



CITY of CALABASAS

City of Calabasas
Community Services Department
300 Civic Center Way, Calabasas, CA 91302
Phone:(818)224-1777 Fax: (818)591-6707

REQUEST FOR USE OF FACILITIES OR PROPERTY

CALABASAS SENIOR CENTER FACILITY USE APPLICATION

****REQUESTS ARE NOT FINAL UNLESS APPROVED AND CONFIRMED BY DEPARTMENT STAFF.**

Date of Request: _____

PRIVATE INDIVIDUAL EVENT INFORMATION

Name of Responsible Party: _____
Address: _____ City: _____ Zip: _____
Phone: (Home): _____ (Work): _____ (Cell): _____
Email Address: _____

NON-PROFIT ORGANIZATION EVENT INFORMATION

Name of Organization/Company: _____
Contact Person: _____ Title: _____
Address: _____ City: _____ Zip: _____
Phone: (Office) _____ Ext: _____ (Cell): _____ (Fax): _____
Email Address: _____
NOTE: If claiming non-profit status, please attach appropriate documentation for verification purposes.

FACILITY REQUEST/EVENT INFORMATION

Requested Use Date (s): _____ Day(s) of Week: _____
Start Time: _____ am/pm End Time: _____ am/pm Total Hours of Event: _____
Number of Attendees: _____ Type of Event: _____
Please Circle the Rental Areas Requested:
Multi-Purpose Room Outdoor Patio Conference Room
Optional Additions
Will food be served? _____ Will alcohol be served? _____ Caterer: _____
Third Party Entertainment/Vendors: _____
NOTE: All third party entertainment/vendors must supply insurance prior to the event or they cannot access city properties. (Please see rental requirements).

RELEASE AND INDEMNIFICATION AGREEMENT

Important – read thoroughly before signing:

The applicant is solely responsible for any damage, loss, accident or injury to persons or property resulting from the use of the City of Calabasas' facility. Applicant shall be responsible for control and supervision of the people in attendance during the use of the facility and shall see that no damage is done to furnishings, fixtures or any part of the facility. Any violation of the Rules & Regulations can result in a denial of further permits and, in case of damage to a facility, financial reimbursement by the undersigned applicant. I, the undersigned, have received and read a copy of the Rules and Regulations concerning the use of City facilities and agree to comply with them. I, or my representative, agree to be present during the entire period of use of the facility by the applicant organization. In consideration of the City of Calabasas permitting the use of its facilities, I individually and on behalf of my successors, heirs, administrators and assigns, agree to hold harmless, indemnify and release the City, its governing board, employees, officers and agents from any and all actions, demands and/or claims for damage or injury, including claims for negligence which may arise from or in connection with the use of said facilities. Furthermore, I hereby agree that the City of Calabasas, its employees or officers may act in an emergency as best fits the situation if efforts to contact me or any other responsible person fail.

Signature of Applicant **Must be 21 years of age or older.**

Date

SENIOR CENTER RENTAL POLICIES AND PROCEDURES

General Rules:

1. Applicants must be 21 years of age or older.
2. The applicant will be required to purchase liability insurance through The City of Calabasas.
3. **30 days** prior to the event, all rental fees and event room set up requests must be paid and submitted, all special event vendors and rental equipment must be approved in writing by The City of Calabasas staff, and Certificates of Insurance and Additional Endorsement forms from all vendors, decorators, and equipment rental companies must be turned in.
4. Applicant is responsible for damage, loss, accidents, or injuries to persons or property resulting from use of facility. Responsibility includes supervision of minors and control of persons in attendance and damage to any part of facility. Additional charges will be assessed to applicant for any damage, repair, or cleaning. Any serious injury or damage incurred on The City of Calabasas premises shall be reported to staff immediately.
5. All persons using the facility and attending the applicant's event must abide by all City of Calabasas municipal regulations.
6. The City of Calabasas staff reserves the right to have full access to all activities at any time and to suspend an individual or group from using the facility in order to insure that all City rules and regulations, as well as City, County, and State laws, are being observed.
7. Control of lights, heating/cooling systems, and other equipment is the responsibility of The City of Calabasas staff member on duty. All requests for adjustments should be made to the staff member assigned to the event.
8. All outside music and entertainment must cease at 9:00pm, unless approved of by City of Calabasas staff.
9. Smoking (Including E-Cigarettes) is strictly prohibited anywhere in the City of Calabasas – ordinance 2006-217.

Security:

1. One Security Officer for every 75 people is required for all rentals. Rentals serving alcohol must have Security officers no matter the number of attendees. The City of Calabasas will provide Officers at the expense of the applicant.
2. Officers hired for an event must be on duty ½ hour before guests' arrival and remain on duty ½ hour after the scheduled event.

Catering and Alcoholic Beverages:

1. Applicants planning to serve food on-site must contact one of the City Approved caterers prior to submitting an application.
2. Only beer and wine may be served – hard alcohol is strictly prohibited.
3. Additional Insurance fees will be applied to events serving alcohol.
4. Dispensing, consumption, and/or possession of alcoholic beverages are only allowed in the areas specified in contract. Alcoholic beverages are not permitted in the parking lot.
5. Alcoholic beverages shall not be sold or served one (1) hour prior to closing time of event.

Setup and Clean up:

1. City of Calabasas staff must approve plans for set up and decorations at least 14 days prior to event; no cellophane tape, duct tape, nails, tacks, or staples are to be used for decorations. Decorations must be of fireproof or fire-retardant materials. At no time should exits be covered or obstructed.
2. Applicants are responsible for all persons present during set-up and clean-up of event. Use of ladders during a rental is at the risk of the applicant.
3. All items brought in by the applicant or furnished by a rental company must be removed at the conclusion of the event. The City cannot store items to be picked up at a later date.
4. The renter is given an additional ½ hour before and after their scheduled event for decorating, band and caterer set-up, and clean-up.
5. The use of glitter or confetti anywhere in the facility is strictly prohibited and a fine will also be assessed for any balloons lost to the ceilings.
6. Open flames and fog/smoke machines are not permitted.
7. All clean up must be completed prior to check out time on the same day as the event. Applicants are responsible for: Depositing all refuse in garbage cans and trash dumpsters, wiping clean all tables and chairs, Picking up trash, and removing all decorations/equipment/personal belongings.
8. A cleaning checklist will be completed before and after each rental by City staff.
9. The City is unable to store any items prior or after the conclusion of an event.
10. No signage, including balloons, are permitted to be posted inside the library, hallways, and City Hall, or outside anywhere in the Civic Center and surrounding areas.

Refunds: We will gladly offer a refund for any reservation cancelled with a **minimum** of thirty (30) days notice prior to reservation date. If cancellations occur less than thirty (30) days prior to reservation date we will deduct twenty five percent (25%) of the total rental fee. Liability insurance is non-refundable once the event commences.

I have read all the rules and regulations set forth by the City of Calabasas and agree to abide by them. I am aware of the insurance requirements. I agree to clean up after my event and know that failure to do so will result in the forfeiture on my rental / cleaning deposit.

Signature of Applicant: _____

Date: _____

Of Hours _____ @ \$ _____ Per Hour = \$ _____

Insurance Premium: \$ _____

Event Security # Of Hours _____ @ \$35 Per Hour = \$ _____

Processing Fee: \$ 10.00 _____

TOTAL DUE: \$ _____



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FOR DEPARTMENT USE ONLY	
Application Status: Approved _____ Denied _____	
Dept. Authorized Signature: _____ Date: _____	
Reason, if Denied: _____	

Charges	Hours	Fee/Rate	Total	Date Payment Received
Rental Fee				
Insurance Premium				
Event Security		\$35		
Processing Fee		\$10	\$10	
		TOTAL =		

DEPOSIT FORM OF PAYMENT	
Deposit Amount: _____	Date Received: _____
____ Credit Card (Type) ____ Visa ____ MC ____ AMEX (Card #) _____	
Name on Credit Card: _____	Expiration Date: _____
Billing Address: _____	

FORM OF PAYMENT (RENTAL FEES)	
____ Check (Check #) _____	Date Received: _____
____ Credit Card (Type) ____ Visa ____ MC ____ AMEX(Card #) _____	
Name on Credit Card: _____	Expiration Date: _____ Zip: _____
Billing Address: _____	

INSURANCE	
Insurance to be provided by:	
____ Non-Profit Organization/Company Date Received: _____ Approved: _____	
____ PURCHASE INSURANCE THROUGH CITY OF CALABASAS PROVIDER	
Date Purchased: _____	Amount Paid: _____

FACILITY INSPECTION	
Date Facility Inspected: _____	
Damage Assessment: _____	
Facility Staff Signature: _____	Date: _____

DEPOSIT ADJUSTMENT	
Extension Hours: _____	Extension of Personnel: _____
Extension of Equipment: _____	
Facility Damage: _____	
Date of Deposit Mailed Back: _____	