



Event Venue Rental Agreement

400 Old Bernal Ave. Pleasanton, CA 94566

Mailing address: P.O. Box 520 Pleasanton, CA 94566

Email: recreation@cityofpleasantonca.gov Phone: 925-931-5340

Staff Use ONLY:

W2W

Permit #: _____

Final Due Date: _____

Final Payment

Insurance

Set-Up

Other: _____

VENUE / DATE / TIME INFORMATION

Facility Requested: Amador Recreation Center (ARC) Senior Center (SC) Veterans Memorial Building (VMB)

Date of Event: _____

Day of Week: Su M T W Th F Sa

Set up: _____ am/pm _____ am/pm

Event Hours: _____ am/pm _____ am/pm

Clean up: _____ am/pm _____ am/pm

** Rental Hours must include all time needed for Decorating/Set up, Main Event, and Clean up **

RENTER INFORMATION

Name of Organization/Company: _____ Non-Profit

Name of Responsible Party: _____

Phone: _____ Email: _____

Address: _____ City/State: _____ Zip: _____

Additional Authorized Person(s): _____ / _____

Phone: _____ Email: _____

EVENT INFORMATION

Type of Event: _____

Guest of honor under 21*? yes no

Estimated Attendance: _____

*Serving of alcohol is not permitted if guest of honor is under 21.

Please mark all that apply: Admission/Donation

Alcohol Served? yes no

Food/Caterer: _____

Pleasanton Business License: _____

Music: Amplified Live/DJ: _____

Pleasanton Business License: _____

Amador Recreation Center

- Projector (\$75)
- Screen (\$25)
- Fun Pack (\$30)

Senior Center

- Projector (\$75)
- PA System (\$25)
- Piano Fee (\$75)
- Centennial Park Fee (\$200, up to 6 hours)
- Bar (\$25)
- Coffee Urn (\$50)
- Podium

Veterans Memorial Building

- Projector (\$75)
- PA System (\$25)
- Bar (\$25)
- Podium

EVENT VENUE RESERVATION PROCEDURE AND GENERAL RULES

Initial _____ By submitting a facility rental agreement, you agree to be bound by the facility rental procedure and rules.

Initial _____ You agree to pay the facility rental in full no later than 30 days before your event date.

Initial _____ You agree to provide valid insurance coverage no later than 30 days before your event date.

Initial _____ You agree to provide your event set-up (SC & Vets) no later than 30 days before your event date.

Initial _____ You authorize the City of Pleasanton to charge/debit the credit card on file for the Final Total Payment on the Final Payment Due Date listed above.

HOLD HARMLESS AND COMPLIANCE AGREEMENT

I certify that the information provided herein is correct. If I am renting the facility on behalf of an organization, I certify that I am authorized to execute this agreement on behalf of the organization. I certify that I have read the Facility Procedures and Rules pertaining to facility use and agree to comply with the Rules. I further agree to be personally responsible for informing those using the facility as scheduled in the Agreement of the rules and regulations of the City. I, or organization, through me, agree to be responsible for any damage sustained by the facility, equipment, or furniture during use of the facility and further agree to release and hold harmless the City of Pleasanton from any and all liability for damage or injury to person or property of the undersigned due to use of said facility. Evidence of this Hold Harmless and Compliance Agreement shall be provided through a Certificate of Liability Insurance from any insurance carrier.

Signature of Renter

Date

Organization

Staff: _____ Comments: _____