



# Contract for the Use of Indoor Facilities Rental

Burlingame Parks and Recreation Department

850 Burlingame Ave • Burlingame, CA 94010

Phone: (650) 558-7300 • Fax: (650) 696-7212



You must have this permit with you on the day of the activity

\*CDL or Utility Bill Required for Burlingame Resident Rate\*

Verified by (Staff Only)

Renter's Information:	
Name:	_____
Organization/Company:	_____
Address:	_____
City:	_____
Zip Code:	_____
Phone #:	_____
Cell Phone #:	_____
Email:	_____
Non-Profit Information:	
Is this organization a registered non-profit?	
YES <input type="checkbox"/>	NO <input type="checkbox"/>
Non-profit #: _____	
*If yes deposit and payment must be made by the non-profit.	
Additional Information:	
Is this a fundraiser?	YES <input type="checkbox"/> NO <input type="checkbox"/>
Is the event open to public?	YES <input type="checkbox"/> NO <input type="checkbox"/>
Will there be admission charges?	YES <input type="checkbox"/> NO <input type="checkbox"/>

Room/Areas Requested:		
Event Day/Date: _____		
Event Hours: (Includes set-up & clean up time)		
Start Time: _____	End Time: _____	
Nature of Event: _____		
Estimated Attendance:		
Under 21 yrs _____	Over 21 yrs _____	Total _____
Alcohol Information:		
Will alcohol be served? YES <input type="checkbox"/> NO <input type="checkbox"/>		
Beer/Wine <input type="checkbox"/> Hard Alcohol (ABC Permit Required) <input type="checkbox"/>		
ABC Permit # _____		
Caterer Information:		
Will a commercial caterer be used? YES <input type="checkbox"/> NO <input type="checkbox"/>		
If yes, please fill information below.		
Caterer's Name: _____		
Caterer's Phone Number: _____		

Amount Due	
Deposit Due \$ _____	Date Due _____
Final Payment \$ _____	Date Due _____
I acknowledge that the security deposit will be returned to:	
Name: _____	
Address: _____	
Intial: _____	
Notes: _____	

Multi-Use Rentals			
Dates	Times	Rooms	Fees

### Rules and Regulations (Please see reverse side)

The Applicant agrees to indemnify, defend, and hold harmless, the City, its officers, employees, agents, and volunteers, against any claim, demand, suit, judgment, loss, liability or expense of any kind, including attorneys' fees and administrative costs, on account of personal injuries or damages to property, arising out of or resulting in any way, in whole or in part, from the Applicant's whole or in part, from the Applicant's use, or the Applicant's employees', agents', invitees' use or occupancy of City facilities.

I hereby certify that I read the Rules and Regulations for Rental & Use of Parks & Recreation Department Facilities and will see that my activity will abide by these rules. I also realize that the facility contract is granted with the understanding that the Burlingame Parks & Recreation Department has the right to cancel the contract if the agreed upon facility is needed for a city sponsored event.

I, undersigned, hereby certify that I will be personally responsible on behalf of the applicant for any damages sustained by the facility, furniture or equipment occurring through the occupancy or use of said facility by the applicant.

Signature

Date

City Staff

Date

# Rules and Regulations for Use of Indoor Facilities

## Hours

- Hours requested should include your group's event setup and cleanup time. Individuals associated with the event will not be allowed in the facility before the start time indicated. All individuals associated with the event must vacate the facility by the indicated ending time.
- Delivery of supplies or equipment will not be accepted in the facility prior to the indicated beginning start time for the rental.
- All amplified music in the Recreation Center must stop at 9:00 pm and all attendees must be off the premises by 9:30 pm. Rentals will be scheduled to meet these times. Fri/Sat Auditorium rentals music ends at 10:00 pm.
- If the event goes beyond the scheduled hours stated on the contract, overtime charges will be billed \$255/hour per room (partial hours will be billed as whole hours) and applicable staff time will be charged at the overtime rate.

## Alcohol

- Only champagne, wine or beer can be served in the Recreation Center, provided it is approved and clearly identified on the rental contract. **No hard liquor will be allowed.**
- Any group bringing alcohol into an event or area where alcohol has not been permitted or allowing the consumption of hard liquor (bourbon, scotch, vodka, tequila, etc.) at the event will automatically forfeit the security deposit and may cause the cancellation of the event.
- No underage drinking will be tolerated and may cause the cancellation of the event.**
- Champagne/wine/beer may only be sold with advance written permission from the Director of Parks & Recreation. A valid 24-hour ABC (Department of Alcohol Beverage Control) permit must be obtained prior to your event.

\_\_\_\_\_  
Signature of Renter

\_\_\_\_\_  
Date

## Payment of Fees & Security Deposit Refunds

- A refundable security deposit is required when renting the facility.
- Payment of all rental fees and deposits must be made at least 30 days in advance of the scheduled use. Failure to meet this deadline will result in the cancellation of the rental and forfeiture of your security deposit.
- The security deposit may be refunded, all or in part, depending upon the condition of the facilities following the activity, time the facility is vacated, additional custodial services required and any other damages that may be incurred.

## Changes and Cancellations

- If the nature of the event or number of participants changes, the Department must be notified at least one week prior to the scheduled use. If necessary, additional fees/deposits will be charged according to applicable rates. The Department reserves the right to not approve any requested changes.
- If cancellation of rental is necessary, the Department must be notified at 30 days in advance of the scheduled use. Rental fees will be refunded with 50% of the security deposit. If less than 30 days notice is given all rental fees and security deposit will be forfeited.

## Insurance

- Insurance may be required for a rental.

## Building Setup/Cleanup

- Cellophane tape, nails, screws, staples, etc. are not permitted in/on the walls, woodwork or fixtures. **Painter's tape is the only type of tape allowed.**
- All decorations must be fireproof or made of fire retardant materials and are subject to the approval of the Fire Marshall. **No candles or other open flame decorations are permitted.**
- A completed room setup sheet must be in the Parks & Recreation Department office at least one week prior to the activity. If not supplied, the setup will not be done in advance.
- It is the responsibility of the renter to leave the room clean. Tables and chairs must be wiped down and left in good order. Additional custodial fee may be deducted from security deposit for failure to do so.
- Additional recycle containers are available upon request. Large events will be required to provide additional dumpsters at the cost of the renter.

## Building Supervision & Revoking a Rental

- An attendant will be on duty at all times and is responsible for the general conduct in the building and enforcement of the rules governing the facility.
- Failure to observe any rules, regulation, ordinance of the City of Burlingame or improper conduct will result in revocation of the rental. A rental may be revoked when the facility is needed for programs sponsored by the City of Burlingame.
- Fights, vandalism, or unacceptable behavior during a rental shall cause an immediate cancellation of the rental with no refund of fees or deposits.
- If the attendance exceeds approved amount on the contract, this may be an immediate cause for cancellation without refund of fees or deposit.
- If incomplete or incorrect information is given on the rental contract (i.e. contact information, resident status, nature of the event, expected attendance, unauthorized use of alcohol) the Department may immediately cancel the rental without refund of fees or deposit.

## Other

- Due to the potential difficulty of securing staff on City Holidays, rentals will be accepted **ONLY** on a tentative basis, pending our ability to identify staff able to work. If we are unable to schedule staff, the rental contract will be cancelled and contract holder will obtain a full refund.
- Without permission from Director of Parks & Recreation, rentals may not list the City of Burlingame or the Parks & Recreation Department as a sponsor of the activity and may not list the Department phone number as the contact in any written materials associated with the rental. The Parks & Recreation Department may require copies of all promotional items used in conjunction of the rental. Failure to comply may result in the cancellation of the event and/or forfeiture of rental fees.
- No cooking utensils are available. Please bring cutting board when cutting food. Any group using the kitchen must leave the counter tops and stoves in the same condition as when the activity began.
- Multi-use groups (weekly or monthly rentals) can only have a guaranteed rental of up to 3 months in advance.

## Acknowledgement

My signature below signifies that I agree to abide by all of the conditions of this contract and of any rental issued based on this contract. I also agree to pay the City of Burlingame all costs the City may incur as a result of any failure to fully comply with all these conditions.

\_\_\_\_\_  
Signature of Renter

\_\_\_\_\_  
Date