



BRISBANE PARKS & RECREATION DEPARTMENT FACILITY RENTAL APPLICATION

50 Park Place, Brisbane, CA 94005 | 415.508.2140 | www.brisbaneca.org

RENTER INFORMATION

Name _____ Organization _____

Primary Phone _____ Secondary Phone _____

Address _____ *City _____ State _____ Zip _____
**(Proof of residency is required in order to receive resident discount)*

Email _____

EVENT INFORMATION

Facility Requested: _____ (Max capacities)

Community Center _____ (70 people)

Mission Blue Half Facility _____ (100 people)

If half, check one: Dance Floor ____ or Carpeted Floor ____

Mission Blue Full Facility _____ (200 people)

Date _____

Day of the Week _____

Starting Time *(including drop-off & setup)* _____

Ending Time *(including breakdown & pick-up)* _____

Estimated Attendance: under 21 _____ 21 & over _____

ALCOHOLIC BEVERAGES (BEER/WINE ONLY)

Will alcoholic beverages be served? Yes _____ No _____

If yes, what time will service occur?

Start Time _____ End Time _____

Will alcoholic beverages be sold? Yes _____ No _____

If yes, please attach a copy of your permit.

ABC permits may be obtained from:
 The State of California Alcoholic Beverage Control
 Department @ www.abc.ca.gov or (415) 356-6500.

*Full Alcohol Liability: If beer or wine is available for consumption and money is transacted in any form (i.e. for donation, for a ticket, for a meal, for entry to the event, or for the beverage itself) then a full liquor liability premiums will be charged.

Event Type and Description
(include any special equipment or decorations)

I will also have the following: *(please check all that apply)*

_____ Staging _____ Pipe & Drape _____ Photo Booth _____ DJ/Band _____ AV Equipment _____ Bar Set up

USE AGREEMENT & LIABILITY RELEASE

In submitting this application, I certify that I have read and understand the rules & regulations for facility use and abide by any special conditions set forth. I certify that the intended use, as detailed above, is in compliance with said rules and regulations, application instructions, and any specific use regulations, and subject to advance payment of all rental fees, security deposit, certification of insurance requirements and approval by the Parks and Recreation Department or designated supervisor. I understand and agree that the City retains the right to cancel this permit at any time.

APPLICANT ACKNOWLEDGES THAT THEY ARE RENTING A PUBLIC FACILITY AND AS SUCH, THE CITY CANNOT GUARANTEE ACTIVITIES SURROUNDING THE BUILDING THAT MAY IMPACT PARKING, SOUND, OR VIEW.

To the fullest extent allowed by law, I agree to indemnify and defend the City of Brisbane, its directors, officers, agents, employees and volunteers and hold them harmless from and against any and all loss, liability, expense, claims, costs, suits, and damages, including attorneys' fees, arising out of the use or occupancy described in this application. I agree to waive all rights of subrogation against the City, its elected or appointed officers, officials, agents and employees for losses paid under the terms of any policy which arise from the use or occupancy described in this application.

Applicant's

Signature _____

Date _____



BRISBANE PARKS & RECREATION DEPARTMENT

RULES & REGULATIONS FOR USE OF INDOOR FACILITIES

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APPLICATION

AGREE:

- Application must be submitted at least thirty (30) working days prior to date requested. Applications are accepted on a first come/first served basis. Applicants may book up to one year in advance. If availability permits, exceptions for memorials are at the department's discretion.
- Room set-up must be received at least fifteen (15) working days prior to the event. If no set-up is received, staff will provide a standard set-up.
- The City of Brisbane reserves the right to reschedule, relocate, or deny a request previously approved in the event of an emergency, or if the facility is needed for City use or maintenance. The applicant will be given as much advance notice as possible in this instance.
- Applicant must be on-site and available at all times during event.
- Completion of application does not guarantee a reservation. Please allow 1 week for review/processing. Invitations should not be sent out until permit and receipt are received.

SECURITY DEPOSIT/FEEES

AGREE:

- A refundable security deposit is required with the application at the time of reservation.
- Full payment of all rental fees must be made at least fifteen (15) working days in advance of scheduled use. Failure to meet this deadline will result in the cancellation of the rental and forfeiture of your security deposit.
- The security deposit may be refunded, all or in part, depending on the condition of the facility following the event, time the facility is vacated, additional custodial services required and any other damages incurred.
- Applicants assume full responsibility for their event and guests in case of damage, theft or disturbances during their event. Damage/theft will be deducted from the deposit. Applicant is responsible for any charges exceeding the deposit.
- Security deposit and/or any refunded fees paid by check or cash will be refunded by mail approximately 4-5 weeks after the event. Credit card deposits are typically refunded 4-5 working days after the event.

RESERVATION HOURS

AGREE:

- Hours requested must include your event set-up and clean-up time. Individuals associated with the event will not be allowed in the facility before the start time noted on the application. All individuals associated with the event must vacate the facility by the contracted end time.
- Delivery of supplies or equipment will not be accepted in the facility prior to the indicated start time for the rental.
- If the event goes beyond the scheduled hours stated on the contract, you will incur additional charges at 1.5 times the hourly rate.

CANCELLATIONS/CHANGES

AGREE:

- If the nature of the event or number of participants changes, the Department must be notified at least one week prior to scheduled use. If necessary, additional fees/deposits will be charged according to applicable rates. The Department reserves the right to deny any requested changes.
- If cancellation of rental is necessary, the Department must be notified at least thirty (30) days in advance of the scheduled use. Rental fees will be refunded along with 50% of the security deposit. If less than thirty (30) days' notice is given, all rental fees and security deposit will be forfeited.

ALCOHOL

AGREE:

- For any event serving beer or wine in a City facility, and with more than 100 people in attendance, a non-refundable Alcohol Surcharge Fee will be applied.
- The consumption of alcoholic beverages is intended for adults 21 years or older.
- NOT ALLOWED: Serving or consuming alcohol outside of the assigned area of the facility. This includes areas in the perimeter such as parking lots, courtyards, etc. If alcohol is served/consumed in non-permitted areas, the facility attendant will notify the renter to remove all alcohol from the premises. If this is not accomplished within 15 minutes, the facility attendant will contact the Police Department and the event will be shut down and the rental deposit forfeited.
- Alcohol sales must be approved by the Parks & Recreation Department. The facility user, at their expense, must obtain a permit from the Alcohol Beverage Control Office. A copy of the permit must be received by the Parks & Recreation Department at least fifteen (15) working days in advance of the event.

LIABILITY INSURANCE

AGREE:

- The event sponsor shall indemnify and defend the City against any claims, liabilities, costs, or expenses, including attorney's fees, for any injury or damage to persons or property resulting from use of the facility by the permit holder.
- The City requires proof of liability insurance coverage listing the City and its officers, officials, employees, agents, and volunteers as additional insured at a City approved limit of coverage as evidenced by the issuance of a certificate of insurance.
- Please provide a certificate of insurance naming "City of Brisbane" as additional insured (not the name of the facility). The date and location of your event must also be included on the certificate. A copy of the certificate of insurance must be submitted at least 15 working days in advance of the event. The sponsor of an event will be required to provide liability insurance in the amount of \$1,000,000 for the Mission Blue Center or \$500,00 for the Community Center.



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RENTAL OVERSIGHT

AGREE:

- An attendant will be on duty at all times and is responsible for the general conduct in the building and enforcement of the rules governing the facility.
- Failure to observe any rules, regulations, or ordinance of the City of Brisbane or improper conduct will result in the revocation of the rental.
- Fights, vandalism, or unacceptable behavior during a rental shall cause an immediate termination of the rental with no refund of fees or deposit.
- If the attendance exceeds the approved amount on the contract, this may be immediate cause for cancellation without refund of fees or deposit.
- If incomplete or incorrect information is given on the rental contract (i.e. contract information, resident status, nature of the event, expected attendance, unauthorized use of alcohol) the Department may immediately cancel the rental without refund of fees or deposit.

PROHIBITED ITEMS

AGREE:

- The following items are not allowed and violations may result in forfeiture of the deposit: Nails, tacks, pins, staples, scotch tape, or any other items that may damage walls/ceilings. Painter's tape may be used. Dry ice, birdseed, glitter and confetti are prohibited both inside and outside.
- Smoke machines and fog machines are prohibited.
- Open flames of any kind are not permitted.
- Bounce houses are not allowed.
- All decorations must be removed after event.
- Smoking is prohibited at all City buildings and public properties.

GENERAL POLICIES

AGREE:

- Facility users may not charge a registration fee, admission fee, or entrance fee of any kind. No solicitations or sales presentations may be made on City property. Permission to hold a fundraiser is limited to non-profit organizations at the discretion of the Parks and Recreation Department.
- Applicant is responsible for being on-site for the duration of the event and checking in with the facility staff within the first 30 minutes of permit start time to complete a pre-event walk-through. Applicant must also check out with facility staff 15 minutes prior to end of reserved time to conduct a post-event walk through.
- No storage is permitted either before or after the event.
- Staff is not authorized to sign for deliveries.
- Children must be supervised at all times.
- Facility must be restored to pre-event condition. At the risk of deducting your deposit, trash that does not fit our receptables must be taken with you.
- The City is not responsible for lost, forgotten, or stolen items.

ACKNOWLEDGEMENT My signature below signifies that I understand and agree to all of the rules as stated above.

Signature: _____ Date: _____