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### APPLICATION FOR SHAFTER VETERANS HALL RESERVATION

FACILITY RENTAL IS AVAILABLE TO SHAFTER RESIDENTS ONLY AND VERIFIED BY A VALID DRIVERS LICENSE OR IDENTIFICATION CARD. IT IS UNDERSTOOD THAT THIS IS A REQUEST FOR RESERVATION, NOT A GUARANTEED RESERVATION. DANCE/LARGE EVENT PERMIT IS REQUIRED IF 50 OR MORE ATTENDEES.

APPLICANT NAME \_\_\_\_\_ PHONE \_\_\_\_\_

NAME OF ORGANIZATION/GROUP \_\_\_\_\_ EMAIL \_\_\_\_\_

ADDRESS \_\_\_\_\_ CITY \_\_\_\_\_ ZIP \_\_\_\_\_

CONTACT PERSON ON DAY OF EVENT \_\_\_\_\_ PHONE \_\_\_\_\_

LOCAL NON-PROFIT ORGANIZATION  YES  NO TAX ID NO \_\_\_\_\_

EVENT DATE(S) \_\_\_\_\_ FROM \_\_\_\_\_ am pm TO \_\_\_\_\_ am pm

SET-UP DATE(S) \_\_\_\_\_ FROM \_\_\_\_\_ am pm TO \_\_\_\_\_ am pm

ARE THE EVENTS RECURRING?  YES  NO IF YES, PLEASE ATTACH A LIST OF ALL DATES AND TIMES

ROOMS REQUESTED (CHECK ALL THAT APPLY)  ROOM 1 (LARGE)  ROOM 2 (SMALL)  KITCHEN

**PLEASE DESCRIBE THE NATURE OF EVENT (WEDDING RECEPTION, CLUB MEETING, ETC.)**

EVENT DESCRIPTION \_\_\_\_\_

DANCE  YES  NO OPEN TO THE PUBLIC  YES  NO NUMBER OF PARTICIPANTS ATTENDING \_\_\_\_\_

ALCOHOL SERVED  YES  NO ALCOHOL SOLD  YES  NO IF YES, ABC PERMIT IS REQUIRED

PRODUCTS SOLD  YES  NO FUNDRAISER  YES  NO ADMISSION CHARGE  YES  NO

A CITY BUSINESS LICENSE IS REQUIRED IF PRODUCTS ARE SOLD/ADMISSION CHARGED. LICENSE NO \_\_\_\_\_

**ONE (1) SECURITY OFFICER IS REQUIRED PER FIFTY (50) ATTENDEES AND IF ALCOHOL IS SERVED OR SOLD**

The hours you will have alcohol at the event may differ from the total hours of your event.

HOURS ALCOHOL SERVED AND/OR SOLD: FROM \_\_\_\_\_ am pm TO \_\_\_\_\_ am pm

SECURITY GUARDS: FROM \_\_\_\_\_ am pm TO \_\_\_\_\_ am pm

**The following is required when alcohol is served or sold: A \$2,000,000 general liability insurance policy with a general aggregate not less than \$4,000,000 and a Host Liquor Liability Endorsement.**

DECLARATION	INITIAL HERE
1. Applicant is responsible for any damage to the facility, contents or fixtures; and is responsible for the cost of repairs and/or replacement of such at the City's discretion. All damages must be reported to the City at the conclusion of the event or the next business day.	Initial _____
2. The facility must be left in a neat, clean and orderly condition, otherwise; the cost of cleaning will be deducted from the Security Deposit. Security Deposit Refunds will be mailed 4 to 6 weeks after the event.	Initial _____
3. It is understood that nothing shall be attached to the walls, ceiling, or any of the fixtures. Use of tape, staples, nails, glitter, etc. is prohibited.	Initial _____
4. The CITY is in no way responsible for any personal injuries, property damages or other liabilities that may incur during use of the facility.	Initial _____
5. Applicant is required to schedule and attend a reservation orientation. Orientations are held on Mondays and Fridays at 10:00am. Orientations can be scheduled by calling 661-746-5002.	Initial _____
6. All General Liability Insurance Policies must include Endorsements and name "The City of Shafter, its officers, employees, city council members, agents, boards and commissions" as additionally insured.	Initial _____
7. Payment of any and all application fees paid for the reservation process is non-refundable.	Initial _____

**AGREEMENT: By initialing and signing, the applicant has read and agrees to the Facility Use Policies on both sides of this application. If violation to any of these conditions in this agreement occurs, the applicant may be subject to additional fees and may lose the privilege of use of this facility in the future.**

Applicant Signature \_\_\_\_\_

Date \_\_\_\_\_

**A. Policy Statement**

- a. The purpose of use of the facility is to ensure that the Veterans Hall is utilized for business meetings, and activities which are recreational, social, educational or civic in nature offering services to the community and to the residents of Shafter.
- b. Recurring events that are political or religious in nature are prohibited.
- c. Use of the Facility requires a Use Agreement issued in accordance with policies established by the City Council.

**B. Reservation Information**

- a. A facility use agreement authorizes rental of the facility and may be revoked for violation of these policies.
- b. Reservation of the facility must be made 45 days in advance. Funeral receptions are exempt from the advance notice, and subject to availability.
- c. Changes to the reservation dates, times or nature of activity must be requested in person 30 days prior to the already scheduled event and is subject to availability.
- d. Recurring reservations will be contingent upon maintenance of property, and observation of approved conditions.
- e. Orientations are required for a walkthrough of the facility and are schedule Mondays and Fridays at 10:00 am only.
- f. All fees, other forms and evidence of liability insurance must be filed with the city no later than 45 days prior to the event.

**C. Fees, Deposits and Refunds**

- a. Application fees and Security Deposit are due at the time of submittal. Partial rental payments are not accepted.

**D. Facility Use**

- a. The City is not responsible for accidents, injury or loss of individual property in its facility when said facility is rented to or allowed to be used by any person or organization.
- b. Use of the facility will be granted upon the condition that all rules and policies will be followed. PERMISSION MAY BE REVOKED AT ANY TIME FOR FAILURE TO DO SO and fees will be forfeit.
- c. Facility must be vacated and cleaned no later than 12:00 am. If the facility is not vacated on time, hourly fees will be deducted from the security deposit.
- d. Receptacles for trash and cleaning supplies are provided and must be used appropriately. Extra janitorial fees incurred will be deducted from the security deposit and any remaining amount will be billed.

**E. Renter's Responsibilities**

- a. Renter is responsible for the conduct and control of all attending participants.
- b. Renter is responsible for the cleanliness of the facility after the event.
- c. Renter is responsible for vacating the facility in a timely matter.
  - a. To avoid additional rental fees deducted from the security deposit, the event shall conclude by 11:00 pm to allow for the cleaning of the facility and ensure a timely departure.

**F. Alcohol Consumption or Sales**

- a. Alcohol at any event must be requested at the time the facility use application is submitted.
- b. The distribution or consumption of alcohol shall be in compliance with all applicable laws.
- c. Alcohol present at the facility for a NON-ALCOHOL event will result in IMMEDIATE SHUT DOWN of the event.
- d. Alcohol sales are by permit only and require an ABC license.
- e. General Liability Insurance of \$2,000,000 with an aggregate not less than \$4,000,00 per occurrence is required for all events when alcohol is present and must include a Host Liquor Liability Endorsement and name the "City of Shafter, its officers, employees, city council members, agents, boards and commissions" as additionally insured.

**G. Security Officers Requirements**

- a. One Security officer per every 50 persons in attendance through a State of California Licensed Security Company for private or public events. Applicant shall provide a copy of the written contract.
- b. When alcohol is present at any event. No exceptions.
- c. The officer(s) shall be present at the time alcohol is served and remain on the premise until the conclusion of the event, this includes the clean-up time.

**H. Insurance Requirements**

- a. General Liability Insurance of \$1,000,000 with an aggregate not less than \$2,000,000 per occurrence is required for all events, must include Endorsements and name the "City of Shafter, its officers, employees, city council members, agents, boards and commissions" as additionally insured.