



CITY OF DELANO RECREATION DEPARTMENT
925 ELLINGTON STREET, DELANO, CALIFORNIA 93215 • PHONE 661-721-3335 ~ FAX: 661-720-9760

BUILDING RENTAL APPLICATION

Civic Center

Rental Fee: \$400 / \$50 Per hr. Deposit \$300

(Print) Primary Contact Renter: _____ **Birth Date:** _____

Organization (if applicable): _____

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

Primary Phone: _____ 2nd Phone: _____ Other: _____

E-mail: _____ **Attendance:** _____ **Event date(s):** _____

Start time: _____ End time: _____ **Applicant's Signature:** _____

Purpose / Description of use: _____

- Will alcohol be served: Yes No
- Will alcohol be sold (\$15.00 ABC Fee): Yes No (See *Selling Alcohol* section below.)
- Amplified sound (\$10.00 Permit Fee): Yes No
- Is there a fee to attend this event: Yes No
- Is this event open to the public: Yes No (If yes, Special Event Permit maybe required.)
- Will any part of event be outdoors: Yes No (If yes, describe: _____)
- Will there be food and or drinks: Yes No

Terms & Deposits:

- Full rental payment & paid security contract necessary 90 days before event date.
- All deposits will be returned to the Primary Renter by mail within 30 days after the date of the event.
- You are responsible for the cleanup of trash and debris in and around the building used at the conclusion of that use. Failure to do so may result in being billed or having the cost deducted from any deposit tendered.
- The deposit is non-refundable, if the renter cancels the rental or fails to pay the full balance 90 days before the event date.
- Rental balance due must be paid 90 days prior to the event together with the submittal of paid security contract, not doing so will result in forfeiture of event.
- If the applicant is serving alcohol security guards are required.
- **The applicant is responsible for the removal of all personal items left in the building. The city is not responsible for any personal items left inside the building.**
- **Full rental amount, insurance and security contract due by:** _____

I have read, understood, and agree to all the terms and conditions listed above. Applicant's Initials: _____

Selling 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 (\$15.00 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

Keys:

- Key check out will be the Friday before the event at 10:00 a.m.
- Key will be returned on the Sunday after the event at 10:00 a.m.

ACKNOWLEDGEMENT:

I hereby certify that I have read and understand all terms and conditions in the rules and regulations 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.

Applicant's Signature: _____ **Date:** _____

Included Amenities & Information

Civic Center

- Address: 1009 11th Avenue, Delano. 93215
- Area: 2,600 sq ft.
- Capacity: 115
- Tables: 16 Rectangle 3ft x 6ft
- Chairs: 120
- Trash Bins: 3
- Refrigerator: 1
- Rooms: Main Hall, Kitchen
- Décor placement: Mounting Pads, Floor, Tables.

OFFICE STAFF ONLY

ABC Letter: Yes No \$15.00 (Send Applicant to HR for letter processing)

Amplified sound permit: Yes No \$10.00

Security required: Yes No If yes, # of guards: _____

With Alcohol (1-50 Guests = 1 Guard; 51-100 Guests = 2 Guards etc.)

Security on site: Start time: _____ End time: _____ Paid security contract provided on: _____

Liability insurance: Provided own on: _____ By: _____

Rental rate: \$ _____ Amplified sound permit fee: \$ _____

Deposit amount: _____ ABC Letter fee: _____ **Total due: \$** _____

Date: _____ Amount paid: \$ _____ Receipt #: _____ Balance: \$ _____ Entered by: _____

Date: _____ Amount paid: \$ _____ Receipt #: _____ Balance: \$ _____ Entered by: _____

Date: _____ Amount paid: \$ _____ Receipt #: _____ Balance: \$ _____ Entered by: _____

Deposit returned; Date: _____ Amount: \$ _____ Address: _____ Entered by: _____

Notes: _____

INSURANCE AND PERMIT REQUIREMENTS

ORGANIZATION / RENTER (NAME): _____ **DATE OF EVENT:** _____

The Certificate of Insurance, security agreement and necessary permits are due 90 days prior to the event.

The Certificate of Insurance must be in the name of the person / organization who signs this permit. It must also clearly show the liability limits and policy dates to be valid.

- A Homeowner’s or Tenants Insurance Policy can usually provide insurance for your rental. Check with your insurance agent.

The items checked below are required for your rental of: Civic Center

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

	Low Risk	Intermediate	High Risk
Description	Policy Limits	Policy Limits	Policy Limits
Each Occurrence	\$1,000,000	\$2,000,000	\$5,000,000
General Aggregate	\$2,000,000	\$4,000,000	\$10,000,000
Products / Completed Operations Aggregate	\$1,000,000	\$2,000,000	\$5,000,000
Worker’s Compensation	\$1,000,000	\$1,000,000	\$1,000,000
Auto Liability	\$1,000,000	\$2,000,000	\$5,000,000
Liquor Liability	Yes, if Applicable	Yes, if Applicable	Yes, if Applicable

a. The Certificate of Liability Insurance must provide Description and Location to **Description of Operations and Location** section.

b. The following statement should be added to **Certificate holder** section.

*City of Delano
 “Officers, agents, employees, successors and assigns”
 P. O. BOX 3010
 Delano, CA 93216*

c. Must attach an **Endorsement Page** with the following statement.

i. “shall indemnify, defend, and hold harmless City of Delano, its officers, agents, and employees against any and all liability, claims, and actions.”

2. _____ Liquor Liability Endorsement is required on the Certificate of Insurance when the renter provides alcohol.

a. Require Alcohol Permit and additional fee if alcohol is being sold.

3. _____ If alcohol will be sold, will need to do the following:

- a. Obtain an approval letter from the Chief of Police to sell alcohol. (\$15.00 fee)
- 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

4. _____ Submit Proof of Alcohol Permit.

5. _____ Copy of Security Contract listing number of security guards, hours of service and event date.