



FACILITY USE APPLICATION

RECREATION SERVICES



RENTAL REQUEST CLASSIFICATION

- Private Rental Company/Business Rental Non-Profit Organization # _____
(must provide 501(c)3 status letter/number)

Application Date: _____

Name: _____ Email: _____

Address: _____ City/State/Zip: _____

Company (if applicable): _____

Address: _____ City/State/Zip: _____

Home Phone: _____ Work Phone: _____

Cell Phone: _____ Birthdate: _____

POLICIES AND PROCEDURES

Please read entire policies and procedures manual before booking an event.

1. Reservations will not be confirmed over the phone.
2. All cancellations must be in writing and will incur a cancellation fee of \$75.00 or more depending on the date of cancellation.
3. Reservations are confirmed after the application has been submitted, the deposit has been received and you have received a reservation confirmation.
4. All applications are tentative until reservation permit is issued.
5. If reservation is not made 90 days in advance, full payment is due and payable to the Town of Danville at issuance of reservation permit.
6. Deposit due at time of booking.
7. Deposit is NOT applied toward rental fees, but is fully refundable pending no damages/overtime.
8. All large events/parties will be charged for a Facility Attendant at the rate of \$24.00 per hour for the length of your event.
9. All facilities rentals must provide a certificate of Liability Insurance through their homeowners' or a purchased certificate through the Town of Danville.
10. **NO HARD LIQUOR.** Beer, wine and champagne permitted if served with food.
11. Renter must follow all rules and regulations regarding cleanup as stated in the policies and procedures manual.
12. Renter must provide their caterer with the attached letter on cleaning requirements.
13. All decoration and setup information needs to be submitted in writing at least 3 weeks prior to the event.
14. Times designated on the application form must include at least one full-rate hour each for setup/decorating and takedown of decorations/cleanup of rental space for large events.
15. If Facility Use Application is approved, a Facility Attendant will open the doors for your event at the start time for which you reserved the building. This will include tables/chairs setup and takedown time by the Facility Attendant. **Tables and chairs are NOT set-up prior to your rental time.**

PLEASE PLAN AHEAD TO INCLUDE YOUR SETUP, DECORATING, TAKEDOWN AND CLEANUP TIME WITHIN YOUR SCHEDULED TIME FRAME. Tables and Chairs are NOT set-up prior to your rental time. (Extra time will be charged at twice the hourly rate)

Reservation Date: _____ Start Time: _____ Ending Time: _____
(including setup) (including cleanup)

No. Attending: _____ Type of Event: _____

Open to the public: Yes No

Please check which facility/area you are requesting:

**Community Center
420 Front Street**

- Valley Oak/Las Trampas
- Valley Oak Room Only
- Las Trampas Only
- Art Room
- Lounge
- Kitchen
- Bandstand
- Town Green

**Oak Hill Park
3005 Stone Valley Road**

- Banquet Room
- Classroom Large
- Classroom Medium
- Classroom Small
- Kitchen
- Large Grass Area

**Hap Magee Ranch Park
1025 La Gonda Way**

- Magee House (full facility)
- Swain House (full facility)
- Cottage (full facility)
- Meadow
- Gazebo

**Veterans Memorial Building
400 Hartz Avenue**

- Community Hall A/B/C
- Community Hall A
- Community Hall B
- Community Hall C
- Community Hall A/B
- Community Hall B/C
- Meeting Room – Senior Wing
- Arts & Crafts Room – Senior Wing
- Kitchen

**Town Meeting Hall
201 Front Street**

- Main Hall

**Danville Library
400 Front Street**

- Mt. Diablo Room

Any catered event must include the Kitchen.

Will food be served: Yes No

Name of Caterer: _____ Caterer Phone: _____

Time Caterer will arrive: _____ Time event will start: _____

Please indicate any optional equipment you would like to request:

- | | | | |
|-----------------------------------------------------------------------------------------------------------|-----------|-----------------------------------------------------------------------------------------------------------|-----------|
| <input type="checkbox"/> Sound System*
(Comm. Center, Town Meeting Hall, Oak Hill Park, Veterans Bldg) | \$41/use | <input type="checkbox"/> Cocktail Tables | \$10/each |
| <input type="checkbox"/> White Ceremony Chairs | \$3/each | <input type="checkbox"/> Table Top Lectern | \$26/use |
| <input type="checkbox"/> Podium | \$30/use | <input type="checkbox"/> Full Length Lectern
(Comm. Center, Library, Town Meeting Hall only) | \$30/use |
| <input type="checkbox"/> Overhead Projector* | \$12/use | <input type="checkbox"/> Microphones*
(With or without stands, Comm. Center, Oak Hill, Veterans Bldg.) | \$26/use |
| <input type="checkbox"/> Screen (Portable) | \$12/use | <input type="checkbox"/> Portable Hand-Held Microphone Sound Unit | \$26/use |
| <input type="checkbox"/> LCD Projector* | \$125/use | <input type="checkbox"/> Easel Stand | \$7/each |
| <input type="checkbox"/> TV/VCR or DVD | \$26/use | <input type="checkbox"/> Piano (Danville Community Center) | \$42/use |

**Please note that AV equipment fees are waived if renting the Danville Community Center Valley Oak Room, the Oak Hill Park Community Center Ballroom, or the Veterans Memorial Building Community Hall ABC.*

INSURANCE REQUIREMENTS

The Town of Danville requires permit users to provide a “**Certificate of Liability Insurance**” naming the **Town of Danville as an additional insured**. Certificate must include the Town’s address, which is **510 La Gonda Way, Danville, CA 94526**. You may purchase liability insurance coverage through the Town of Danville for an additional cost, or you may provide it through your homeowner’s insurance carrier. Insurance coverage must be submitted 90 days prior to your scheduled event. *(Please refer to the Town of Danville’s “Policies and Procedures Manual” for further details.)*

Insurance Rates for Class I events:

- | | |
|---------------------------------|----------|
| Attendance of 1 – 50 people: | \$117.18 |
| Attendance of 51 – 250 people: | \$142.98 |
| Attendance of 251 – 500 people: | \$165.68 |

- Will provide own certificate through my homeowners’ insurance (must be submitted 90 days before scheduled event/or at the time of booking)

Insured Event Holder/Applicant: _____ Date of Event: _____

CHANGES TO HOURS/ROOMS/ SET-UP

Changes requests for time, rooms, and set-up requests after confirmation are subject to a \$17 change fee (per occurrence). Change request must be submitted in writing to the Facilities Management Department for approval. If approved, payment is due immediately.

CANCELLATION POLICY

If the facility will not be used after a reservation has been made, a written cancellation notice must be made to the Town of Danville, e-mail is acceptable (facilities@danville.ca.gov).

Cancellations will be handled as follows:

61 Days or More	Between 60 & 31 Days	30 Days or Less
Security Deposit refunded less \$75 cancellation fee.	Security Deposit Refund. Forfeit 50% of rental fees.	Security Deposit Refund. Forfeit ALL rental fees.

ARRIVAL TO FACILITY

- The facility will NOT be open prior to our renter’s start time for any setup.
- No deliveries will be accepted prior to the RENTAL START TIME of the event.
- Any amendments to your client’s event hours must be made at least 1 month in advance of the event date.
- No storage of rental equipment is allowed after event rental.

REFUNDS

A Refundable Security Clean-up/Damages Deposit is due with all other rental fees. Return of this deposit will be made following your event to the original form of payment. Deposits paid by cash or check will be returned by check and can take 6-8 weeks to be refunded. **Any overtime charges, or costs incurred for extra cleaning of the facilities and furnishings, both inside and outside, or damages to floors, walls, furnishings and landscaping will result in a deduction or forfeit of your deposit.** You will be billed for any damages not covered by your deposit.

If you have any questions, please contact Facilities Management at (925) 314-3405.

RENTAL AGREEMENT

My signature certifies that I have read the policies and procedures as set forth by the Town of Danville Community Services Department governing the use of the facility and any equipment described above, that I will take full responsibility for ensuring that the use of this facility and areas by the even I represent is in full adherence and compliance with these rules and regulations. I further understand that as the applicant I assume full responsibility for any penalty fees assessed by the Town of Danville for any violations of these rules. Also, I am fully aware of the cancellation/refund policy and am aware that failure to properly clean the facility or any damage to the facility after my event may result in forfeiture of portions and/or all of my security damage deposit.

If Application is granted, I agree to comply strictly with the facility-use guidelines, to exercise care in the use of all facilities and equipment, and make good any damage or loss of property arising from my occupancy of any portion of the building.

I am signing that I have read and fully understand the requirements and regulations state in the “Policies and Procedures” manual.

Signature of Applicant: _____ **Date:** _____

Please fax your setup requirements to (925) 838-9141 at least three weeks prior to your event. If you have any questions regarding your reservation, please call Cat Bravo at (925) 314-3422.

Please make all checks payable to: Town of Danville
MAIL APPLICATION AND CHECK FOR FEES TO:
TOWN OF DANVILLE, 233 FRONT STREET, DANVILLE, CA 94526
ATTENTION: FACILITIES MANAGEMENT

Please note that deposit payment is required at the time of booking.

CLEANING REQUIREMENTS ACKNOWLEDGEMENT

I have read and understand the cleaning requirements of the Town of Danville Parks and Recreation Department. I further understand that even if I delegate these responsibilities to other members of service agencies for which I have contracted, such as caterers, etc., I still have the ultimate responsibility to return the facility into its original rental conditions. All set-up (decoration, food, caterer, etc.) and clean-up must be included with the hours contracted with the Town of Danville. Any deviations must be cleared with the Facility Attendant and will result in additional charges. Be sure that all decorations, food and personal equipment brought into the facility must be removed after the event. Storage is not allowed before or after event. There will be an attendant on duty at the facility during all operating hours. He/she will check on groups periodically.

Cleaning Responsibilities

- Wipe off tables and chairs.
- Remove all accumulated trash to the outside dumpsters.
- Clear all spills and stains from floors and carpeting.
- Clean any and all facility equipment used, such as coffee pots, kitchen appliances.
- Clean spills and stains from all kitchen surfaces, counters, grill(s), ovens, burners, refrigerator and sinks.
This includes the floors.

Signature of Applicant: _____

Date: _____