



Site Rental Agreement

For TCCC Use	
Date App Submitted	____/____/____
Date(s) of Event	_____
Time(s) of Event	_____
Rental Fee	\$ _____
Rental Deposit (Half of Fee)	\$ _____
Security Deposit (Half of Fee)	\$ _____
Cleaning Fee	\$ _____

Contact Name _____

Bus./Org. Name _____

Street Address _____

City _____ State _____ Zip _____

Phone (Home) _____

Phone (Cell) _____

Email _____

DL# _____ State _____ Exp ____ / ____

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

Amplified sound? (cannot go over 92 dB) Yes No

Jumpers, inflatables, etc? Yes No

Assembly? (Tents, structures, large décor, etc.) 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) for availability. A date cannot be reserved until the completed application is submitted, and all deposits are paid. All rentals are subject to the approval of the TCCC Event Committee.

The application must be submitted at least **two weeks (2)** in advance. 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.**

Initial _____

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.

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 deposited upon receipt and will be refunded in full within fifteen (15) days after the actual event takes place, provided the following conditions are met: the premises are left undamaged; they are vacant by the time agreed upon; all music and amplified sound ceases by 10 pm; the sound levels do not exceed the 92 dB maximum at ANY time during the event; there is no outstanding balance due; and all other requirements have been met and rules followed as set forth 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.

Attention: Responsibility for Damage to Fragile Landscaping

As you may have noticed, we have recently re-landscaped the grounds of the Center. The process was extensive, and expensive, and it will take a significant amount of time for the new plantings to establish themselves. We need those using the facilities to be mindful of the plants, and their fragile state.

**You are responsibility for any damage to the landscaping,
and your security deposit will charged for any necessary repair.**

CLEANING FEE

ALL RENTERS MUST PAY A NON-REFUNDABLE CLEANING FEE. For events with up to 50 guests, the cleaning fee is \$150. For events with more than 50 guests, the cleaning fee is \$200.

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CANCELLATION POLICY

Cancellations for events by the Renter must be received **in writing** to the following e-mail address, info@mytarzana.org, or to the TCCC mailing address at 19130 Ventura Blvd., Tarzana, CA 91356.

- A) If a cancellation is made by the Renter within 31 days or more from the Event Date, the deposit shall be refunded in its entirety.
- B) If the cancellation is made within 30 days or less before the Event the Renter may request that the deposit be applied to a future available event booked within 12 months of the original date.
- C) Under no circumstances shall TCCC be required or obligated to refund the deposit.

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

Initial _____

CAPACITY & HOURS

Community Room: 25 persons seated, 40 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 200 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 completed **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.

Initial _____

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.

Initial _____

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.

Initial _____

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.

Initial _____

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.

Initial _____

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.

Initial _____

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.

Initial _____

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.

Initial _____

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 (including host liquor liability where applicable). 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.

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 Waterfall is covered with living plants. Please do not allow your children to climb on the waterfall.
- All decorative material must be flameproof.
- User may have access to the kitchen and use of the microwave, stove 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.
- 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 to be sold 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.
- 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.*

SOUND/MUSIC/NOISE LEVELS

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 92 decibels. There is a decibel meter located to the right of the stage which monitors the sound throughout your event. The number on the decibel meter *must* stay below 92. **If the number rises above 92Db you may forfeit your entire security deposit.** (Please note: We will monitor the decibel meter during your event through our security cameras.)

Initial: _____

CREEK AND SURROUNDINGS

You are responsible for making sure your guests do not throw anything in the creek beds or remove any of the rocks from the creek areas. Failure to comply with this will result in a charge from your security deposit.

Initial: _____

OUTDOOR COOKING

Any outdoor cooking (taco bar, etc.) MUST take place on the DG (decomposed granite). NO COOKING is allowed on the pavers or the grass. ALL food waste must be disposed of by the food vendor, NOT on our property.

Initial: _____

ELECTRICAL USAGE

The limit for each plug is 14 amps. If you have any questions about electrical usage, please ask us prior to your event.

Initial: _____

TRASH DISPOSAL

Please do not put any trash in our recycle bins except for CLEAN cardboard boxes and empty water bottles.

Initial: _____

PLEASE NOTE:

WI-FI: The Wi-Fi Network is Spectrum 2G or 5G (either one will work). The Password is **scoutcamera394**

OUTDOOR LIGHTS: The light switch to turn on the overhead bulb lights is located on a wall switch on the exterior door to the restroom, adjacent to the stage.

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 _____

* * *