



CITY OF KING RECREATION CENTER RENTAL APPLICATION

401 Division St. King City, CA 93930

PH: 831-385-6748

1. APPLICATION INFORMATION				
NAME:		PHONE NUMBER:		
MAILING ADDRESS:				
CITY:		STATE:	ZIP:	
EMAIL ADDRESS:				
2. EVENT INFORMATION				
EVENT TYPE:		ESTIMATED ATTENDANCE:		TOTAL HRS
EVENT DATE:		START TIME:	END TIME:	
ORGANIZATION TYPE	PRIVATE <input type="checkbox"/>	YOUTH <input type="checkbox"/>	COMMUNITY <input type="checkbox"/>	CITY/GOVERNMENT <input type="checkbox"/>
TYPE OF AMPLIFIED MUSIC: LIVE//BAND <input type="checkbox"/> DJ <input type="checkbox"/>				
SPECIAL CONDITIONS:				
3. ALCOHOL				
WILL ALCOHOLIC BEVERAGES BE SERVED? <input type="checkbox"/> YES* <input type="checkbox"/> NO		WILL ALCOHOL BE SOLD? <input type="checkbox"/> YES* <input type="checkbox"/> NO		
<i>*If "YES" see section 7 of Recreation Center Rental Rules</i>				
4. FEES & CHARGES				OFFICE USE ONLY
<input type="checkbox"/> REC CENTER: PRIVATE	\$60.00 per hour	\$60 X _____ HRS	TOTAL:	PAID: INITIALS:
<input type="checkbox"/> REC CENTER: NON-PROFIT	\$20.00 per hour	\$20 X _____ HRS	TOTAL:	PAID: INITIALS:
<input type="checkbox"/> SECURITY DEPOSIT BEFORE 5PM, NO ALCOHOL	\$50 for entire event		TOTAL:	PAID: INITIALS:
<input type="checkbox"/> SECURITY DEPOSIT AFTER 5PM, WITH OR WITHOUT ALCOHOL	\$500 for entire event		TOTAL:	PAID: INITIALS:
<input type="checkbox"/> SECURITY GUARDS	\$30.00 PER HOUR PER GUARD DETERMINED BY CITY	\$30 X _____ HRS	TOTAL:	PAID: INITIALS:
<input type="checkbox"/> SET UP FEE (MUST BE INCLUDED ON INSUREANCE)	\$75.00	DATE:	TOTAL:	PAID: INITIALS:
NOTE: Deposit will be returned by mail, TWO weeks after event. See section 2 of Recreation Center Rental Rules.		TOTAL AMOUNT DUE	\$	
5. RENTAL INSURANCE				
To ensure the safety of your guests and to protect the City, the City of King requires renters to obtain liability insurance. The renter will provide Broad Form Comprehensive Liability Insurance in the amount of \$1,000,000.				
Must be provided 30 days PRIOR to event.				
<ol style="list-style-type: none"> 1. The insured name must be the same as the renting individual or organization. 2. The current polic dates must encompass the dates you plan to use the facility, including set-ip and clean up. 3. The certificate must name the City of King as additional insured. 				
6. AGREEMENT				
I fully understand and agree to the terms and conditions for the use of the King City Recreation Center Rental.				
SIGNATURE:		PRINT:	DATE:	



City of King Rental Agreement Form

APPLICANT INFORMATION	
NAME:	PHONE NUMBER:
EVENT DATE:	TYPE OF EVENT:

By signing my initials, I understand and agree to the following:

- _____ I have read and completed the City of King Rental Rules & Rental contract. I understand and agree to abide by said rules.
- _____ I understand that I am responsible for this event and any damages incurred, including setup/cleanup.
- _____ I understand that the rental deposit will be forfeited if any of the rental rules are violated, including cancelling less than 7 days prior to event.
- _____ I understand that security guards may be required at my event and that the City of King will arrange for security at my expense.
- _____ I understand that I will provide the City of King with a \$1,000,000 Certificate of Liability Insurance and payment in full, FOUR (4) WEEKS prior to my event. If failed to do so the City reserves the right to cancel my event & I forfeit rental deposit.

LIABILITY INSURANCE INFORMATION	
INSURANCE CARRIER NAME:	POLICY #:
AGENT NAME:	AGENT PHONE #:
DATE RECEIVED:	RECEIVED BY:

I have read and agree to abide with the terms of the City of King Rental Application and Recreation Center Rental Rules. I have initialed and fully understand the Rental Agreement Form.

SIGNATURE

DATE

CITY OF KING STAFF SIGNATURE

DATE



KING CITY RECREATION CENTER RENTAL RULES

Please be sure that everyone involved in organizing the event are aware of all of these rules.

1. **FEES - ALL RENTAL FEES** including security deposit are due FOUR (4) weeks before event.
2. **DEPOSIT**- Will be mailed within two weeks following the event. The full deposit will be returned to the Authorizing Agent ("renter"), provided, that The Recreation Coordinator or designee has inspected the building and determined that there is no damage and/or any additional cleanup is required. If the event is cancelled less than 7 days prior to the event date, there will be NO REFUND OF DEPOSIT.
3. **INSURANCE** - To ensure the safety of your guests and to protect the City, the City of King requires renters to obtain liability insurance. The renter will provide Broad Form Comprehensive Liability Insurance in the amount of, but not less than, \$1,000,000 for each occurrence, combined single limit, personal injury and property damage, naming the City of King, its officers, elected officials, agents and the employees as additional insured. A policy may be purchased through homeowner's insurance or through an independent insurance agent.
4. **DECORATING** - Renter will be allowed to decorate PRIOR TO EVENT, if set up fee is paid and insurance covers setup time. Tables & chairs will be in building for you to arrange as you would like. Decorations may not be nailed, tacked, stapled or pinned to the walls, ceiling or floor.
5. **KITCHEN USE - ALL DAY COOKING IS PROHIBITED.** The kitchen facility is primarily a prep and warming kitchen. A licensed catering company is preferred, but not required. The barbecue pit located on the patio may be used, but please notify city staff when completing your contract. Any damage or improper use of facility equipment by renter and guests will be the responsibility of the renter. All personally-owned food, supplies and cookware must be removed from the site immediately after the event.
6. **SECURITY**- Security needs will be determined at the time of reservation. The City will make the arrangements for security and the cost will be included in the rental fee. If there is any type of problem and/or safety concerns, security can and may stop the event. When and if they do so, there will be NO REFUND.
7. **ALCOHOL RULES- THERE ARE TO BE ABSOLUTELY NO BEVERAGES (alcoholic or otherwise) SERVED IN GLASS BOTTLES.**
8. **NOISE** - The City of King has established rules governing noise levels. (See Municipal Code 7.24 Sound Amplifying Equipment) It is your responsibility that your Music, Band and/or DJ provides appropriate equipment to ensure that sound levels are maintained. Failure to comply with these standards will result in loss of your deposit and may risk termination of music. To ensure an enjoyable event, please give the information to your band or DJ prior to the event.
9. **WHEN THE PARTY IS OVER**- You must leave the facility as you found it. This includes wiping down counters, mopping floors, emptying the refrigerator, taking down decorations, picking up and bagging garbage and cleaning the bathroom. You must put trash in trash cans and place outside on patio. Take whatever belongs to you. Tables and chairs must be picked up and put away. If the City has to pickup garbage off of floor, clean excessive spillage on floor, excessive grease in kitchen, sinks plugged from something being poured down them, or any other additional cleanup, you will be charged \$25/hour/person. The City will not be responsible for any lost or damaged items you leave behind.
10. **Key** – Keys will be given to the authorized representative at a pre-arranged time prior to the event.
11. **Portable toilets** – **NO portable toilets** will be allowed at the event.