



Calwa Recreation & Park District
4545 E. Church Avenue, Fresno, CA 93725
Office Phone: 559.264-6867

Hall Rental Agreement

Name of Organization & Organizer: _____ **Home Phone:** _____
Cell#: _____ **Address:** _____ **City** _____ **Zip** _____
Date of Activity: _____ **Expected Attendance:** _____ **Time of Arrival:** _____ **Departure:** _____
Purpose of Rental: _____

RENTAL RULES AND TERMS

1. Reservations will only be made with a deposit of \$250, which includes a \$50 non-refundable cleaning and trash disposal fee. If no damages are made to the premises, \$200 will be refunded after 7 days from the date of the event.
2. **The ENTIRE rental fee shall be paid 7 days prior to the event.** If the fee is not received by the deadline, the rental will be canceled.
3. Contact person(s) named above must check-in with personnel on duty prior to start of the event or activity. Facilities staff shall be contacted at **(559) 907-6369**
4. All activities will be subject to park rules and will be enforced by Calwa Park personnel. Failure to comply with Calwa Park Rules and Regulations will result in early termination of the event or activity and a forfeit of all fees and deposits paid to Calwa Recreation and Park District (CRPD).
5. **No automobiles are permitted on park grounds** except for the designated parking stalls in the parking lot. Vehicles will be allowed to load/unload at the building entrance for **one hour only. Failure to move vehicles into designated parking stalls after one hour will result in the vehicles being towed at the owner's expense.**
6. All Teen activities must have one (1) adult chaperone for each 25 participants.
7. Activity or event involving 75 or more people, or alcohol **MUST HAVE ONE SECURITY GUARD FOR EVERY 75 PEOPLE.**
8. The person signing this agreement is responsible for informing members of the group, when they are invited to participate in the activity or event that, the Park's policy of **NO ALCOHOLIC BEVERAGES ALLOWED OUTSIDE THE HALL** shall be followed and everyone shall abide by this rule and all other Calwa Park rules and regulations.
9. Alcoholic beverages exemption: (a) beer will be allowed inside the hall **ONLY** if it is not being sold; (b) only 20 cases (24 cans in each case) or 3 kegs (15.5gal) of beer is allowed; (c) if your group is selling beer, a beer license is required from the State of California (d) no glass containers, only canned beer is allowed; (e) the rental will be stopped if a fight occurs - renter will forfeit any deposits and no money will be returned to renter (f) renter is responsible for prohibiting the distribution of alcohol to minors.
10. A park employee shall remain on duty no more than one half hour for groups that are late. A refund is up to 80 % of the total amount paid if the reservation is canceled at least seven (7) business days prior to the event. **NO REFUND** will be given if cancellation is made less than seven (7) business days prior to the event.
11. The Calwa Recreation & Park District will deny the right of the applicant to use park's premises and /or facilities for any breach of this contract.
12. A Certificate of Liability Insurance naming the Calwa Recreation & Park District as "insured" is required in the amount of \$1,000,000. Please refer to CRPD's certificate of insurance for minimum coverage limits. **Certificates of coverage must be received by CRPD 48 hours prior to the start of the event.** If it is not, the rental will be canceled.
13. Renter understands that the Concession Stand operates during normal park hours, with or without an event
14. Unless otherwise agreed to on this form, all event participants shall vacate the Hall and Park by 9 PM – no exceptions. If staff is forced to stay later than 9 PM or the time agreed to, a \$25 per 15 minute fee will be subtracted from the deposit. For example, if guests still remain at 9:30 PM, \$50 will be subtracted from the deposit; if guests remain at 9:45 PM, \$75 will be subtracted.
15. Rental agreements are made "as the Hall and Park are," i.e., cleanliness, restroom and amenity availability, and fixture restrictions.
16. Failure to follow CRPD rules and the terms of this agreement will result in forfeiture of your security deposit and additional fee charges as needed.
17. It is hereby agreed that the person signing below shall be familiar with facility rules and regulations and shall be responsible for the group using the facility and is liable for any damages caused by the group/event.

WAIVER/RELEASE

By Signing this Agreement the renter agrees the sole responsibility for any and all liability, claims, loss, demands, damages, cost and expenses, any injury, including attorney's fees arising out of or resulting from any injury to persons or damage to property which may arise out of its use of Calwa Recreation and Park District facilities. Renter agrees to indemnify and hold harmless the District, its officers, agents, employees and volunteers free against any and all such claims, demands, causes of action, suits and expenses, whether or not any such claim or action is alleged to have been caused in part by District as a party indemnified hereunder.

DEPOSIT \$250 or _____
 RENTAL FEE _____
 SIDE ROOM _____
 SUB TOTAL _____
 AMOUNT PAID _____
 BALANCE _____

All fees must be paid 7 days prior to rental date	
AMOUNT PAID	_____
BALANCE	_____
AMOUNT PAID	_____
BALANCE	_____
AMOUNT PAID	_____
BALANCE	_____

Agreed to the terms and conditions: Signed by: _____ Date Signed: _____

Receipt Number _____ Staff Signature _____