



STANDARD RENTAL AGREEMENT FOR THE FERNDALE COMMUNITY CENTER	FERNDALE COMMUNITY CENTER MANAGER PHONE: 707-496-5498 Po Box 726 Ferndale CA 95536
Date of Event:	Type of Event:

Applicant			
Responsible Party			
Mailing Address			
Home Phone		Cell or Work Phone	

Serving Alcohol?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Selling Alcohol?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
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Note: If alcohol is sold, a letter from the Community Manager is required by the Alcohol Control Board prior to obtaining a license. If alcohol sold or served prior approval of the Ferndale Chief of Police is also required

Letter from the Ferndale Community Center to ABC:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
RENTER has received a copy of this agreement.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
** Certificate of Insurance (minimum of \$1,000,000 Liability required for all rentals **		

Rent Schedule

Ferndale Non-Profit/Youth Rental 24 Hours	Deposit Upon reservation Non-Refundable	Balance due 2 weeks prior to event	Total Rent	Separate check for refundable cleaning/damage deposit – Due 2 weeks prior to event
Hall Only	\$150	\$950	\$1100	\$400
Hall & Kitchen	\$150	\$1350	\$1500	\$500
Hall, Kitchen & Utensils	\$150	\$900	\$2000	\$600

Rental day begins at 6am and area must be cleaned and cleared of all trash by 6am the next day. Preparations may be started after 2pm the day before the event, if the Hall/Kitchen is not reserved by others. Prior approval is required. Cleaning and trash removal may be extended to Sunday 12 noon if facility is not reserved by others. Prior coordination with the Center Manager is required.

Contact the Center Manager at 707-496-5498 to gain entrance to the Center. You will be responsible for securing the building. Please read the following pages carefully. A copy of this signed contract will be given to you. The following pages go over what is expected before, during and after your event. Please address any questions you have about policies and provisions before signing this contract. Please also be aware that you are responsible for the conduct of your guests during your rental. Any damages will be your responsibility.

GENERAL PROVISIONS

- Certificate of Insurance: The Ferndale Community Center requires any individual or organization using the Community Center to furnish a Certificate of Insurance with a minimum of \$1,000,000 Liability Insurance to accompany your rental check two weeks prior to the event. **The Ferndale Senior Resource Agency/Ferndale Community Center** is to be named as an additional insured.
- Supplies: plates, cups and flatware: 395 settings; 25 round tables (5' diameter); 37 rectangle tables 8'x 29" 375; chairs.
- Seating: Using all the rectangular tables, at 8 per table, can seat 296. Using the 25 round tables at 8 per table plus room for a dance floor, can seat 200.
- Hall Manager access: The community center always reserves the right of full access to the Community Center to ensure compliance with regulations.
- Restrooms will be cleaned and open on Saturday morning. Handicap-accessible restroom will be available on set up day.
- Handicap Access: Please keep the front door (the front porch) unlocked and accessible during your event. It is especially important that the door to the handicap ramp is unlocked and open.
- Non-operating equipment or services: Please notify the Center Manager of non-operating equipment, electrical failures, water leaks, toilet problems, or damage.
- Any repairs necessary to correct damage cause by your event will be deducted from your deposit. Damage exceeding your deposit will be billed to the renter.
- It is your responsibility to bring to the center Managers attention any damaged or missing equipment or fixtures prior to taking possession or to vacating the building.
- Chief of Police Review: Depending on the type of event, the hall manager reserved the right to require a review an approval letter from the Ferndale Chief of Police. The Chief of Police will have the final say as to if extra security needs to be hired for your event and parking lots.

CONDUCT

- Smoking is prohibited in all city buildings, including the Community Center.
- The renter is responsible for the conduct of all guests.
- Children's Center Play Yard: This area is not to be used by renters of the Community Center. Renter will be liable for any damages in and around the Children's Center play yard and any other areas in Fireman's Park.
- Bocce Courts: This area is not to be used by renters of the Community Center. Renter will be liable for any damage in and around the Bocce Courts – Please do not leave children unattended.
- Music/Loud Noise: Music and other sounds shall not be heard outside of the community center. Please remember that this facility is in a residential section of town- be considerate of our neighbors and turn your music down, especially after 10pm
- Accidents: Immediately report any accidents occurring on Center Property.
- Lost of Stolen Articles: The Ferndale Community Center is not responsible for lost or stolen articles.

DECORATING (Hall dimensions 91'L x 59' W)

- Please use plastic headed pushpins for hanging items on the walls, posts, and lattice. DO NOT USE tape, staples, nails, screws, or any fasteners other than pushpins.
- Ceilings hooks are provided for your use. Do not attach anything to the ceiling except on these hooks (suspended ceilings are very expensive to repair)
- Heavy electrical cords and other heavy items are not to be attached to the ceiling. Contact the Center Manager to discuss any special decorating requirements.
- Ceiling tiles are NOT to be touched.
- Interior and exterior decorations requiring attachment to the building MUST have prior approval by the Centers Manager.
- Decorations and displays requiring the use of candles and or water must have prior approval by the Centers Manager. **No burning candles** are permitted in the building.

CATERING

- Business License: as required by Municipal Code, a valid Ferndale business license must be held by anyone hired to provide food service in the Community Center.

ADDITIONAL INFORMATION/DAMAGE

- Alcohol Beverage Control (ABC) will not accept cash. Their phone number is 707-445-7229

CENTER CLEAN-UP

- Cleanup is to be done immediately following your event unless other arrangements have been made with the Center's Manager. If that hall, kitchen, bathrooms and exterior grounds are not cleaned to the Center Managers satisfaction, we will have the facility cleaned by others. The cost will be deducted from your cleaning/damage deposit.

1. Tables and Chairs

- Remove all decorations, tape etc.
- Wash off all food, grease, etc.
- Stack chairs 8 high only and use the hand trucks to move the chairs. DO NOT SLIDE OR DRAG PLEASE. Floor damage will be deducted from your deposit.
- Stack tables on the metal carts with the tops of the tables together (no more than 15 per cart)

2. Floors in Hall

- The floor is expected to be thoroughly cleaned of all food, dirt, paint scuffs etc. For the final cleaning of the floor, use a wet mop with CLEAN WATER. NO SOAP OR CLEANING AGENTS to be added to the water.
- Carpet areas to be vacuumed.

3. Bathrooms

- Bathrooms are to be clear of trash and unfortunate accidents.
- Fixtures are to be wiped clean.

4. Kitchen

- All surfaces are to be cleaned of food, grease and dirt.
- Utensils:
 - All dishes and silverware are to be thoroughly cleaned and returned to their appropriate cabinets.
 - All cookware is to be thoroughly cleaned and returned to their appropriate cabinets.
 - All items will be inventoried and inspected by the Centers Management. Missing items will be charged to the renter.
 - **Be sure floors are thoroughly mopped and clean with no sign of grease, food or dirt.**
- Stove:
 - All surfaces are to be thoroughly cleaned of food, grease and dirt.
 - Remember the clean-outs for the grills and the sliding trays under the grill.
 - Be sure inside of ovens are cleaned with no sign of spills or grease.
- Dishwasher:
 - Instructions are posted near the unit.
 - Center management is not responsible for any malfunction of the dishwasher.

TRASH AND GROUNDS CLEAN-UP

- All trash is to be completely removed from the building and park the day of your event.
- ***TRASH REMOVAL IS THE RENTER'S RESPONSIBILITY!***
- The porches, ramp and steps, as well as the grounds around the Community Center are also a part of your clean up responsibilities.
- This includes cigarette butts.

DEPOSIT

The cleaning deposit will be refunded within 2 weeks after the building. Tableware, utensils, and equipment have been checked to verify that all items have been left in good condition. Should damage or cleaning exceed the deposited amount, the renter is liable for the full replacement cost or repair.

PRIVATE PLAYGROUND

The playground on the east side of the community center is privately owned and not available to the renter unless special arrangements have been made with the Ferndale Children's Center.

BOCCE COURTS

The three bocce courts to the south of the Community Center are rented out separately and not available to the renter unless reserved beforehand. Please do not let children play unattended.

Thank you for taking good care of our Community Center. Your rent is used to help support Youth and Community Events held in this building. We sincerely hope that your event is successful.

Signatures:

Renter or Representative (Date)

Community Center Manager (Date)

Please make checks payable to: *Ferndale Community Center*

Facility Address: *Ferndale Community Center 100 South Berding Street Ferndale CA 95536*

Office Use:

- Deposit
- Security Deposit
- Insurance Certificate
- Letter to ABC
- Final Rent
- Return Cleaning



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER	CONTACT NAME:	
	PHONE (A/C, No, Ext):	FAX (A/C, No):
	E-MAIL ADDRESS:	
	INSURER(S) AFFORDING COVERAGE	NAIC #
INSURED	INSURER A :	
	INSURER B :	
	INSURER C :	
	INSURER D :	
	INSURER E :	
	INSURER F :	

COVERAGES

CERTIFICATE NUMBER:

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
	COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC <input type="checkbox"/> OTHER:						EACH OCCURRENCE \$ DAMAGE TO RENTED PREMISES (Ea occurrence) \$ MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ GENERAL AGGREGATE \$ PRODUCTS - COMP/OP AGG \$ \$
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	UMBRELLA LIAB <input type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED <input type="checkbox"/> RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$ \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? <input type="checkbox"/> Y / N <input type="checkbox"/> N / A (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below						<input type="checkbox"/> PER STATUTE <input type="checkbox"/> OTHER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

CERTIFICATE HOLDER**CANCELLATION**

	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE

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