



RENTAL APPLICATION VETERANS MEMORIAL BUILDING

CITY OF CARPINTERIA

5775 CARPINTERIA AVENUE

CARPINTERIA, CA 93013

(805) 755-4416 or 755-4432 Fax: (805) 684-5304

Located at:
941 Walnut Avenue
Carpinteria, CA 93013

Name: _____ Date: _____

First

Last

Address: _____ Phone: Hm: _____ Wk: _____

Street

Email: _____

City, State Zip

Person in charge during event: _____ Phone: _____

Name

DESCRIPTION OF COMPANY/ORGANIZATION

NON-PROFIT ☐

PROFIT ☐

Name of Organization: _____

Purpose of Organization: _____

Person in charge during event: _____ Phone: _____

Name

DESCRIPTION OF EVENT

Note: *If you are requesting multiple dates, please list them on a separate page and attach it to this application*

Event Date(s): _____ Estimated Attendance: _____

Type of Event: _____

Will alcoholic beverages be served? YES ☐ NO ☐ Will amplified music be played? YES ☐ NO ☐

★★ If selling alcoholic beverages, you must have an ABC license. ★★

IF PROVIDING ALCOHOL, AMPLIFIED MUSIC AND/OR DANCING A UNIFORMED SECURITY GUARD WILL BE IN ATTENDANCE ON SITE STARTING 30 MINUTES BEFORE EVENT BEGINS UNTIL ALL OCCUPANTS HAVE VACATED THE BUILDING AND THE BUILDING IS SECURELY LOCKED. THERE WILL BE NO EXCEPTIONS.

SECURITY: ACCESS CONTROL SECURITY

COMPANY NAME

(818) 349-0029

TELEPHONE NUMBER

Set-up will begin at: _____

Available no earlier than 11:00 A.M.

Event starts at: _____

Cleaned up and out by: _____

Must be cleaned up and out by 10:45 P.M.

Will guests pay a fee? YES ☐ NO ☐

If charging a fee, state the amount and purpose: \$ _____

Rooms requested: Hall ☐ Veterans' Meeting Room ☐

Reception Room ☐

Kitchen* ☐

*If serving food and/or beverages, **Kitchen Rental is REQUIRED.**

In Case of Emergency

CALL 911

Updated 05/28/2020

Non-Emergency

CALL (805) 681-4100

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VETERANS' MEMORIAL BUILDING CONTRACT AGREEMENT

INSURANCE REQUIREMENTS FOR ORGANIZED ACTIVITIES

Not less than one million dollars (\$1,000,000) combine single limit for both bodily injury and property damage naming and endorsing the City of Carpinteria as an Additional Insured. The policy or policies shall also contain a provision that no termination, cancellation, or change of coverage of insured or additional insured shall be effective until ten (10) days notice has been given in writing to the city clerk of the city of Carpinteria. Said policy must also contain a provision for the sale and/or distribution of alcoholic beverages. The applicant(s) or park user(s) shall waive any right to hold the City of Carpinteria responsible for any situation which may occur at the park. The applicant will be responsible for any damage to property or surroundings as a result of the event.

The certificate of insurance along with Additional Insured Endorsement must accompany this application indicating the City of Carpinteria as an additional insured party.

The rental agreement rules are to assure the city of Carpinteria that the building and grounds are left in satisfactory condition. **Renters shall be responsible for the total cost of repair and/or replacement for all actual loss or damage to the building and/or its contents.**

RENTERS MUST CLEAN UP THE ENTIRE HALL, KITCHEN (IF KITCHEN USE IS INCLUDED IN RENTAL), RESTROOMS & COURTYARD IMMEDIATELY FOLLOWING THEIR EVENT. ALL OR A PORTION OF THE \$300 CLEANING/DAMAGE (RENTAL) DEPOSIT MAY BE WITHHELD FOR ANY DAMAGE OR FAILURE TO CLEAN UP AFTER THE RENTER'S EVENT. ADDITIONALLY, IT IS UNDERSTOOD THAT THE USE OF HELIUM BALLOONS IS NOT PERMITTED. ALCOHOL SERVICE AND/OR MUSIC MUST STOP ON OR BEFORE 9:30 P.M.

The undersigned, herein known as the Applicant, understands and agrees that he or she or the organization that he or she represents shall assume all risks for loss, damage, liability, injury, communicable diseases, illnesses, viruses, cost or expense that may occur during or as a result of the use or occupancy of the Veterans' Memorial Building. The Applicant agrees to be personally responsible for any damage sustained to the grounds, building, furniture or equipment as a result of occupancy of the Veterans' Memorial Building.

My signature certifies that all information I have provided in the application is true including that regarding the use of alcohol. I understand and agree that any misstatements or omissions of material fact herein may cause forfeiture of my deposit.

I hereby accept and agree to the terms as set forth above and to all the terms set forth in the rental agreement forms attached hereto.

Signed: _____
PERSON RESPONSIBLE FOR RENTAL DATE

FOR OFFICIAL USE ONLY		
APPROVED BY:		
Parks & Recreation Department	Date	City Manager
Sheriff's Department	Date	

In Case of Emergency
CALL 911

Non-Emergency
CALL (805) 681-4100

VETERANS MEMORIAL BUILDING RENTAL FEES
(All Fees are due and payable on the Monday PRIOR to the Date of the Rental)

GENERAL PUBLIC

TO RESERVE A DATE	\$ 100.00 <i>(Refundable after event)</i>
CLEANING/DAMAGE (RENTAL) DEPOSIT	\$ 200.00 <i>(Refundable after event)</i>
HALL & KITCHEN	\$ 85.00 PER HOUR
* HALL ONLY	\$ 58.00 PER HOUR
KITCHEN ONLY	\$ 35.00 PER HOUR
VETERANS' MEETING ROOM	\$ 39.00 PER HOUR
RECEPTION ROOM	\$ 37.00 PER HOUR
* HALL ONLY - ALL DAY RENTAL (11:00 A.M. - 10:45 P.M.)	\$ 560.00 (plus \$300 = \$850.00 total)
HALL & KITCHEN - ALL DAY RENTAL (11:00 A.M. - 10:45 P.M.)	\$ 750.00** (plus \$300 = \$1,050.00 total)
SECURITY SERVICES IF SERVING ALCOHOL, PROVIDING AMPLIFIED MUSIC AND/OR DANCING	\$ 264.00 for 8 hours or less; additional fees required if over 8 hours**

****Note:** The rate for Security Services is \$33.00 per hour for eight (8) or less hours of service with a 6-hour minimum. The overtime rate for Security Services is \$49.50 per hour for any time beyond 8 hours of service. Security Services are required if serving alcohol, providing amplified music and/or dancing.

LOCAL NON-PROFIT & GOVERNMENT AGENCIES

MUST HAVE EVIDENCE OF 501C3 TAX EXEMPTION STATUS

TO RESERVE A DATE	\$ 100.00 <i>(Refundable after event)</i>
CLEANING/DAMAGE (RENTAL) DEPOSIT	\$ 200.00 <i>(Refundable after event)</i>
HALL & KITCHEN	\$ 42.00 PER HOUR
* HALL ONLY	\$ 27.00 PER HOUR
KITCHEN ONLY	\$ 18.00 PER HOUR
VETERANS' MEETING ROOM	\$ 20.00 PER HOUR
RECEPTION ROOM	\$ 19.00 PER HOUR
* HALL ONLY - ALL DAY RENTAL (11:00 A.M. - 10:45 P.M.)	\$ 420.00 (plus \$300 = \$720.00 total)
HALL & KITCHEN - ALL DAY RENTAL (11:00 A.M.- 10:45 P.M.)	\$ 560.00** (plus \$300 = \$860.00 total)

MAXIMUM OCCUPANCY LIMIT IS 125 PERSONS

***FOOD/BEVERAGE SERVICE – KITCHEN RENTAL IS REQUIRED!**

Please call 805-755-4416 or 805-755-4432 for Reservations and Information.

In Case of Emergency
CALL 911

Non-Emergency
CALL (805) 681-4100

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Updated 05/28/2020

Parks & Rec\Veterans Building App - NON-INDEMNITY-REVISED.docx

VETERANS' MEMORIAL BUILDING RENTAL AGREEMENT RULES

THESE RENTAL AGREEMENT RULES ARE TO ASSURE THE CITY OF CARPINTERIA THAT THE BUILDING AND GROUNDS ARE LEFT IN SATISFACTORY CONDITION. **RENTERS SHALL BE RESPONSIBLE FOR THE TOTAL COST OF REPAIR AND/OR REPLACEMENT FOR ALL ACTUAL LOSS OR DAMAGE TO THE BUILDING AND/OR ITS CONTENTS.**

RENTERS MUST CLEAN UP THE ENTIRE HALL, KITCHEN (IF KITCHEN USE IS INCLUDED IN RENTAL), RESTROOMS & COURTYARD IMMEDIATELY FOLLOWING THEIR EVENT. ALL OR A PORTION OF THE \$300 CLEANING/DAMAGE (RENTAL) DEPOSIT MAY BE WITHHELD IF ALL OF THE FOLLOWING CONDITIONS ARE NOT MET.

REQUIREMENTS FOR A FULL REFUND

- ☐ Renters must observe Maximum Occupancy Limit of 125 Persons.
- ☐ If serving alcohol, providing amplified music and/or dancing, a uniformed security guard will be in attendance from one-half hour before start of event until the building is vacated and securely locked. **Any event longer than 8 hours will incur additional security costs and will be deducted from the deposit.**
- ☐ Renters must not disturb or remove anything currently hanging or on display in the hall.
- ☐ Only painter's tape may be used to hang decorations on painted surfaces.
- ☐ Helium balloons are not permitted.
- ☐ Party Streamer Spray String, Silly String, or any aerosol spray can material is not permitted.
- ☐ Clean rest rooms (Pick up debris and empty trash).
- ☐ Sweep and damp mop floors (Do not use bleach or detergents!)
- ☐ Clean kitchen (clean counters, sinks, and floor) and take all left-over food home.
- ☐ Pick up litter around and in front of the building and surrounding areas.
- ☐ Empty all trash in dumpster located behind the building, adjacent to museum parking lot.
- ☐ Pick up litter in and around dumpster enclosure & close dumpster lid.
- ☐ Renters must clean, fold and return tables and chairs to storage closet.
- ☐ All people must be completely out of the building on or before 10:45 P.M.
- ☐ Securely lock building and return the keys to city hall within 48 hours or two working days (\$10.00 penalty per day).



EACH UNCOMPLETED REQUIREMENT MAY RESULT IN AT LEAST A \$50.00 DEDUCTION FROM YOUR CLEANING DEPOSIT. ANY ADDITIONAL FEES CHARGED BY THE CITY'S CONTRACTED CLEANING SERVICE WILL ALSO BE DEDUCTED FROM THE CLEANING/DAMAGE DEPOSIT.

I understand and agree to all the above referenced requirements and fully understand that failure to complete any or all tasks will result in a partial or complete forfeiture of my security deposit.

Signed: _____
PERSON RESPONSIBLE FOR RENTAL

DATE

In Case of Emergency
CALL 911

Non-Emergency
CALL (805) 681-4100

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DEPOSITS AND CANCELLATIONS

- A rental application form and deposit of \$100 is received at the time of reservation.
- The remaining Cleaning/Damage (Rental) Deposit balance of \$200 must be paid, along with all Rental Fees, by the Monday PRIOR to the date of the Rental (\$300 total Deposit).
- You must give at least two weeks (10 business days) cancellation notice in order to be refunded the \$100 Reservation Deposit.
- If all conditions and requirements are met, the full Rental Deposit (\$300) will be refunded. Rental Deposits are returned by mail within 5 to 8 weeks after the event.
- There will be a \$30 charge on all returned checks.

ALL EVENTS

- All events must end at or prior to 10:00 P.M. and the building vacated of all occupants by 10:45 P.M. (cleaned up and all people out of the building). Music must stop by 9:30 P.M.
- All events must be held within the building unless permission is granted for use of the exterior portions of the building, including the courtyard and backyard.

EVENTS INCLUDING MUSIC, DANCE AND/OR ALCOHOL

- A uniformed, licensed security guard will be in attendance at all events held at the Veterans' Memorial Building when there is entertainment, music, dancing, and/or alcohol being served. Security services will be provided from 30 minutes before the start of the event until the building has been vacated of all occupants and securely locked (according to the hours stated on page 1 of this contract).
- All events must end at 10:00 P.M. or earlier and the building cleaned, vacated and locked no later than 10:45 P.M. Security services are instructed to stop alcohol service and music at 9:30 P.M. Failure to vacate the building by 10:45 P.M. will constitute a breach of this contract and all or a portion of the \$300 Cleaning/Damage (Rental) Deposit will be withheld by the City to cover additional security expenses.
- No liquor sales will be allowed without a license from the State of California Alcoholic Beverage Control Board. A copy of the liquor license will be required by the City of Carpinteria prior to issuing the keys to the building.

**Alcohol Beverage Control
1000 S. Hill Road, Suite 310
Ventura, CA 93003**

(805) 289-0100

REMEMBER TO PUT TABLES & CHAIRS INTO THE STORAGE CLOSET AFTER YOUR EVENT.

STAGE

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MAXIMUM OCCUPANCY LIMIT IS 125 PERSONS.

Please remember to be considerate of the neighbors. The hall is located in a residential neighborhood.

Excessively loud music is a disturbance and the Sheriffs' Department may be called upon to act.

Music and alcohol service must end at 9:30 p.m.

Requirements for Food Truck or Taqueros Cart Operating in the Parks and at Veterans Memorial Building

(All requirements must be completed 3 days before the event. The City of Carpinteria needs a copy of each document.)

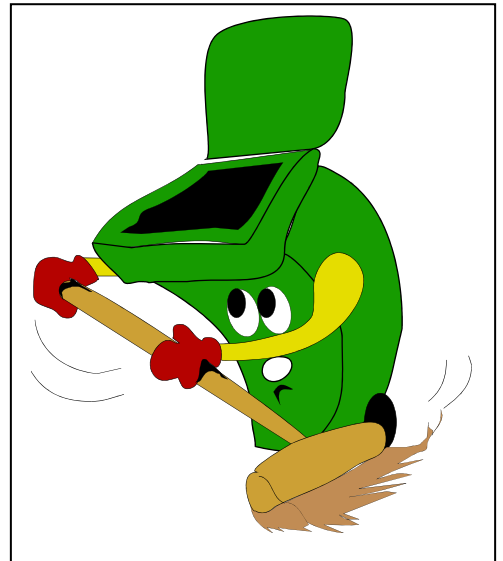
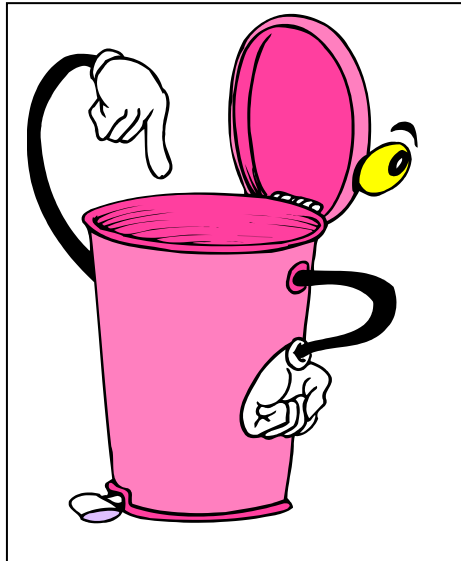
1. Business License issued by the City of Carpinteria (Business License)
2. Certificate of Insurance endorsing and names the City of Carpinteria as "Additional Insured" (Certificate of Insurance-Additional Insured)
3. County Health Permit (Environmental Health Permit)
4. A photograph and written description of the equipment (cart) that will be used to prepare food (written in English)

Important Notice

PLACE ALL TRASH IN BAGS AND PLACE INSIDE THE DUMPSTER BIN LOCATED IN THE BACK PARKING LOT. **DO NOT** TOSS TRASH OVER THE TOP OF ENCLOSURE; BAGS MUST BE PLACED INSIDE. ANY DEBRIS FOUND OUTSIDE THE BIN AND THE SURROUNDING AREAS MAY RESULT IN A LOSS OF YOUR DEPOSIT. DO NOT DISPOSE OF TRASH IN ANY OTHER BINS THAN THE ONE INDICATED BELOW.

Aviso Importante

COLOQUE TODA LA BASURA EN BOLSOS Y COLOQUÉELA DENTRO DEL COMPARTIMIENTO DEL DUMPSTER SITUADO EN LA PORCIÓN TRASERA DEL ESTACIONAMIENTO. NO SACUDA LA BASURA SOBRE LA TAPA DEL RECINTO; LAS BOLSAS SE DEBEN COLOCAR ADENTRO. CUALQUIER BASURA ENCONTRADA FUERA DEL COMPARTIMIENTO EN LOS ALREDEDORES PUEDE DAR LUGAR A UNA PÉRDIDA DE SU DEPÓSITO. NO DESECHE LA BASURA EN NINGÚN OTRO CONTENEDOR QUE EL QUE SE INDICA A CONTINUACIÓN.



DUMPSTER LOCATION



VETERANS MEMORIAL BUILDING RENTAL FEES & PAYMENTS

FOR OFFICE USE ONLY

RENTER: _____

Acct. Code

RESERVATION DEPOSIT:	\$ 100.00 _____		522
CLEANING DEPOSIT:	\$ 200.00 _____		520
RENTAL FEE:	\$ _____		521
SECURITY SERVICES FEE:	\$ _____	\$33.00 PER HOUR for 8 or less hours of service with a 6/hour minimum	524
SECURITY SERVICES FEE-OVERTIME:	\$ _____	\$49.50 PER HOUR for event over 8 hours	523
TOTAL AMOUNT DUE:		\$ _____	
AMOUNT PAID: For _____	\$ _____	DATE PAID: _____	_____
BALANCE DUE:	\$ _____		
AMOUNT PAID: For _____	\$ _____	DATE PAID: _____	_____
REMAINING BALANCE:	\$ _____		
AMOUNT PAID: For _____	\$ _____	DATE PAID: _____	_____
REMAINING BALANCE:	\$ _____		
AMOUNT PAID: For _____	\$ _____	DATE PAID: _____	_____
REMAINING BALANCE:	\$ _____		

REFUND REQUEST	Date: _____	Submitted by: _____	
ADDITIONAL SECURITY SERVICES OVERTIME CHARGE:	\$ _____	\$49.50 PER HOUR beyond 8 hours of service	523
RESERVATION DEPOSIT REFUNDED:	\$ _____		522
CLEANING DEPOSIT REFUNDED:	\$ _____		520
CLEANING DEPOSIT WITHHELD:	\$ _____		520

REMARKS: _____

HOLD CHECK FOR PICKUP: _____ CALL: _____

OR

MAIL REFUND TO: _____
