-2731
 - Email: BKF.Direct@abc.ca.gov
- Submit proof of permit with this application

KEYS:

Before keys are issued, a copy of the Renter's proof of security guard contract / receipts must be submitted to the Community Services Department. Keys will be issued on the Friday preceding the rental date. It is the Renter's responsibility to meet City staff at the appointed time.

DEPOSITS:

All deposits will be returned to the Renter by mail within 30 days after the date of the event. If City staff has to clean the facility, a \$25 per hour per staff member will be charged and deducted from the deposit. _____ (Initial)
 Any decorations and/or equipment left at the facility will not be the responsibility of the City of Delano.

ACKNOWLEDGEMENT:

I hereby certify that I have read and understand all terms and conditions in the rules and regulations booklet regarding use of the facility that I am renting. I further agree to hold the City of Delano, its governing board, the individual members thereof, and all officers, agents, and employees free and harmless from any loss, damage, liability, costs or expenses that may arise during (or caused in any way) such use or occupancy of City property.

RENTER'S SIGNATURE: _____

DATE: _____

OFFICE USE ONLY

ABC LETTER:	<input type="checkbox"/> Yes <input type="checkbox"/> No	<u>\$15.00</u>
DANCE / AMPLIFIED SOUND PERMIT:	<input type="checkbox"/> Yes <input type="checkbox"/> No	<u>\$10.00</u>
SECURITY REQUIRED:	<input type="checkbox"/> Yes <input type="checkbox"/> No	
If yes, number of guards: _____; Time Security on site: From _____ To _____		
Security contract provided on _____		
(1-50 attendees = 1 Guard; 51-100 attendees = 2 Guards, etc.)		
LIABILITY INSURANCE:	<input type="checkbox"/> Provided their own on _____	<input type="checkbox"/> Purchased through City's Insurance Carrier
RENTAL RATE: _____	Insurance Fee: _____	Alcohol Insurance Fee: _____
DEPOSIT AMOUNT: _____	Sound permit: _____	Total Due: _____
PAYMENTS:		
AMOUNT: \$ _____	RECEIPT: # _____	BALANCE DUE: \$ _____ Date: _____
AMOUNT: \$ _____	RECEIPT: # _____	BALANCE DUE: \$ _____ Date: _____
AMOUNT: \$ _____	RECEIPT: # _____	BALANCE DUE: \$ _____ Date: _____
AMOUNT: \$ _____	RECEIPT: # _____	BALANCE DUE: \$ _____ Date: _____
<input type="checkbox"/> DEPOSIT RETURNED	AMOUNT RETURNED: \$ _____	DATE: _____



INSURANCE AND PERMIT REQUIREMENTS

ORGANIZATION (IF APPLICABLE)/RENTER (NAME): _____

DATE OF EVENT: _____

REQUIREMENTS:

1. The items checked below are required for your rental at the: Armory Hall Civic Center
2. The Certificate of Insurance and necessary permits are due no later than 20 days prior to the event.
3. The Certificate of Insurance must be in the name of the person / organization who signs the permit. It must also clearly show the liability limits and policy dates to be valid.
4. A Homeowner's or Tenants Insurance Policy can usually provide insurance for your rental. Check with your insurance agent.
5. A Renter that is unable to secure an appropriate Certificate of Insurance will be required to purchase Special Event Liability Insurance from the City's insurance carrier. Contact the Community Services Department at (661) 721-3335 for more information.

CHECKED ITEMS ARE REQUIRED FOR YOUR EVENT:

_____ Certificate of Insurance for Commercial General Liability coverage for a minimum of:

Each Occurrence	\$1,000,000
Medical Payments	\$ 5,000
Personal and Advertising Injury	\$1,000,000
General Aggregate	\$2,000,000
Products/Completed Operations	
Aggregate	\$2,000,000
Damage to Premises Rented to you	\$ 500,000

The City of Delano, its officers, agents, employees, successors and assigns must be named as additional insured on the Certificate of Insurance. Shall indemnify, defend, and hold harmless the City of Delano It's Officers, agents, employees, successors and assigns against any and all liability, claims, and actions. Also must attach an Endorsement.

_____ Liquor Liability Endorsement. This is required on the Certificate of Insurance when the Renter provides alcoholic beverages. (Require Alcohol Permit and additional fee is alcohol being sold.)

6. If alcohol will be sold, the renter will need to do the following:
 - a. Obtain an approval letter from the Chief of Police to sell alcohol
 - b. Submit the letter to the California State Department of Alcoholic Beverage Control:
4800 Stockdale Hwy, Suite # 213
Bakersfield CA 93309
(661) 395-2731
BKF.Direct@abc.ca.gov

_____ Submit Proof of Alcohol Permit with this application

7. Your event will require the following number of security guards:

_____ Copy of Security Contract listing _____ number of security guards from _____ to _____ for the date of event.



HALL RENTAL CHECK LIST

- Applicant has received City of Delano policy manual rules and regulations governing use of the Civic Center, and National Guard Armory.
- Applicant has been advised about the cancellation policy wherein 10% of the total amount will be charged if cancellation occurs the day after the facility was rented. If less than 30 days prior to the event 25% of the total amount will be charged.
- Applicant understands that the balance due must be paid 30 days prior to event; not doing so will result in forfeiture of event.
- If applicant is serving alcohol and/or having a dance, a dance permit and security guards are required.
- Before keys are issued, a copy of the applicants Certificate of Insurance, and proof of security guard contract/receipt must be submitted to Community Services Department.
- Applicant is responsible for the removal of all personal items left in the building by midnight on the day of the rental. Items left in the building will be assessed a storage charge at the rate of \$50 a day, starting the day after the rental. If items are removed from the building by the City, an additional cost of \$25/hr will also be added. The City is not responsible for any personal items left inside the building – regardless of who owns them.
- If applicant is selling alcohol, an Alcoholic Beverage Control (ABC) license will be required along with a letter of approval from the Chief of Police.
- If applicant is self- insured, applicant will need to provide the City of Delano, Community Services Department, a copy their Certificate of Insurance naming the City of Delano as an additional insured, and the general liability amount must be \$1,000,000.00

I have read, understood and agree to all the terms and conditions listed above.

Applicant's Signature

Date



LISTA DE VERIFICACION DE ALQUILER DE INSTALACIONES

- Solicitante ha recibido Ciudad de Delano politica manuales normas y reglamentos que rigen el uso del Centro Civico y Armeria de la Guardia Nacional.
- El solicitante ha sido asesorado sobre la póliza de cancelación, 10% del monto total será cobrado, si cancela después del día en que la instalación fue alquilada, si es inferior a 30 días antes del evento se le cobrara el 25% del monto total.
- Solicitante entiende que el saldo debe pagarse 30 dias antes del evento; No hacerlo resultara en la canselacion del evento.
- Si el solicitante es server alcohol o un baile, se requiere un permiso de baile y guardias de seguridad.
- Antes de que las llaves son emitidas, una copia del certificado de seguro de los solicitantes y prueba de contrato o guardia de seguridad del recibo deben presentarse al Departamento de servicios comunitarios.
- Solicitante es responsable por remover artículos personales antes de la medianoche del día de la renta. Elementos de la izquierda en el edificio será evaluado un cargo de almacenamiento a una velocidad de 50 dolares al dia, comenzando el dia después de la renta. Si los artículos se retiran del edificio por la ciudad, también se agregara un costo adicional de \$25/hr. La ciudad no es responsable por cualquier objetos personales dejados dentro del edificio – sin importar quien es el propietario.
- Antes de la entrega de llaves, una copia del permiso de baile aprobado y la prueba de contrato de los guardias de seguridad, deberá ser presentada al Departamento de Servicios Comunitarios. Si van a vender bebidas alcohólicas necesitaran presentar su licencia (ABC) y la carta de aprobación.
- Si el solicitante vendo alcohol, se requerira una licencia de Control de bebidas alcoholicas (ABC) junto con una carta de aprobacion de la jefatura de policia..
- Si el solicitante esta asegurada pro uno mismo, solicitante tendrá que presentar su certificado de seguro nombrando la Ciudad de Delano como asegurado adicional la Ciudad de Delano, Departamento de servicios comunitarios, una copia, y el monto de la obligación general debe ser \$1,000,000.00

He leído y entendido los términos y condiciones en la lista de verificación de alquiler de instalaciones.

Firma

Fecha