

APPLICATION FOR SITE RENTAL PERMIT

TARZANA COMMUNITY & CULTURAL CENTER

P.O. Box 570835 Tarzana, CA 91357-0835

19130 Ventura Blvd. Tarzana, CA 91356

818.705.1286 FAX 818.881.1465

Email: info@mytarzana.org

Web: mytarzana.org

FOR TCCC USE ONLY

DATE APPLICATION SUBMITTED _____

DATE (S) OF EVENT _____ DAY (S) OF EVENT _____

INSURANCE CARRIER _____

EVENT FEE _____ DEPOSIT(HALF OF FEE) _____

SECURITY DEPOSIT SEPARATE FROM FEE _____

PROOF OF NON-PROFIT STATUS _____

FOR TCCC USE ONLY

Date and Time of event (Please include set up time, event time & clean up time):

TYPE OF EVENT (Describe in detail)

If Private Individual, Print full NAME _____

If other than private individual, name of Organization _____

Are you a non-profit Organization? (Yes/No) _____

Name and proof of non-profit Organization _____

Name of Financially Responsible Person for Organization _____

Full street address (No PO Box please) _____

If an organization, full street address of authorized person _____

DRIVERS LICENSE # _____ STATE _____ EXP. _____

PHONE, Business: _____ Home: _____

Cell: _____

Email Address: _____

IS THIS A FUNDRAISING EVENT? (Yes/No) _____

ARE YOU COLLECTING A FEE before or at time of Event? (Yes/No) _____

SPACE REQUIRED: INDOOR _____ OUTDOOR _____ BOTH _____

NUMBER OF ATTENDEES (INCL. HOST AND STAFF) _____

WILL YOUR EVENT INVOLVE ANY OF THE FOLLOWING?

USE OF TCCC PARKING LOT (Yes/No) _____

USE OF TCCC KITCHEN (NO COOKING, WARMING ONLY) (Yes/No) _____

USE OF RESTROOMS (Yes/No) _____

CATERED FOOD (Yes/No) _____ NAME & PHONE # OF CATERER _____

ALCOHOLIC BEVERAGES (Yes/No) _____ If yes, additional insurance required

AMPLIFIED SOUND (Yes/No) _____ Music must stop at 11:00 p.m. – in order to NOT disturb TCCC neighbors

AMUSEMENT RIDES (Yes/No) _____ Electrical surcharge will be charged for each ride. No animal rides allowed.

ERECTING / ASSEMBLING STRUCTURES (Yes/No) _____

USE OF TCCC ELECTRICITY (Yes/No) _____ Subject to surcharge (i.e. DJ, lighting, rides)

USE OF TCCC LANDSCAPE LIGHTING (Yes/No- _____ Subject to surcharge.

ARE YOU OR YOUR ORGANIZATION INSURED TO COVER THIS EVENT?

(Yes/No) _____

NAME OF INSURER _____ POLICY # _____

Declaration Page naming Center as an additional Insured to be presented at least fourteen calendar days before the event.

IF NOT INSURED, YOU MUST ACQUIRE a general liability POLICY covering the term of the event (e.g. one day) NAMING TARZANA COMMUNITY & CULTURAL CENTER AS AN “ADDITIONAL INSURED” IN the MINIMAL AMOUNT OF AT least \$ 1,000,000.00.

PLEASE BE REMINDED THAT EXTRA INSURANCE IS REQUIRED IF ALCOHOL BEVERAGE IS SERVED.

I _____, represent that I have read and understand all the conditions set forth on this application and, along with TCCC written Reservations’ Policies and Procedures , have received a copy for my records.

Print Name: _____

Title, if signing on behalf of organization: _____

Signature: _____ Dated: _____

Financial responsible person print name: _____

TCCC authorized representative signature _____

Dated: _____ TCCC AUTHORIZED REPRESENTATIVE

Tarzana Community and Cultural Center

Policies and Procedure

Site Reservations:

- Please check for availability before submitting an application for reservations.
- The application must be submitted at least two weeks (2) in advance, but no more than six months prior to event date. Event may be cancelled by TCCC without notice if fees and all paperwork are not received into the office of the TCCC two weeks (2) prior to the event. This includes **TCCC's receipt of fully** completed and legibly signed and dated rental documents, rental fee, security deposit and proof of insurance.

Please note that your application for site rental permit must include your **entire time of occupancy - that is set up, removal of equipment and cleanup.**

Security Deposit

A refundable security deposit is required at the time an application for reservation is submitted.

The security deposit amount is in addition to the Site Use Fee. The Security Deposit is based on the type and length of the event, number of people and areas reserved, that is the outside portions or the interior structure or both. The security deposit will be refunded within Fifteen (15) days after the actual occurrence of the event provided that the premises are left without damage, clean and vacant by the time agreed upon, there is no outstanding balance due, all other requirements have been met and rules followed as set in the rental agreement documents. Vacant means your removal by you or your agent all personal and other items you or your agent or representative brought to and/or placed on the property during rental use

I. Non-refundable portions of security deposit based on Event Cancellation:

If a cancellation of the event is made by Permittee, no penalty shall occur unless

- (1) There is no TCCC receipt of a written notice of cancellation in the manner below provided. Receipt of notice is valid only if made to the following address and person:

TCCC Rep: Chris McManus

E-mail: chris@segullsecurity.com

Or Proof of Delivery to TCCC Address of
19130 Ventura Blvd. Tarzana, CA 91356

- (2) Written notice is offered delivered at least Forty-five (45) days before the actual scheduled occurrence of an event originally reserved four to six months in advance;
- (3) For events scheduled 119 days or less in advance, written notice must be delivered in the manner above described at least Ten (10) days before the scheduled event.

Otherwise, if not received in the manner and times above described the security deposit shall be subject to a Fifty Percent (50%) penalty. Permittee and TCCC agree that damages will occur but that it is difficult to ascertain the exact anticipated value of damages if cancellation occurs in the manner above described. The parties agree that the 50% penalty shall therefore be sufficient to take the place of actual damages.

Fees:

All events require prepayment of fees at least two weeks before the event.

If a percentage of gross receipts are also applicable, payment of that portion shall be made as described on Permittee's written reservations.

Insurance:

If General Liability Insurance is required it must be in the amount of at least \$1,000,000.00 (one million). TCCC must be named as additional insured. Insurance certificates not meeting these requirements will not be accepted. Proof of insurance must be provided at least two weeks before the event.

Maintenance:

Permittee is to maintain event area clean of trash. Permittee is required to remove event generated trash and debris and place in the blue Dumpster in the parking lot. Permittee is required to remove from the premises all items brought upon the premises upon close of Permittee's occupancy. Maintenance shall be made at Permittee's sole and separate costs and expense. Items remaining on the premises beyond the occupancy time shall be left at the risk of Permittee and without liability or costs to TCCC. There shall be no exceptions.

Premises Capacity/Hours:

Community Room: 25 persons seated, 50 mixed seated and standing (per Fire Dept reg.).
The room is available seven days a week from 8:00 a.m. to 11:00 p.m.
TCCC's outside grounds not to exceed 300 people subject to TCCC approval.

Parking:

Limited premises parking of up to 12 tandem, parking spaces is provided. **Under no circumstance may any motor vehicle drive or park on the grass or decomposed granite.** Metered and non-metered street parking is available. Antigua Shopping Center parking lot located in the alley adjacent to TCCC is not available to TCCC. You may contact their Property Management Company, Sunrise Management at 818-788-9905 separately.

Commercial Activities:

To the extent permissible under federal, state, and local revenue and taxation codes, commercial activities are permitted. However, commercial activities or sales on the premises in connection with the event may occur only subject to prior written TCCC permission and Permittee's payment of the applicable fee.

Workers Compensation:

Permittee shall cover its employees with Worker's Compensation insurance in an amount and form to meet all applicable requirements of the Labor Code of the State of California and which specifically covers the persons and risks involved in this permit.

Right to Audit:

If part of Permittee's fee for TCCC premises' use is subject to "contingency" revenues, then all accounting records shall be open for inspection at any reasonable time during the term of this permit and for three years thereafter during which TCCC may audit the records of the Permittee to verify the accuracy thereof.

INDEMNIFICATION:

Permittee agrees to indemnify, defend and hold harmless the TCCC, its agents, officers, employees, and contractors from and against any and all liability, expense, including those arising from the conditions of the TCCC-owner, occupied, or operated facilities or property; such claims may include, but shall not be limited to those alleging bodily injury, death, personal injury, or property damage arising from the operation, acts or omissions of Permittee, its contractor, licensees, agents, servants, or employees hereunder. Permittee further agrees to indemnify, defend, and hold harmless TCCC and any other named Permitter from any and all Worker's Compensation suits, liability, or expense arising from or connected with any services for or on behalf of Permittee by any persons pursuant to this permit.

Notices and RULES

- All decorative material, including paper products, must be flameproof.
- No office facilities are available for use by Permittee. It is highly recommended, for example, that use of cell phones be made available by Permittee
- Groups must remove all decorations within time of occupancy. This shall include but not be limited to, removal of all tape temporarily bound to any premises surface.
- Cooking may occur on the grounds of the premises provided proper cleanup is made before the end of the occupancy. No fires shall be lit inside the building structure including but not limited to candles, stoves and fireplaces.
- No smoking of any kind is permitted inside or outside premises.
- Fireworks of any kind are prohibited by law.
- User may have access to the kitchen and use of the microwave and refrigerator. Utensils, condiments, containers and food item to be provided by user, all of which must be removed by the end of user's occupancy. No cooking is allowed. The kitchen can be used for Warming of food only.
- No alcoholic beverages are allowed on the premises EXCEPT only with property use permit which shall include all necessary alcohol liability insurance and if required ABC permit.
- Amplified music is permissible subject to law enforcement requirements and subject to the user's receipt of the proper TCCC permit.
- Absolutely no nails, tacks, or other defacement may be placed on the interior or exterior grounds including trees.
- All signs and banners to be placed in the area must be pre-approved by TCCC before being posted. All signs must be removed at the expiration of the use permit; that is, by the end of user's occupancy.
- Permittee is required to ensure that participants and spectators of the event abide by the rules and regulations contained in this set of TCCC documents and all applicable local, state and federal laws.
- Other rules and regulations not covered here may also apply.
- **PLEASE NOTE THAT ALL EVENTS ARE SUBJECT TO TARZANA COMMUNITY AND CULTURAL CENTERS EVENT COMMITTEE APPROVAL.**

I _____, certify that I have read and understand all the conditions set forth on this permit.

Signature: _____ Dated: _____

