

GUALALA COMMUNITY CENTER

47950 Center Street, PO Box 263
Gualala, CA 95445
Reservations Manager: 707-884-3179
Email: gualalacommctr@gmail.com

RENTAL AGREEMENT

Renter Name:	
Address:	
Phone:	
Email:	
Purpose:	
Day and Date:	
Event Set-up Start Time:	
Event Start Time:	
Event End Time:	
Event Clean-up End Time:	
Rental Fee:	
Security Deposit:	
TOTAL Amount Due:	\$
(separate rental & security checks)	
Security Service required?	
Other requirements?	

Gualala Community Center, 501 (c) (3) Non-Profit Community Organization

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Renter Responsibilities

1. Renter and guests must respect the property rights and rights to quiet of the **Gualala Community Center** neighbors at all times. All evening activities shall be concluded by 10:00 pm. Camping or sleeping overnight on the premises is not allowed. Renter and guests must not create a nuisance. If it is determined that such a nuisance has been created or unauthorized use of the premises has taken place, the Renter shall forfeit their deposit and be subject to possible damage charges.
2. Renter shall not permit the premises to be used for any purpose other than as stated in the **Rental Agreement** for the duration of this contract. No use shall be made of the premises that would increase the rate of premium or cause cancellation of insurance thereon. Renter shall not violate any applicable laws, ordinances, rules or regulations, including those related to noise, fire, and public safety. Smoking inside the **Center** is prohibited.
3. No live or recorded music is permitted to be played or performed outside the Center without the specific advance approval of the Reservations manager.
4. Decorations: No tacks, pushpins, nails or tape* are to be used on the walls, ceilings, floors, or beams in the Hall or Stage. (Existing permanent tack strips may be used, however.) All decorations are to be removed at end of the event. Cost for removal or to repair any damages caused by not abiding by this rule will be withheld from the security deposit. (*Blue painters' tape is the only exception to this rule.)
5. Renter shall show proof of Homeowner's or Organizational insurance for coverage of fire and public liability during the rental period. The renter shall provide a **Certificate of Insurance** naming the **Gualala Community Center** as an additional named insured in the amount of **\$300,000.00**. If this is not available through a homeowner's policy, Renter must provide an event standalone commercial policy for the rental period that includes a "Hold Harmless" clause.

Some events may require security personnel, the cost of which is borne by the Renter. When required, the **Center** must receive proof that security personnel have been arranged for, one week prior to the event.

6. A Security/Cleaning deposit must be paid by the Renter with the rental fee. Your rental contract starts and ends at specified times. Please be sure that you are fully cleaned up and out of the **Center** at that specified time. Any additional time may be deducted from your deposit. This deposit, or portion thereof, will be refunded after the **Gualala Community Center** manager has ascertained that the premises have been returned to original condition of cleanliness and order, with trash and recycling bins properly used. Charges will be made for breakage and damage. Please make payment and deposit as separate checks.
7. The Renter shall indemnify and hold the **Gualala Community Center, Inc.**, their employees, and their agents free from liability for any injury, death, or property damage that occurs during the Rental Period. Such indemnification shall also extend to any personal property damage caused by the consumption of alcoholic beverages by the Renter or the Renter's employees or guests. The **Gualala Community Center**

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does not accept any responsibility for any loss or damage of the personal property of the Renter or Renter's employees or guests.

8. Should any provision of this Agreement be deemed invalid by a court of law, it shall not invalidate any other part of the agreement.
9. Cleaning Service: The GCC can provide a cleaning service for your event at an hourly rate of \$25.00. If you request this service, please notify Reservations Manager in advance.
10. The renter may not assign this Agreement, sublet the premises, or engage in any use other than for the purposes stated in the Agreement.
11. Cancellation Policy: Cancellation of your scheduled event must be received within seven (7) days of the reserved date. Failure to do so will result in a \$25 service fee. All cancellations must be phoned in to the Reservations Manager.
12. The completed Rental Agreement, rental fee, security deposit and certificate of insurance (and other required information) must be received by the **Center** at least ten (10) business days before the event. Checks are to be made payable to the **Gualala Community Center**. Mail or deliver checks and one copy of the completed Rental Agreement, plus other required information to the **Gualala Community Center**, PO Box 263, Gualala, CA 95445.
13. Access to building will be via Keypad. Code will be given 48 hours prior to event.
14. Renter acknowledges receipt of above rules.
15. Renter agrees that they are renting the Hall and appropriate parking spaces only. Unless specified, they are not renting the outside area and should not use it for assembly by adults and children. Any damage to items stored outside by Pay n Take will be deducted from the Renter's deposit, and any injury incurred on said goods will be a liability of the Renter, not **Gualala Community Center**.

Renter's Signature	Printed Name and Title	Date
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Organization Name

Address	e-mail address
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City	State	Zip	Telephone Number
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For the Gualala Community Center, Inc.	Title	Date
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