

San Andreas Recreation & Park District
POB 24
San Andreas, CA 95249
209.754.0127 fax: 209/754/0485
email: info@sanandreasparcs.org
www.SanAndreasParks.org

San Andreas Town Hall
Rental Agreement & Application
Please make checks payable to: SAR&PD, POB 24, San Andreas, CA 95249

All renters are subject to the conditions set forth in this agreement, by signing this agreement you acknowledge that you will abide by these conditions.

**Mandatory Fire Code Capacity: upstairs = 299 – downstairs = 162 (includes guests and staff)
Upstairs: Tables: 35, 8' tables & 9, 6' tables, 333 chairs**

PARKING: DO NOT park in side parking lot between Town Hall & Masonic Lodge & Conifer lot across street.

Place orange cones at front of side parking lot

All Guests and Staff MUST park only in back parking lot. If deemed necessary, have a person Monitor the No Parking area

Rental Fees for San Andreas Town Hall:

1. Rental Fees

Full Day without Kitchen	\$500.00
Full Day with Kitchen	\$550.00

2. Rental Fees

Non Profit Organizations & All Governmental Agencies	
Full Day with or without Kitchen	\$350.00

3. Rental Fees

Downstairs without Kitchen	\$100.00
Downstairs with Kitchen	\$150.00

4. Hourly Rental

\$50.00 per hour
(2 hour minimum – 5 hour maximum)
Hourly Rental time includes set up and clean up.

5. Memorial Services

non San Andreas residents - \$300 refundable security deposit
San Andreas residents – no charge based on board discretion

6. Security Deposit:

All rentals are subject to a security deposit of \$300.00. Security Deposits will be refunded in whole if the premises are left in as good condition as when first rented. This Deposit will be mailed after event, once The San Andreas Town Hall has been inspected.

7. Cleaning of Town Hall: Please check the cleaning list for required cleaning

The Town Hall shall be inspected prior to rental to see that it is clean and acceptable. Renters must comply with the clean-up check list. Hall shall be inspected after rental. Cost of any additional cleanup and or repair of Hall will be deducted from the Security Deposit. This includes kitchen, grounds and restrooms.

8. Rental Reservations:

Reservations can be made by calling 209.754.0127. Reservation fees are listed above. At the time reservations are made, the Security Deposit is required. The Security Deposit and Rental Fee must be paid two (2) weeks prior to the event. Rental Fee and Security Deposit must be two separate checks.

9. Cancellation of Reservations:

There will be a \$50.00 fee charged on all canceled reservations of less than two (2) weeks prior to date of reservation.

10. The Cost of repairing any damage done to the property/premises of the Hall or anyone using said premises, including guests, shall be withheld from the Security Deposit, and if the costs exceeds the Security Deposit, said costs shall be paid by Renter.

11. Indemnification: Any participating parties shall hold the San Andreas Recreation & Park District, Officers, Agents from and against any and all claims, liability, loss, damage or expenses, including attorneys' fees, resulting from the party's use of the San Andreas Town Hall and Parking Lot, specifically including, without limitation, any claims, liability, loss or damage arising from injury or death to any person or persons, vehicles, or by reason of damage to, or destruction of property

12. No Smoking inside the building. DO NOT LIGHT FIREPLACE

13. No items shall be brought into Town Hall that are not FIRE RESISTENT.

Examples but not limited to, hay, straw, curtains, candles, pyrotechnics, etc.

14. No Nails, Tacks, Tape, Staples or any other item shall be used on the walls in the Hall. If you must hang an item on walls, ONLY USE THE PAINTERS BLUE TAPE and be careful when removing the tape. (The Hall has recently be painted)

15. NO HELIUM BALLONS

16. Liquor License: All events Open to the public selling or serving alcohol
MUST Get a Liquor License, signed by the SAR&PD and the Sheriff's Office.
17. If using a BBQ outside, please DO NOT dump your coals in parking lot
18. When leaving, Turn off the overhead fans, the heater/air conditioner controls (the heater/air conditioner controls are each of stage, each one MUST be on same number), lock downstairs door and all upstairs doors, turn off all lights (check lights in downstairs restrooms)
Bring in orange cones from side parking lot
19. Renter understands that this agreement contains all of the provisions between the parties.

San Andreas Recreation & Park District Town Hall Rental Information.

please include with your check made payable to:

SAR&PD

POB 24, San Andreas, CA 95249

Date: _____

Name of Renter/Organization: _____

Contact Person: _____

Mailing Address: _____

Phone: _____ Email: _____

Date of Event: _____

Type Event: _____

Rental Date shall be from: _____ To _____

Hours of Event: _____
from _____ to _____

Rental Amount: for profit \$ _____ Non Profit \$ _____ Deposit Amount: \$300.00
(separate deposit check to be refunded after event if met with agreement)

Signature of Renter

Date

Deposit Received: _____
Date

**SAN ANDREAS TOWN HALL
CLEAN UP CHECK LIST**

Renter shall notify San Andreas Recreation & Park District at 754-0127 immediately if any damage occurs or supplies are needed at the Hall.

Any other questions can be directed to the SARPD, Board of Directors, POB 24, San Andreas, CA 95249.

UPSTAIRS

_____ WHITE Tables/Chairs returned **stacked (if BROWN metal chairs are used from downstairs, please return downstairs)**

_____ All Trash Cans emptied and put garbage bags in dumpster behind building.
All boxes **MUST** be broken down and **ALL** garbage bags placed in dumpster,
If you have more than will fit in dumpster, you **MUST** remove from premises
(please leave garbage cans inside building)

FLOOR CLEANING INSTRUCTIONS **CLEANING TOOLS IN CLEANING CLOSET (NEXT TO BAR)**

- 1. Damp Mop only – DO NOT USE LOTS OF WATER**
- 2. Use spray bottle with special cleaning solution for sticky areas**
- 3. Use long dust mop to sweep floor**

_____ Make sure bar is cleaned and wiped off.

_____ Clean stage area and return tables if used on stage.

_____ **DO NOT LIGHT FIREPLACE**

_____ **NO Helium Balloons**

_____ **ALL BROWN Tables and Chairs from downstairs Must be returned to downstairs**

_____ **NO STAPLES, TACKS, TAPE, NAILS or any other hanging devise ARE ALLOWED.**
Use only blue painters removal tape.

_____ Mop restroom floors and empty trash

_____ Turn off Overhead Fans and Heater/Air Conditioner control

LOWER LEVEL

_____ Sweep floors

_____ Kitchen Area (if used) Sweep and mop floors and wipe all counters.

_____ Clean Refrigerator, Stoves, Ovens (do not turn gas off) Remove all products from refrigerator and freezer

_____ Clean Bathrooms and empty trash

TOWN HALL:

Before Leaving Premises, please make sure

- * All Windows are closed and locked,
- * Light Switches Upstairs and Downstairs, are turned off, (including bathrooms)
- * Heating/Air Conditioner turned off
- * Overhead Fans turned off,
- * Put garbage bags in dumpster behind building
- * ALL Doors on both levels are locked.
- * Bring in all orange cones from side parking lot