

City of Ferndale INCORPORATED 1893

POB 1095; Ferndale CA 95536



**RENTAL AGREEMENT FOR THE
FERNDALE COMMUNITY CENTER**

**Facility Manager: Tim Miranda 834-2951
Office Support: 786-4224**

Date of Event				<input type="checkbox"/> Ferndale Youth or Non-Profit Group
Applicant				
Responsible Person				
Mailing Address				
Home Phone		Work or Cell Phone		
Type of Event				
Serving Alcohol?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Selling Alcohol?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Note: If alcohol is sold, a letter from the City of Ferndale Property Manager is required by the Alcohol Control Board prior to obtaining a license. Prior approval of the Ferndale Chief of Police is also required.				
Letter from Ferndale Center for Community Services 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				

Rent Schedule

DESCRIPTION	Deposit upon reservation non-refundable	Rent - Due 2 weeks prior to event	Total Rent	Separate Check for Refundable cleaning deposit - Due 2 weeks prior to event
Hall Only	\$50	\$350	\$400	\$200
Kitchen (1 day)	\$50	\$350	\$400	\$200
Kitchen (2 days)	\$50	\$400	\$450	\$200
1 day/kitchen & 3 day/Hall	\$100	\$700	\$800	\$200
2 day/kitchen & 3 day/Hall	\$100	\$750	\$850	\$200

Cookware, plates, silverware and equipment are included in the Kitchen rent

Set-up / Decorating Day – no charge provided no meal is served.

Clean up Day – Day following the event (all trash is taken to the dump by the renter)

SIGNATURES:

Renter or Representative (date)

Community Center Management (date)

Make Checks Payable to: City of Ferndale P.O. Box 1095 Ferndale, CA 95536	Facility Street Address: Firemen's Park 100 South Berding Street Ferndale CA 95536	OFFICE USE: _____ Deposit _____ Ltr to ABC _____ Security Deposit _____ Final Rent _____ Ins Certificate _____ Return Cleaning _____ Copy Tim
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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.

GENERAL PROVISIONS:

- Certificate of Insurance: The City of Ferndale 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 City of Ferndale is to be named as an additional insured.
- Supplies: plates, cups and flatware: 410 settings; 25 round tables (5' diameter); 40 rectangular tables (8' x 29"); 400 chairs.
- Seating: Using all the rectangular tables, at 8 per table, can seat 400. Using the 25 round tables at 8 per table plus room for a dance floor, can seat 200.
- Weekend rental begins on Friday; Hall setup can begin *after 10 am on Friday*; however, the *kitchen is available for set up only after 2pm on Friday*. The weekend rental period *ends at 6 p.m. on Sunday*.
- Set Up Day: This day is available to you for decorating and setting up tables and chairs. No cooking, kitchen use or music shall occur that day without renting the kitchen for an additional day or special permission of the Hall Manager.
- Clean Up Day: This day is available for cleanup. No cooking, kitchen use or music shall occur that day without renting the kitchen for an additional day or without special permission of the Hall Manager.
- Hall Manager Access: The Community Center reserves the right of full access to the Community Center at all times to insure 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: Upon completion of your event, please notify the Center's Manager of non-operating equipment, electrical failures, water leaks, toilet problems, or damage.
- Any repairs necessary to correct damage caused 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 Manager's attention any damaged or missing equipment or fixtures prior to taking possession or to your vacating the building.
- Chief of Police Review: Depending on the type of event, the Hall Manager reserves the right to require a review and approval letter from the Ferndale Chief of Police.

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 all damages in and around the Children's Center Play yard and any other areas in Firemen's Park.
- Bocce Courts: This area is not to be used by renters of the Community Center. Renter will be liable for all damages 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 10 p.m.
- Accidents: Immediately report any accidents occurring on City Property.
- Lost or Stolen Articles: The Community Center and the City of Ferndale are not responsible for lost or stolen articles.

DECORATING:

- Please use plastic-headed pushpins for hanging items on walls, posts and lattice. **DO NOT USE** tape, staples, nails, screws, or any fasteners other than pushpins.
- Ceiling 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's 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 Center's Manager.
- Decorations and displays requiring the use of candles and water must have prior approval by the Center's Manager.

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 445-7229
- Insurance – contact your homeowner's policy agent for a rider on your policy.
- Schedule of repair and/or damage costs:

Table	\$85.00
Chair	\$30.00
Window	\$50.00
Sheet Rock	\$20.00/hr plus supplies

CENTER CLEAN-UP: We have access to professional cleaning services at a reasonable price. Notify the Center's Manager if interested. Clean up is to be done immediately following your event unless other arrangements have been made with the Center's Manager. If the hall, kitchen, bathrooms, and exterior grounds are not cleaned to the Center's Manager's satisfaction, we will contract with a professional cleaning service. This will be deducted from your 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
 - 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 are to be added to the water.
 - Carpet areas are 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 stacked on the kitchen center table.
 - All items will be inventoried and inspected by the Center's Management. Missing items will be charged to the Renter.
 - 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.
 - Dishwasher
 - Instructions are posted near the unit.

- Do not rely on the automatic soap dispenser to operate.
- Throw a handful of soap into the unit for each washing cycle.
- Center Management is not responsible for any malfunction of the dishwasher unit.

TRASH AND GROUNDS CLEANUP:

- All trash is to be completely removed from the building the day of your event.
- Please ensure all trash is in tied plastic bags and removed from the park by the next day (or on Monday if a commercial pickup is planned).
- Trash removal is the renter's responsibility.
- The porches, ramp and steps, as well as the grounds around the Community Center are also part of your clean up responsibilities.
- This includes cigarette butts.

DEPOSIT: The cleaning deposit will be refunded within 2 weeks after the event to the renter after the building, tableware, utensils and equipment have been checked to verify that all items have been left in good condition. Should damages and 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.

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