

Community Center at St. Paul's

40 School Street, PO Box 1061

Point Arena, CA 95468

Email: pacommunitychest@gmail.com

www.PointArenaCommunityChest.org

RENTAL AGREEMENT

<i>Renter Name:</i>	
<i>Address:</i>	
<i>Phone:</i>	
<i>Email:</i>	
<i>Purpose:</i>	
<i>Day and Date:</i>	
<i>Event Set-up Start Time:</i>	
<i>Event Start Time:</i>	
<i>Event End Time:</i>	
<i>Event Clean-up End Time:</i>	
<i>Rental Fee:</i>	
<i>Security Deposit:</i>	
<i>TOTAL Amount Due:</i>	\$
(Separate rental & security payments)	
<i>Security Service required?</i>	
<i>Other requirements?</i>	

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Renter Responsibilities

1. Renter and guests must respect the property rights and rights to quiet of the **Community Center at St. Paul's** neighbors at all times. All evening activities shall be concluded by 12:00 am and the premises cleaned, vacated and locked by 1:00 am. Camping or sleeping overnight on the premises is not allowed. Renter and guests must not create a nuisance. If it is determined that such a nuisance has been created or unauthorized use of the premises has taken place, the Renter shall forfeit their deposit and be subject to possible damage charges.
2. Renter shall not permit the premises to be used for any purpose other than as stated in the **Rental Agreement** for the duration of this contract. No use shall be made of the premises that would increase the rate of premium or cause cancellation of insurance thereon. Renter shall not violate any applicable laws, ordinances, rules or regulations, including those related to noise, fire, and public safety. Please note kitchen is not a licensed commercial kitchen. Smoking inside the **Community Center** is prohibited.
3. No live or recorded music is permitted to be played or performed outside the **Center** without the specific advance approval of the Rental Manager.
4. Decorations/Candles: No tacks, pushpins, or nails are to be used on the walls, ceilings, floors, or beams. Ceremonial candles only are allowed. All decorations are to be removed at end of the event. Cost for removal or to repair any damages caused by not abiding by this rule will be withheld from the security deposit.
5. Renter shall show proof of Homeowner's, Organizational or Special Event insurance for coverage of fire and public liability during the rental period. Liquor liability must be added if alcohol will be served. The renter shall provide a **Certificate of Insurance** naming Point Arena Community Chest (PACC) as an additional named insured in the amount of **\$1,000,000**.

Some events with over 50 guests and where alcohol is served may require security personnel, the cost of which is borne by the Renter. When required, **PACC** must receive proof that security personnel have been arranged for, one week prior to the event.

6. A Security/Cleaning deposit must be paid by the Renter with the rental fee. Your rental contract starts and ends at specified times. Please be sure that you are fully cleaned up and out of the **Center** at that specified time. Any additional time may be deducted from your deposit. This deposit, or portion thereof, will be refunded after the Rental Manager has ascertained that the premises have been returned to original condition of cleanliness and order, with trash and recycling bins properly used. Charges will be made for breakage and damage. Please make payment and deposit as separate checks.
7. The Renter shall indemnify and hold the **Point Arena Community Chest (PACC)**, their employees, and their agents free from liability for any injury, death, or property damage that occurs during the Rental Period. Such indemnification shall also extend to any personal property damage caused by the consumption of alcoholic beverages by the Renter or the Renter's employees or guests. **PACC**

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does not accept any responsibility for any loss or damage of the personal property of the Renter or Renter's employees or guests.

8. Should any provision of this Agreement be deemed invalid by a court of law, it shall not invalidate any other part of the agreement.
9. Cleaning Service: The **Community Center** can provide a cleaning service for your event at an hourly rate of \$50.00. If you request this service, please notify Rental Manager in advance.
10. The renter may not assign this Agreement, sublet the premises, or engage in any use other than for the purposes stated in the Agreement.
11. Cancellation Policy: Cancellation of your scheduled event must be received within seven (7) days of the reserved date. Failure to do so will result in a \$50 service fee.
12. The completed Rental Agreement, rental fee, security deposit and certificate of insurance (and other required information) must be received by **Point Arena Community Chest** at least fourteen (14) business days before the event. Checks are to be made payable to the **Point Arena Community Chest**. Mail or deliver checks and one copy of the completed Rental Agreement, plus other required information to the **Point Arena Community Chest**, PO Box 1061, Point Arena, CA 95468.
13. Access to building will be via keys in lockbox. Code will be given 24 hours prior to event. Keys must be returned to lockbox after event.
14. Renter acknowledges receipt of above rules.

Renter's Signature	Printed Name and Title	Date
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Organization Name

Address	e-mail address
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City	State	Zip	Telephone Number
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For the Point Arena Community Chest	Title	Date
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