

**CRESCENT FIRE PROTECTION DISTRICT
BUILDING ASSEMBLY ROOM**

RESERVATION FORM

255 W WASHINGTON BLVD
CRESCENT CITY, CA 95531

TELEPHONE: (707) 464-2421 FAX: (707) 464-5813

APPLICANT / ORGANIZATION: _____

CONTACT PERSON: _____ TELEPHONE: _____

ADDRESS _____

PARTY / WEDDING ____ GOVERNMENT AGENCY ____ ORGANIZED MEETING

NOT FOR PROFIT ORGANIZATION ____ OTHER _____

RESERVATION DATE _____ TIME _____ TIME _____
EVENT BEGIN _____ EVENT ENDS _____

A HUNDRED DOLLAR (\$100.00) DEPOSIT IS REQUIRED TO HOLD DATE RESERVED.

KEY DEPOSIT OF \$75.00 REQUIRED. REFUNDED WHEN KEY RETURNED.

WILL ALCOHOLIC BEVERAGES BE SERVED? ____ IF YES; AN ADDITIONAL \$500.00 DEPOSIT REQUIRED.

INDICATE ITEMS NEEDED:

WALL SCREEN ____ VHS RECORDER ____ DVD PLAYER ____ TV ____ EASEL

BLACKBOARD ____ PODIUM ____ SMALL FOLDING TABLE ____

INDICATE NUMBER NEEDED FOR EACH OF THE FOLLOWING:

CHAIRS _____ 8' RECTANGULAR TABLES

NUMBER OF PARTICIPANTS _____ NAME & PHONE # OF CATERER

IF FOOD IS BEING SERVED TO GENERAL PUBLIC, A PERMIT MAY BE REQUIRED, PHONE DN CO HEALTH DEPT 464-7227.

****A CERTIFICATE OF INSURANCE LISTING THE DISTRICT AS ADDITIONAL INSURED IS REQUIRED ****

**CRESCENT FIRE PROTECTION DISTRICT
ROOM RENTAL FACILITY**

CALCULATION OF RENTAL FEES

BASIC RENTAL FEE: MINIMUM CHARGE \$100.00

FIRST TWO (2) HOURS @ \$ 100.00

ADDITIONAL HOURS @ \$50.00 PER HOUR _____

SUBTOTAL \$ _____

LESS NON-PROFIT OR GOVERNMENTAL DISCOUNT (\$25.00)

(_____)

(WEDDINGS, REUNIONS, PARTIES NOT INCLUDED)

TOTAL BASIS FEE

\$ _____

OTHER CHARGES KITCHEN (\$50.00 IF USED)

SET-UP & CLEAN-UP (MINIMUM CHARGE 2 HOURS @ \$10.00/HR)

(UNSECURED) BEGIN _____ END _____

SECURE SET-UP HOURS @ \$10.00 PER HOUR TOTAL HRS _____

(6 PM OR LATER THE DAY BEFORE) BEGIN _____ END _____

COMMERCIAL USE: 10% OF GROSS BUT NOT LESS

THAN BASIC RENTAL FEE GROSS _____ @ 10 % = _____

SUBTOTAL \$ _____

GRAND TOTAL \$

DEPOSIT DATE PAID _____ RECEIPT # _____ (_____)

BALANCE DUE

\$ _____

REMAINING BALANCE: DATE PAID _____ RECEIPT # _____

IF LIQUOR IS SERVED AN ADDITIONAL DAMAGE DEPOSIT OF \$500.00 IS REQUIRED.

MAKE CHECKS PAYABLE TO CRESCENT FIRE PROTECTION DISTRICT

Rental Agreement for Crescent Fire Protection District

A reservation deposit is required to secure the selected reservation date, which is refundable if the reservation is canceled at least fourteen (14) days in advance. The total rental charge must be paid prior to the use of the property. The renter agrees and understands that it is his/her responsibility to make the full payment of the rental fee and that no further billing will be undertaken by the district, except in the case of damage, additional set-up or clean-up done by the district, or additional fees due to changes in actual time the facility is used. All applicants shall be at least 18 years old.

The undersigner user agrees to pay for any and all damages occurring during the rental period shown on this agreement. User acknowledges that the damage deposit (s) paid here with will be applied toward damages to the facility or its contents during the rental period. Any of the deposit (s) not applied toward damages will be applied first to unpaid rental fees, with any excess refunded to user. Normal wear and tear shall not be considered as damages.

The District is NOT responsible for any items left in the facility.

Staples are not to be used to attach to the walls or other fixtures of the fire station.

Title 19: State Fire Marshall Regulations:

1. All decorative material, including Christmas trees shall be made from non-flammable material, or shall be treated and maintained in a flame retardant condition.
2. Exit lights shall not be covered or the light bulbs removed.
3. Exit doorways shall not be obstructed or doors chained or tied shut
4. No flammable or combustible liquids shall be used, placed, or handled within the building.
5. The number of occupants shall not exceed the posted capacity.

Crescent Fire Protection District does not discriminate on the basis of handicap status in the admission of, access to, treatment of, or employment in, its programs or activities.

Any user/ tenant/ lessee of the District facility must comply with the requirements of the Americans with Disabilities Act (ADA), including accessibility.

I / We agree to abide by the District Rules and Regulations which pertain to the use of the Crescent Fire Protection facility and agree to pay for any damages to same, as a result of use.

I/ We agree to hold the Crescent Fire Protection District, its officials and employees harmless from any liability resulting from the use of the fire station and the surrounding the facility.

Name of Applicant Organization _____
(or name of individual if not an organization or governmental applicant)

Name of person authorized to sign on behalf of the above listed organization

Signature _____ Date _____

**ADDITIONAL AGREEMENT
CRESCENT FIRE PROTECTION DISTRICT
ASSEMBLY ROOM RENTAL
255 W WASHINGTON BLVD
CRESCENT CITY, CA 95531
(707) 464-2421**

1. I understand that I/We cannot begin using the facility (or start bringing in food, decorations, etc.) prior to 5:00 a.m. on the date of rental unless paying the secured room rental fee. **Initials**

2. I understand that everything must be removed from the facility by midnight on the day of rental. This includes all food, decorations and any other items that do not belong to the District. **Initials**

3. I will be responsible for any broken or damaged tables and chairs. If there is any damage or the facility is left dirty, I understand the costs will be deducted from my deposit. If costs exceed the deposit amount, I will pay the additional costs within 10 days. **Initials** _____

4. I understand that any container to hold kegs or other beverages must be pre-approved. They must not leak or allow condensation. **Initials**

5. I understand that all candles cannot have any open flame exposed. All candles must be pre-approved prior to event. **Initials** _____

6. I understand that all paperwork including the actual set up is due to the District **at least two weeks** before the event. If not there may be additional charges. **Initials** _____

SIGNATURE

DATE

PRINT NAME

DATE

**ADDITIONAL INSURED REQUIREMENTS
SPECIAL EVENTS USE OF FIRE STATION**

Persons or entities renting the fire station or those providing services to a function at the station should include the District, et al as additional insured. The standard language is as follows:

ISO Form No. CG 20 10

WHO IS AN INSURED (Section 11) is amended to include as an insure the person or organization shown in the Schedule, but only with respect to liability arising out of your ongoing operations performed for that insured.

(HAVE INSERTED INTO FORM) Crescent Fire Protection District, its officials, officers, employees, agents and volunteers.

Such insurance provided to the above additional insured shall be primary to, and the insurer shall not request contribution from, any other insurance or coverage obtained for, or on behalf of, the above additional insureds.

If the insured is serving food, or if the insured is selling a product, such vendor's insurance should also include the following form:

ISO Form No. CG 20 37

Section II - Who is An Insured is amended to include as an additional insured the person(s) or organization(s) shown in the Schedule, but only with respect to liability for "bodily injury" or "property damages" caused, in whole or in part, by "your work" at the location designated and described in the schedule of this endorsement performed for that additional insured and included in the "products-completed operations hazard".

(HAVE INSERTED INTO FORM) Crescent Fire Protection District, its official's, officer's, employees, agents and volunteers.

Such insurance provided to the above additional insureds shall be primary to, and the insurer shall not request contributions from, any other insurance or coverage obtained form, or on behalf of, the above additional insureds.

Copies of the additional insured endorsements shall be provided with the Certificates of Insurance, even if such additional insureds are mentioned on the Certificate.