

CAMP MEEKER RECREATION & PARK DISTRICT
 Post Office Box 461, Camp Meeker, CA 95419
 Telephone: 707-874-9246 Email: admin@campmeeker.org
 Anderson Hall Rental Agreement Contract Number _____

Person(s) Renting Anderson Hall			
Names of All Parties Renting (including 2 nd contact info*): 1. _____ 2. _____		<input type="checkbox"/> Resident <input type="checkbox"/> Non-Resident	
Address		Phone (Home/Work)	
City	State/ Zip	Email:	Phone (Cell):
Type of Event			
<input type="checkbox"/> Party	<input type="checkbox"/> Wedding	<input type="checkbox"/> Meeting	<input type="checkbox"/> Other
Date and Time			
Date of Use	Day of Week	Number of Hours: 2 <input type="checkbox"/> 4 <input type="checkbox"/> 6 <input type="checkbox"/> All Day <input type="checkbox"/>	
Time of Use	From: AM PM	To: AM PM	
Fees and Deposit			
Reservations can be made at our website. Deposit and/or fees are payable either by credit card at www.campmeeker.org or check payable to: Camp Meeker Rec & Park District	Per Current Fee Schedule Rental Fee: \$ _____		
	Refundable Deposit: \$ _____		
	Total: \$ _____		
Condition of Building Before Event (Note Any Defects)			
2 nd contact info: Telephone: _____		Email: _____	Cell: _____
Inspected By: _____	<input type="checkbox"/> Additional Clean-Up Needed		Amount Deposit Returned: _____
General Rules			
<ul style="list-style-type: none"> Deposit must be made at time of booking and all fees paid/insurance confirmations received sixty (60 days) prior to the event. Access codes will be provided by 8:00 a.m. on the initial date of the rental. Hall will be inspected before and after each event. General condition of the Hall will be noted. Contract conditions relating to use of premises, deposits, payments and refunds are listed on pages following this form. Please read thoroughly and initial pages prior to signing this rental contract. 			
Agreement			
I understand if any damage is done to the building, or the building is not left clean, the deposit will not be returned and if the District must hire service providers to clean, repair the building or remove trash, I will be billed for these services.			
Renter(s) Signature			Date
Camp Meeker Recreation & Park District Authorized Individual			Date

1. Reservations, Security Deposit, Payment and Refunds:

Reservations are confirmed upon receipt of refundable \$500.00 security deposit and signed Anderson Hall Rental Agreement. Total rental fee payment is due 60 days prior to the scheduled event date. District may cancel the reservation at any time within its sole discretion until such time as payment of all fees due hereunder are actually paid and received. Cancellation by the Renter of an event within 60 days of the event date will result in forfeiture of the security deposit, cancellation of an event 60 days or more prior to the event date will be 100% refundable. Upon conclusion of an event, security deposit will be refunded within 30 days predicated upon successful completion of post event Hall inspection.

2. Indemnification:

The Renter agrees to indemnify, defend and hold the CMRPD, its officers, directors, employees, agents, and assigned staff harmless from all losses, damages, costs and expenses resulting from any claims, suits or liabilities of any kind, including attorney fees, arising from or purporting to arise from the conduct, activity, or any other transaction involving Renter, its guests, invitees, or any other person on the Anderson Hall premises at the request or invitation of the Renters or Renters guests or invitees. This provision of the Renters Agreement shall survive the Renter's scheduled departure date from Anderson Hall.

3. Assignment and Subleasing:

The Renter shall not assign any interest in this agreement or otherwise transfer or sublease Anderson Hall or any part thereof or permit the use of Anderson Hall to any party other than the Renter.

4. Use Of Premises:

The Renter shall comply with all fire, health and sanitary laws, ordinances, rules and orders of appropriate governmental authorities as well as those established by the CMRPD.

1. No candles or open flames or flammable materials are allowed on premises.
2. Exits must remain clear and accessible at all times.
3. No wall hangings or decorations may be applied to walls, doors or windows without prior consent.
4. No overnight parking or overnight facility use is allowed.
5. All chairs and tables must be returned to storage area at the conclusion of the event.
6. All kitchen equipment must be cleaned and properly stored at the conclusion of the event.
7. The Renter is responsible for the full cost of cleaning and/or repairing of any damage above and beyond normal wear and tear of the facility including damage caused by the Renter, Renter's guests, Renters service providers or any individual connected to the Renter's event.
8. Renters are responsible for the removal of all trash and recyclable materials. Trash and recycle bins are available for use during an event but must be emptied and cleaned at the conclusion of the event. Renters will be billed accordingly for the removal of any trash left behind.

5. Parking and Fire Lanes:

Guest parking is available at the Post Office parking lot and on the bridge leading to Market and Tower Road. No parking is allowed beyond the "NO Parking Begins" sign located on the right side of Tower Road and extends 100 feet beyond the fire hydrant above Anderson Hall. Disabled parking is available at the Anderson Hall egress and is reserved for vehicles with proper documentation. Limited parking for guests and vendors is available to the lower right of Anderson Hall but must not block access to Lakeside Avenue. Refer to the "Parking Diagram" provided.

Initials

Date: _____

6. Alcohol Policies:

The following prerequisites and requirements apply to the service of alcoholic beverages at all events held at Anderson Hall:

Public Events are those events at which the general public is invited to attend, which require a fee for general attendance, or which sell food or alcoholic beverages for a fee or donation. Public Events shall comply with all alcoholic beverage service requirements mandated by the State Department of Alcoholic Beverage Control and local law enforcement. Alcohol may not be otherwise served or consumed. Copies of all licenses relating to the service of alcohol at each event shall be provided 30 days prior to the event. Public events shall also comply with all requirements applicable to public and private events.

Private Events are those events at which attendance is by invitation only, and that do not require a fee for attendance nor for the service of food or alcohol. All private events at which attendance is 100 or more persons shall be required to engage a licensed caterer with an Off-Premise Liquor License to serve alcoholic beverages. Alcohol may not be otherwise served or consumed. As a condition to serving alcoholic beverages at such functions, the requirements set forth below must be satisfied in full: The licensed caterer engaged to serve alcoholic beverages must submit the following information prior to the private event:

1. Copy of current catering license
2. Copy of Alcoholic Beverage Control authorization
3. Copy of current insurance certificate
4. Number of bartenders at event
5. Hours the bar will be open (maximum 5 hours)

7. Liability Insurance:

If alcoholic beverages are to be served, Renter must provide proof of liability insurance coverage with coverage extended to CMRPD as additional insured under the policy.

8. Noise:

Amplified noise and all music must conclude by 10:00pm.

9. Smoking:

Smoking is prohibited on Anderson Hall property.

10. Firearms and Weapons:

Possession of any firearms, weapons or ordnance is prohibited in Anderson Hall unless the person is a law enforcement officer authorized to carry weapons at the time of the event.

11. Condition of Premises:

Renter agrees that Renter has examined the premises at the time of rental and they are in good order, good repair, safe, clean and orderly.

12. Acts of God:

The CMRPD shall not be responsible for any failure or delay in the performance of its obligations under this Agreement arising out of or caused, directly or indirectly, by circumstances beyond its reasonable control, including without limitation, acts of God, earthquakes, fires, floods, wars, civil or military disturbances, sabotage, epidemics, riots, interruptions, loss or malfunctions of utilities, computer (hardware or software) or communication service, accidents, labor disputes, acts of civil or military authority, or governmental actions.

Initials

Date: _____