



# Site Rental Agreement

**Contact Name** \_\_\_\_\_  
**Bus./Org. Name** \_\_\_\_\_  
**Street Address** \_\_\_\_\_  
**City** \_\_\_\_\_ **State** \_\_\_\_\_ **Zip** \_\_\_\_\_  
**Phone (Home)** \_\_\_\_\_  
**Phone (Cell)** \_\_\_\_\_  
**Email** \_\_\_\_\_  
**DL#** \_\_\_\_\_ **State** \_\_\_\_\_ **Exp** \_\_\_\_ / \_\_\_\_

**For TCCC Use**

**Date App Submitted** \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
**Date(s) of Event** \_\_\_\_\_  
**Time(s) of Event** \_\_\_\_\_  
**Insurance Carrier** \_\_\_\_\_  
**Rental Fee** \$ \_\_\_\_\_  
**Rental Deposit (Half of Fee)** \$ \_\_\_\_\_  
**Security Deposit (Half of Fee)** \$ \_\_\_\_\_

**Are You a Non-Profit Organization?** Yes No **If yes, Tax ID#** \_\_\_\_\_

**Date of Event** \_\_\_\_\_ **Times of Event** \_\_\_\_\_ (include setup and teardown)

**Event Type** \_\_\_\_\_

**Is this a fundraiser?** Yes No

**Is this a private or public event?** Private Public

**If public, will you be charging admission?** Yes No

**Indoor, Outdoor, or Both?** \_\_\_\_\_

**Number of attendees?** Adults \_\_\_\_\_ Children \_\_\_\_\_ Total \_\_\_\_\_

**Use of kitchen? (Cooking prohibited)** Yes No

**Alcoholic beverages?** Yes No

**Barbeques or outdoor cooking?** Yes No

**Amplified sound?** Yes No

**Amusement rides, inflatables, etc?** Yes No

**Assembly? (Tents, structures, large décor, etc.)** Yes No

**Use of TCCC electricity?** Yes No

**Generators?** Yes No

**TCCCs outdoor lighting?** Yes No

## For TCCC Use

**Start Time:** \_\_\_\_\_

**Opening:** \_\_\_\_\_

**End Time:** \_\_\_\_\_

**Closing:** \_\_\_\_\_

## Policies and Procedures

### SITE RESERVATION

Please check our website ([www.mytarzana.org](http://www.mytarzana.org)) for availability. A date cannot be reserved until the completed application is submitted, and all deposits are paid. We will, however, hold a date for three (3) business days (including Saturday) at your request.

The application must be submitted at least **two weeks (2)** in advance, but no more than six months prior to event date. The Event may be cancelled by TCCC without notice if fees and all required insurance information are not received by TCCC **two weeks (2)** prior to the event.

Please note that your application for site rental permit must include your **entire time of occupancy - including set up, removal of equipment, and cleanup, for which you must pay the established hourly base rate.**

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### EVENT RENTAL FEES

All events require a 50% deposit of rental fees on submission of the Application, and the balance of such fees shall be due and payable two (2) weeks before the event.

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

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### 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. In no event shall the deposit be less than 50% of the Event Fee. 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 in its original conditions, 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 the 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.

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### **CANCELLATION POLICY**

Cancellations for events by the Renter must be received **by written notice** to the following e-mail address, [info@mytarzana.org](mailto:info@mytarzana.org), or to the TCCC Address at 19130 Ventura Blvd., Tarzana, CA 91356.

If a cancellation of the event is made, a fee of \$100 shall be paid by the Renter. Additional fees will be charged according to the following schedule:

*Cancellations made 30 days or more prior to event date – no additional charge*

*Cancellations made 29 days to 8 days prior to event date – 50% of rental charge*

*Cancellations made 7 days or less prior to event date – 75% of rental charge*

Renter hereby authorizes TCCC to use any funds on deposit to pay such cancellation fees, including the security deposit provided.

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### **CAPACITY & HOURS**

Community Room: 25 persons seated, 50 mixed seated and standing (per Fire Dept regulation). The room is available seven days a week from 8:00 a.m. to 10:00 p.m. Please contact TCCC for rental details. Occupancy of TCCC's outside grounds shall not exceed 300 people without the written permission of TCCC.

No event, nor the set up for any event, may begin before 8:00 a.m. All events must end **no later than 10:00 p.m.**, and all clean up activities must be complete **no later than 11:00 p.m.** Any event which ends after the established time shall be **subject to a charge against the renter's security, including forfeiture of the same.**

*Please ask your guests to be considerate of our neighbors when departing the Center. When returning to your vehicle, please remember: NO LOITERING, LITTERING OR LOUD CONVERSATION. Our success at TCCC depends on the goodwill of the community.*

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### **MAINTENANCE & CLEANING**

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

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**PERMITS**

Your event may or may not require a permit from the City of Los Angeles, County of Los Angeles or state of California. It is your responsibility to obtain any required permits.

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**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 Renter's payment of the applicable fee. Renter is responsible for obtaining any required City, County, or State permits.

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**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.

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**SECURITY PERSONNEL**

For any event hosting 125 people or more, you may be required to provide one or more security guards. TCCC reserves the right to require an on-site manager for any event held on the premises.

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**INDEMNIFICATION**

Renter agrees to protect, defend, indemnify and hold harmless TCCC, its agents, officers, directors, employees, and contractors from and against any and all claims, actions, causes of action, liability, damages and expenses, 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 Renter, its contractor, licensees, agents, servants, or employees hereunder. Renter further agrees to protect, defend, indemnify and hold harmless TCCC and its agents, officers, directors, employees, and contractors from any and all Worker's Compensation suits claims, actions, causes of action, liability, damages and expenses arising from or connected with any services for or on behalf of Renter by any persons pursuant to this permit.

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**PERSONAL PROPERTY**

TCCC is not responsible for any damages to or loss of personal property belonging to the Renter, the Renter's guests, or vendors while on the premises.

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**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 Renter to verify the accuracy thereof.

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**WORKERS COMPENSATION**

Renter 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, and TCCC shall be named as an Additional Insured on that policy for the day of the Event.

**Initial** \_\_\_\_\_

**INSURANCE REQUIREMENT**

**General Liability Insurance is required, and Renter must have policy limits of no less than \$1,000,000.00 (one million).** You or your organization must be insured to cover this event, and you must provide an endorsement to your insurance policy naming the center as an additional insured under your policy, at least two (2) weeks before the event.

YOUR POLICY OF INSURANCE MUST PROVIDE COVERAGE OF AT LEAST \$1,000,000.00 PER OCCURENCE. **HOST LIQUOR LIABILITY INSURANCE COVERAGE** IS REQUIRED IF ALCOHOLIC BEVERAGES ARE SERVED.

NAME OF INSURER \_\_\_\_\_

POLICY # \_\_\_\_\_

**Initial** \_\_\_\_\_

### NOTICES & RULES

- All rentals shall include time for setup and clean up, for which the Renter shall pay the established base rate.
- No event, or the setup for any event, may begin before 8am.
- All events must end **no later than 10:00 p.m.**, with clean up completed **no later than 11:00 p.m.** Any event that ends after the established times set forth herein shall be **subject to a charge against Renter's security deposit, including forfeiture.**
- No office facilities are available for use by Renter.
- 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.
- 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.
- **The pond is filled with living fish. Please do not allow your children to throw anything in the pond.**
- All decorative material must be flameproof.
- User may have access to the kitchen and use of the microwave and refrigerator. Utensils, condiments, containers and food item must be provided by user, all of which are to be removed by the end of user's occupancy. No cooking is allowed. The kitchen **may** be used for warming of food only.
- Outdoor barbeques and smoldering items (charcoal, incense, etc.) are strictly prohibited except with written approval from an authorized TCCC representative.
- **No smoking, fireworks of any kind, live candles, or chewing gum are permitted on the premises.**
- No alcoholic beverages are allowed on the premises, EXCEPT with the written permission of TCCC, and only if the Renter obtains such use permit[s] as required by law, including any ABC permits, and including all necessary Host Liquor Liability insurance coverage.
- Any event of 125 attendees or more, or any event where alcoholic beverages are served, Renter shall provide no less than one (1) licensed security guard at the TCCCs discretion.
- Any event of 125 attendees or more shall make arrangements for one (1) or more portable toilets at TCCCs discretion.
- All amplified sound must comply with law enforcement requirements, and must cease no later

than 10:00 p.m. Furthermore, amplified sound is limited to no more than 100 decibels of one (1) foot from any speaker or sound generator, and no more than 70 decibels at a distance of ten (10) feet from any speaker or sound generator.

- Renter is required to ensure that all guests, participants and spectators at the event abide by the rules and regulations set forth in this agreement and all applicable local, state, and federal laws.
- Renter agrees to be present at the Center at all times during the event.
- *Please ask your guests to be considerate of our neighbors when departing the Center. When returning to your vehicle, please remember: NO LOITERING, LITTERING OR LOUD CONVERSATION. Our success at TCCC depends on the goodwill of the community. Good neighbors = good manners.*

**PLEASE NOTE THAT ALL EVENTS ARE SUBJECT TO TARZANA COMMUNITY AND CULTURAL CENTERS EVENT COMMITTEE APPROVAL.**

***Initial*** \_\_\_\_\_

### **AGREEMENT**

I, \_\_\_\_\_, certify that I have read and understand all of the terms and conditions set forth in this Application, and understand that the attachments hereto, as well as the Notices & Rules are an integral part of this Application for Site Rental Permit. I further acknowledge that I have received a completed copy of my application.

Print Name \_\_\_\_\_

Title (if signing on behalf of organization) \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

TCCC Representative \_\_\_\_\_

TCCC Representative Signature \_\_\_\_\_

Emergency Contact \_\_\_\_\_

Date \_\_\_\_\_

\* \* \*