FACILITY USE APPLICATION

RECREATION SERVICES

RENTAL REQUEST STATUS

☐ Private Rental ☐ Company/Business Event ☐ Non-Profit Organization
(***must*** *provide non-profit status letter/number)*

Application Date: _____ Non-Profit No: _____

Contact Name: _____ Email: _____

Company (if applicable): _____

Address: _____ City/State/Zip: _____

Home Phone: _____ Work Phone: _____

Cell Phone: _____ Fax: _____

POLICIES AND PROCEDURES

Please read entire policies and procedures manual before booking an event.

1. Reservations will not be confirmed over the phone.
2. All cancellations must be in writing and will *incur a cancellation fee of $75.00 or more* depending on the date of cancellation.
3. Reservations are confirmed after the application has been submitted, the deposit has been received and you have received a reservation confirmation.
4. All applications are tentative until reservation permit is issued.
5. If reservation is not made 90 days in advance, full payment is due and payable to the Town of Danville at issuance of reservation permit.
6. Deposit due at time of booking.
7. Deposit is NOT applied toward rental fees, but is fully refundable pending no damages/overtime.
8. All large events/parties will be charged for a Facility Attendant at the rate of $23.00 per hour for the length of your event.
9. All facilities rentals must provide a certificate of Liability Insurance through their homeowners' or a purchased certificate through the Town of Danville.
10. **NO HARD LIQUOR.** Beer, wine and champagne permitted if served with food.
11. Renter must follow all rules and regulations regarding cleanup as stated in the policies and procedures manual.
12. Renter must provide their caterer with the attached letter on cleaning requirements.
13. All decoration and setup information needs to be submitted in writing at least 3 weeks prior to the event.
14. Times designated on the application form must include at least one full-rate hour each for setup/decorating and takedown of decorations/cleanup of rental space for large events.
15. If Facility Use Application is approved, a Facility Attendant will open the doors for your event at the start time for which you reserved the building. This will include tables/chairs setup and takedown time by the Facility Attendant. **Tables and chairs are NOT set-up prior to your rental time.**

PLEASE PLAN AHEAD TO INCLUDE YOUR SETUP, DECORATING, TAKEDOWN AND CLEANUP TIME WITHIN YOUR SCHEDULED TIME FRAME. **Tables and Chairs are NOT set-up prior to your rental time. (*Extra time will be charged at twice the hourly rate)***

Reservation Date: _____ Start Time: _____ (including setup) Ending Time: _____ (including cleanup)

No. Attending: _____ Type of Event: _____

Please check which facility/area you are requesting:

Community Center
420 Front Street

- ☐ Valley Oak/Las Trampas
- ☐ Valley Oak Room Only
- ☐ Las Trampas Only
- ☐ Art Room
- ☐ Lounge
- ☐ Kitchen
- ☐ Bandstand
- ☐ Town Green

Oak Hill Park
3005 Stone Valley Road

- ☐ Banquet Room
- ☐ Classroom Large
- ☐ Classroom Medium
- ☐ Classroom Small
- ☐ Kitchen
- ☐ Large Grass Area

1025 La Gonda Way
Hap Magee Ranch Park

- ☐ Magee House (full facility)
- ☐ Swain House (full facility)
- ☐ Cottage (full facility)
- ☐ Meadow
- ☐ Gazebo
- ☐ Picnic Tables ***(see note below)***
  - ☐ Tables 1-4
  - ☐ Tables 5-8
  - ☐ Tables 9-12

Veterans Memorial Building
400 Hartz Avenue

- ☐ Community Hall A/B/C
- ☐ Community Hall A
- ☐ Community Hall B
- ☐ Community Hall C
- ☐ Community Hall A/B
- ☐ Community Hall B/C
- ☐ Meeting Room – Senior Wing
- ☐ Arts & Crafts Room – Senior Wing
- ☐ Kitchen

Town Meeting Hall
201 Front Street

- ☐ Main Hall

Danville Library
400 Front Street

- ☐ Mt. Diablo Room

Any catered event must include the Kitchen.

Please indicate any optional equipment you would like to request:

☐ Sound System (Comm. Center, Town Meeting Hall, Oak Hill Park, Veterans Bldg)	$41/use	☐ Wooden Chairs (For ceremonies only)	$3/each
☐ Cocktail Tables	$10/each	☐ White Chairs	$3/each
☐ Podium	$30/use	☐ Table Top Lectern	$26/use
☐ Overhead Projector	$12/use	☐ Full Length Lectern (Comm. Center, Library, Town Meeting Hall only)	$30/use
☐ Screen (Portable)	$12/use		
☐ LCD Projector	$125/use	☐ Additional Microphones (With or without stands, Comm. Center, Oak Hill)	$26/use
☐ Easel Stand	$7/each		
☐ TV/VCR or DVD	$26/use	☐ Portable Hand-Held Microphone Sound Unit	$26/use
☐ Umbrellas with Stands	$12/each	☐ Piano (Danville Community Center)	$42/use

Will food be served: ☐ Yes ☐ No

Name of Caterer: _____ Caterer Phone: _____

Time Caterer will arrive: _____ Time event will start: _____

Open to the public: ☐ Yes ☐ No Band or sound system: _____

INSURANCE REQUIREMENTS

The Town of Danville requires permit users to provide a **"Certificate of Liability Insurance"** naming the **Town of Danville as an additional insured.** Certificate must include the Town's address, which is **510 La Gonda Way, Danville, CA 94526**. You may purchase liability insurance coverage through the Town of Danville for an additional cost, or you may provide it through your homeowner's insurance carrier. Insurance coverage must be submitted 90 days prior to your scheduled event. ***(Please refer to the Town of Danville's "Policies and Procedures Manual" for further details.)***

Insurance Rates for Class I events:

Attendance of 1 – 50 people:	$117.21
Attendance of 51 – 500 people:	$143.02
Attendance of 501 – 1,500 people:	$224.59

☐ Will provide own certificate through my homeowners' insurance (must be submitted 90 days before scheduled event)

Insured Event Holder/Applicant: _____ Date of Event: _____

Please Note: If event is not using a caterer, the renter is responsible for the following:

Dear Caterer:

We are pleased that your client has chosen our facility for his/her special event.

Please be advised that any amendments to your client's event hours must be made at least 1 month in advance of the event date and may incur an additional fee. We ask that you discuss this matter with your client, prior to signing any catering contract, as we cannot make any exceptions. To make any changes in the event hours, the actual person who signed our rental contract needs to contact us directly, as we cannot deal with third parties.

To give you a realistic expectation of what we and our renters expect, the following is our facility clean-up/damages check list similar to the one that will be used by the Facility Attendant to report the condition of the facility after your event. You will need to start your cleanup ***at least one full hour prior*** to the renter's end time. Please use this checklist as a guide for your clean-up. If you have any questions about your responsibility for damage or cleanup, please ask the Facility Attendant.

Arrival to Facility

- The facility will NOT be open prior to our renter's start time for any setup.
- No deliveries will be accepted prior to the RENTAL START TIME of the event.
- Any amendments to your client's event hours must be made at least 1 month in advance of the event date.
- No storage of rental equipment is allowed after event rental.

Cleaning Responsibilities

- Wipe off tables and chairs.
- Place all trash in bags provided and place in proper receptacles; Facility Attendant will remove from the building.
- Clear all spills and stains from floors and carpeting.
- Clean any and all facility equipment used, such as coffee pots, kitchen appliances.
- Clean spills and stains from all kitchen surfaces, counters, grill(s), ovens, burners, refrigerator and sinks. This includes the floors.
- An additional fee will be charged for floor cleaning or carpet shampooing (lobby areas) if there are any soiled areas.

AFTER YOU LEAVE, THE FACILITY ATTENDANT WILL NOTE ANY DAMAGES INCURRED OR FAILURE TO COMPLETE CLEANING RESPONSIBILITIES IN HIS REPORT. ADDITIONAL FEES MAY BE ASSESSED BASED ON THIS REPORT.

If you have any questions, please contact Facilities Management at (925) 314-3405.

RENTAL AGREEMENT

My signature certifies that I have read the policies and procedures as set forth by the Town of Danville Community Services Department governing the use of the facility and any equipment described above, that I will take full responsibility for ensuring that the use of this facility and areas by the even I represent is in full adherence and compliance with these rules and regulations. I further understand that as the applicant I assume full responsibility for any penalty fees assessed by the Town of Danville for any violations of these rules. Also, I am fully aware of the cancellation/refund policy and am aware that failure to properly clean the facility or any damage to the facility after my event may result in forfeiture of portions and/or all of my security damage deposit.

CLEANING REQUIREMENTS ACKNOWLEDGEMENT

I have read and understand the cleaning requirements of the Town of Danville Parks and Recreation Department. I further understand that even if I delegate these responsibilities to other members of service agencies for which I have contracted, such as caterers, etc., I still have the ultimate responsibility to return the facility into its original rental conditions. All set-up (decoration, food, caterer, etc.) and clean-up must be included with the hours contracted with the Town of Danville. Any deviations must be cleared with the Facility Attendant and will result in additional charges. Be sure that all decorations, food and personal equipment brought into the facility must be removed after the event. Storage is not allowed before or after event. There will be an attendant on duty at the facility during all operating hours. He/she will check on groups periodically.

If Application is granted, I agree to comply strictly with the facility-use guidelines, to exercise care in the use of all facilities and equipment, and make good any damage or loss of property arising from my occupancy of any portion of the building.

I am signing that I have read and fully understand the requirements and regulations state in the "Policies and Procedures" manual.

Signature of Applicant: _____ Date: _____

Signature of Person Taking Reservation: _____

Please fax your setup requirements to (925) 743-1450 at least three weeks prior to your event. If you have any questions regarding your reservations please call Nicole Watson at (925) 314-3405.

Please make all checks payable to: Town of Danville

MAIL APPLICATION AND CHECK FOR FEES TO:
DANVILLE COMMUNITY CENTER, 420 FRONT STREET, DANVILLE, CA 94526-1740
ATTENTION: FACILITIES MANAGEMENT

CREDIT CARD PAYMENT: AMERICAN EXPRESS, MASTERCARD OR VISA

_____ Please check here if you would like to pay by credit card. In order to provide you with a more secure payment experience, the Town is no longer accepting written credit card numbers on applications. Once we have received and processed your application, the Facilities office will call for your credit card payment information.