



336 Pacific Avenue, Shafter, California 93263
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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.

APPLICANT NAME PHONE

NAME OF ORGANIZATION/GROUP EMAIL

ADDRESS CITY ZIP

LOCAL NON-PROFIT ORGANIZATION YES NO TAX ID NO

EVENT DATE(S) FROM am pm TO am pm

ALTERNATE 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

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 HOURS SECURITY ON SITE

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

Table with 2 columns: Declaration items (1-9) and Initials. Items include responsibility for damage, facility condition, prohibited items, orientation requirements, insurance requirements, and security officer presence.

By initialing and signing this application, the applicant agrees to the rental policies set forth. 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 30 days in advance. Funeral receptions are exempt from the 30 day 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 30 days prior to the event.

## **C. Fees, Deposits and Refunds**

- a. Please refer to the Veterans Building Facility Fee Schedule

## **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 must be provided through a City contracted Security Company per every 50 persons in attendance for private or public events.
- b. When alcohol is present at any event. No exceptions.
- c. The officer(s) will 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.