

Cubberley Community Center
 4000 Middlefield Road, Suite T-2
 Palo Alto, Ca 94303
 Tel. 650.329.2418 Fax. 650.856.8756

Facility Use Application and Permit

1 a

For Office Use
Contract #:

Customer Information

Are you a returning Organization or Customer? <input type="checkbox"/> Yes <input type="checkbox"/> No	Select One: <input type="checkbox"/> Business or Commercial Organization	<input type="checkbox"/> Non-Profit Organization Attach IRS Letter (Required)	<input type="checkbox"/> Co-sponsored Organization
Applicant	Home Phone Number	Work Phone Number	
Name:	() -	() -	
Mailing Address:	City	State	Zip
Email:			
Organization	Business Phone Number	Fax Number	
Name:	() -	() -	
Address:	City	State	Zip
If Different			
Email:			
Web Site:			

Event Information

Type of Activity:	Description of Activity:	Number Attending:
Event Insurance: (Required) <input type="checkbox"/> Buy <input type="checkbox"/> Provide <input type="checkbox"/> On File	Equipment Needed:	Chair # _____ Padded Chair \$50 # _____ Tables # _____ Round Tables \$6 # _____
Will alcohol be served? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Sold	TV/VCR \$20 # _____	TV/DVD \$20 # _____
ONLY choices allowed <input type="checkbox"/> Beer <input type="checkbox"/> Wine <input type="checkbox"/> Champagne	Grand Piano \$35 # _____	Podium w/Microphone \$15 # _____
Will food or beverage be provided or served? <input type="checkbox"/> Yes <input type="checkbox"/> No	Sound System \$50 # _____	Overhead Projector \$10 # _____
Describe your expectations or needs:		
Person responsible on the day of event:	Cell Phone Number () -	Contact Number () -

Facility Schedule

Room	Date	Day	Set-up Start Time	Program Start Time	Program End Time	Clean-up End Time	Type of repeat? Until what date?
							<input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly End date: _____ Exceptions: _____
							<input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly End date: _____ Exceptions: _____
							<input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly End date: _____ Exceptions: _____
							<input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly End date: _____ Exceptions: _____

Terms

Terms of Agreement: I have read and understand the facility rental agreement. I agree to inform persons participating in this proposed activity of the terms and conditions of the permit, if granted, and agree to comply with the conditions set forth in the permit. I further agree to hold harmless and indemnify the City of Palo Alto, its officers, agents, and employees from any liability for personal injury, death, property damage, arising out of any permit issued or activities thereunder or in result of consequences thereof, except that which is caused solely by the City, its officers, agents or employees.

Applicant's Signature: _____ Date: _____

For Office Use Only:			
Application: <input type="checkbox"/> Approved <input type="checkbox"/> Denied	Facility Supervisor Signature: _____		
Date Received: _____	Initials: _____	Date Logged: _____	Initials: _____

Reservation Timeline - Applications are accepted beginning in May of each year for the booking period of September of the current year through August of the following year.

A Facility Use Application form must be filled out and signed by an authorized adult. No reservation is confirmed until the application has been approved and the initial payment has been received. Name must be consistent on all required paperwork.

Application Submission - Applications are accepted on a first come, first served basis, with preference given to on-going and City-sponsored programs.

Applications are subject to the approval of the Facility Manager dependent upon intended use, availability of space, availability of staff, current insurance, applicant's agreement to abide by the terms and conditions listed herein, payment of **all** fees and any other conditions deemed necessary by the Facility Manager.

Applications requesting the Auditorium and/or Theater must be submitted no less than **30 days prior to the event date**.

Insurance - All rentals require certificate of general liability insurance in the amount of one million dollars due thirty (30) days before your event. If you provide a certificate of liability, your carrier must be rated AVII or higher by Best's Insurance Rating Service and **name the City of Palo Alto as an additional insured**. The City of Palo Alto will bill you for general liability coverage until the certificate is received in our office by the thirty (30) day deadline.

Fees & Charges - Each room has individual per hour rental rates, a \$55.00 fee will be charged for late payments, these fees are subject to change. For a detail list of fees please refer to the Cubberley Facility Fee Schedule.

For events held in the Auditorium and Theater a non-refundable reservation down payment is due 14 days after permit approval, with the balance due 30 days before the event. The initial payment is one third of total balance not including the refundable cleaning and damage deposit.

For all other events, renters agree to pay fees and charges according to rental contract.

A) Non-profit Discount - organizations submitting IRS Letter of non-profit 501 (c) (3) status with their application are eligible to receive the non-profit discount. Along with the IRS letter, non-profit agencies must present an application with authorized signature. If this responsibility has been delegated, a letter on organization letterhead will be required

B) Facility Staff – Certain events may be require staff to be on duty to provide the client with set up, clean up, and monitor events for safety and compliance with city policies at renter's expense.

The number of staff required will be determined by the Facility Manager and is based on the type of event and the number of participants. In some cases and at the permittee's expense, the services of a professional security firm may be required.

C) Cleaning and Damage Deposits/Overtime - A refundable cleaning/damage deposit up to \$2,000 may be assessed. Any additional fees such as cleaning, damages, staff time, room time will be deducted from the cleaning/damage deposit. Permit holder will be signed out of the facility by the facility staff on duty. Any charges incurred to return the venue to its original condition would be deducted from the cleaning/damage deposit. **This deposit may be forfeited for violations of ANY rental conditions named herein.**

Permit holder will be billed for damages in excess of the deposit for total damages, cleaning expenses, and overtime.

D) Rental Time - Must include time for set up, decoration, take down and clean up. All activities must conclude by midnight, all deliveries and pickups cannot be outside the rental period. Events that have live or recorded music must conclude by 11:00 p.m. on Fridays and Saturdays and by 9:00 p.m. Sunday through Thursday.

Any exceptions require prior arrangements and approval of the Facility Manager.

Amendments - Any requests to modify dates, times, rooms, equipment, etc., to an existing contract must be made in writing 14 days prior to the event. Any Fees incurred due to the amendment will be collected immediately.

Cancellations - The City of Palo Alto or the customer has the right to cancel an event by giving a written notice 30 days prior to the event. Refunds will be honored for cancellations made in writing and received 30 days before the event (**Note:** Auditorium and Theater event reservation down payment are non-refundable). Cancellations made in writing and received less than 30 days before the event are entitled to a refund of the cleaning and damage deposit only. If the City cancels a facility use permit, a full refund will be made.

Special Conditions

A) Liquor Conditions - Cubberley Center prohibits the presence and serving of all alcoholic beverages at events held in honor of a minor (under the age of 21) i.e. birthdays, christenings, baptisms, bar/bat mitzvahs, coming-out parties, quinceañeras.

At adult functions, alcohol is permitted only if served with a sit-down meal or as a toast. Only beer, wine, and champagne in bottles or cans can be served, kegs and hard liquor are strictly prohibited.

No alcohol may be brought into the facility except that which is served by the permit holder.

The sale of alcoholic beverages requires the Facility Manager's approval, liquor liability insurance, and a state license, which is the responsibility of the permittee to obtain.

If food/refreshments are to be sold, a health permit is required and is the responsibility of the permittee to obtain. Proof of the licenses must be on file with the Cubberley Administrative Office 14 days prior to the event.

B) Sound Restrictions – The permit holder must adhere to city's noise ordinance level of less than eighty decibels. Sounds from an event must not interfere with any other scheduled events. Rentals in the Auditorium must close drapes, windows, and doors on the Middlefield Road side when loud music is being played. Other sound restrictions may apply.

Permit Holder's Responsibilities – All spills must be cleaned up immediately, all equipment, decorations, food, beverages and trash must be removed and properly disposed of. No rice, confetti, birdseed, or other substances may be thrown in or around the facility. Decorations must be fastened in an approved manner and flame retardant. Lighted candles are only allowed in facilities with an open flame permit. All City facilities prohibit smoking inside or within 20 feet of a public entrance.

Capacity limits are set by the Fire Marshall and must be adhered to.