

Folsom Community Facilities Rental Policies

Name/Organization on Rental Agreement _____

Event Date _____ Reservation Number _____ Contact Name/Phone _____

(Initials)

1. Reservations will be accepted no more than 365 days in advance except annual events may rebook their same day event 365 days plus 1 additional day in advance for a total of 366 days. If multiple parties are requesting the same date, a lottery will be held at the main office at 1:00 pm 365 days (or next open business day) in advance of requested date. To secure a reservation, a deposit of 50% of the rental fee is required. The remaining balance and any additional fees are due 60 days prior to the event.

2. Cancellation of confirmed reservations is subject to the following conditions and fees:
A. In excess of 6 months in advance of the scheduled date, the City will retain 25% of the total rental fee.
B. With 60 to 180 days notice prior to the scheduled date, the City will retain 50% of the total rental fee.
C. With less than 60 days notice prior to the scheduled date, the City will retain 100% of the total rental fee.

3. The City reserves the right to cancel a scheduled event without notice or liability. Refunds will be made if cancellation is necessary.

4. The renting party is responsible for securing all required permits and shall present evidence of such permits to the City prior to an event.

5. Any event which charges an admission fee or at which goods or services are sold, must obtain a business license from the City Finance Department at least 10 days prior to the event.

6. Events involving exchange of monetary consideration for alcoholic beverages require a license from the State of California Alcoholic Beverage Control. Additional liquor liability insurance coverage is required if alcohol is being sold.

7. The contracted rental time must include all time necessary for decoration, food preparation, and clean up. Facilities will not be opened prior to the rental time for caterers, musicians, decorators or deliveries. If access time exceeds the contracted rental time, additional time used will be charged as follows per each respective facility/room: Ballroom \$300/hr, East/West Room \$200/hr, Rotary Clubhouse \$150/hr, Activities Room \$100/hr.

8. Fees will not be refunded for reserved time not used.

9. Under no circumstances shall the applicant/renter and or organization sublease or allow any other organization or individual to use the facility during the time and on the date for which they have contracted.

10. All decorations must be taken down and removed from the facility immediately after an event. Arrangements must be made by the renting party to have all items removed from the rental site during the contracted rental time. The City of Folsom is not responsible for damage or theft of any items left by the renting party or their vendors. See exception under Item 18.

11. The applicant/renter and or organization agrees to hold the City of Folsom harmless of any and all claims arising from their rental and further agrees to defend and pay any and all costs incurred by the City as a result of any claims against the City arising from the rental and use of City facilities.

12. Parking availability is **not** guaranteed and may be limited due to other scheduled events.

13. A Cleaning and Damage Deposit shall be collected 14 days prior to the event date. The Cleaning and Damage Deposit will be collected in the form of a credit card authorization and will be released approximately one week after an event provided that there was no damage, extra clean up required, or the event did not exceed the allocated rental time. Charges for additional time used, repair of damages, or extra clean up by the City staff will be withheld from the security deposit. If charges exceed the Cleaning & Damage Deposit, the renting party will be billed for the additional amount. Please refer to the

information packet for detailed clean up requirements at each facility. Cleaning & Damage Deposit to be authorized on credit card will be as follows: Ballroom \$700, East or West Room \$400, Kitchen (no deposit w/Hannibal's catering) \$300, Rotary Clubhouse \$300, Activities Room \$100

_____ 14. Evidence of liability insurance covering both the renter and the City of Folsom in the amount of \$1,000,000.00 per occurrence with \$2,000,000 in general aggregate must be provided for all events prior to the event. Special event liability insurance can be purchased at the Community Center Office. Rates are based on the number of participants and the classification of the event. Renters providing their own liability insurance must provide a certificate of insurance and a separate endorsement that additionally insures the City of Folsom, its officers, its agents, and its employees. (Sample copies of endorsements are available)

15. Security may be required for certain types of events. Security must be provided by a licensed, bonded security company, or police agency. The City of Folsom reserves the right to approve any outside security provider.

_____ 16. Rice, birdseed, confetti, hay bales, sand, glitter, and fog machines/hazers* are not permitted inside or outside any rental facility. ***Note, false fire alarms caused by fog machines or hazers will result in a \$400 charge for reimbursement of a fire department response.** See Decoration Plan form for more details

17. The kitchen and bar facilities must be completely cleaned by the renting party after each event. The Ballroom, Activities Room, lobbies, restrooms, any adjacent areas including any exterior perimeter areas must be left reasonably cleaned and free of debris and/or spills by the renting party.

_____ 18. An optional cleaning package is available (Community Center only) for an additional cost of \$300. This package includes cleaning of Bar counters, cabinets, appliances, sinks, floors, and trash removed. In addition, Ballroom floors and furniture will be cleaned and freed of debris/spills, and excess trash will be removed. No other services are included with this package. If accepted, renter will be removed from liabilities specified in cleaning package only. Renter must either 'accept' or 'decline' Optional Cleaning Package on Rental Policies Reminder Form and if accepted must pay in full at least two weeks prior to event date.**Note: Cleaning package does not include cleaning kitchen or any areas outdoors.**

_____ 19. The consumption of alcoholic beverages by any individuals under the age of 21 will **not** be tolerated on City of Folsom property. During an event and/or contracted rental time, should underage drinking be reasonably suspected and/or witnessed by City staff, the event will be immediately terminated and Folsom Police Department will be called. Should an event or contracted rental time be terminated due to underage drinking, a refund will not be issued.

20. The City of Folsom reserves the right to control noise levels at all events held on City property. Should a noise conflict arise, City staff reserves the right to adjust volumes and noise to reasonable levels in order to satisfy all parties involved. When two or more events occur concurrently in the Community Center, all events are subject to 80 decibels maximum.

21. The following maximum capacities for each facility must be adhered to:

Maximum Capacity	CC Ballroom	CC West Room	CC East Room	Rotary Clubhouse
Banquet	508	275	233	128
Auditorium	1085	586	499	170

My signature certifies that I have read and understand the conditions set forth by the City of Folsom governing the use of the items specified in this agreement; that I and my organization will take full responsibility for seeing that the use of these facilities by the organization that I represent is in full adherence and compliance with these conditions; that I will hold the City of Folsom harmless from any damage, claim for damage for personal injury or death, damage to, or loss of property, claims for damage to or loss of property incurred in the use of these facilities.

SIGNATURE OF APPLICANT _____

DATE _____

PRINT NAME _____