FACILITY RENTAL AGREEMENT

Name of Renter______________________________________________ EBC Member: Yes  No

Address_____________________________________________________ City________________ St ______ Zip ______

Home #_________________________ Work #_________________________ Mobile #__________________________

E-mail Address _____________________________________________

Purpose for which facility will be used ____________________________

Date of Rental ______________ Start Time __________ End Time __________ Estimated Attendance ______

RENTAL FEES

_____ Full Package* (auditorium, kitchen, Room 2, patio): 0 to 3 hour minimum rental time is $250; $50 per hour for any additional time
* This includes both set-up and clean up time. Please note: The park has a 10:00 p.m. curfew, so all rental clients and their guests must be out of the building by 10:00 pm.

_____ Room 2 only: $50 per hour  _____ Patio only: $25 per hour  _____ Casey Room only: $25 per hour

Please indicate number needed:

_____ Round Tables  _____ 8 ft. Banquet Tables  _____ Card Tables  _____ Chairs  _____ Tablecloths ($5 each)  _____

EXTRAS (one-time fees)

Equipment requested:

_____ Projector ($25)  _____ Screen ($25)  _____ Piano ($100)

_____ Wi-Fi (nc)  _____ Podium (nc)  _____ Microphone ($25)  _____ Sound System ($30/hr)

By signing this agreement, I acknowledge that I have read and understand the terms and conditions attached to this form.

________________________________________  __________________
Signature of renter  Date

PAYMENT INFORMATION:

Total rental rate $_______________  Check Amount _________  Check No. ________  Date Received ______________

Required Security Deposit of $300  Check Amount _________  Check No. ________  Date Received ______________

(Deposit will be refunded within two weeks of rental date if the facility is left in the same condition as prior to rental event.)

Credit Card (Visa or Mastercard only): May be used for rental payment only; deposit must be made by personal check payable to EBC

Name as it appears on card _________________________________________  Exp. Date ______________

Card Number ___________________________  CVV # ______________

Return completed form with payment to: Ed Brown Center, 18402 W. Bernardo Drive, San Diego CA 92127

Phone: 858-487-9324  Fax: 858-487-9235  www.edbrowncenter.org  Revised 10/2017
1. Rental payment, security deposit and Certificate of Insurance, if applicable, are due at the time rental agreement is signed. **All rental payments must be made 10 days before event and are non-refundable.**

2. Renter is responsible for clean-up of rooms, locking up, and leaving the facility in the same manner in which it was found. Custodial services are available for a fee.

3. Rental includes set up and clean up time. **All events must end by 10:00 p.m.** per City of San Diego Park & Recreation Department Regulations.

4. Rental is limited to space indicated on signed and authorized Facility Rental Agreement.

5. Renter brings in own food and service items. Alcohol is allowed strictly within the guidelines of the City of San Diego’s Park regulations, which are available from the Park and Recreation website (http://www.sandiego.gov/park-and-recreation/pdf/parkuserulesandregs.pdf). A copy of the approved permit must be provided to the Ed Brown Center at least one week prior to the event.

6. **No smoking is allowed on Park premises, even outside of the building.**

7. **Rental signer must be present at the facility at all times.**

8. In case of fire or other emergency, call 911 immediately.

9. Renter agrees to pay for and assume all liability for any damage to the facility and to indemnify and hold the Center harmless from and against all claims for personal injury (including death) arising from or occurring as a result of the use of the facility.

10. All furniture, equipment and permanent fixtures within the building shall not be removed from the building.

11. Exit doors at rear of stage should remain closed at all times for security reasons.

12. Parking is on a first come, first served basis.

13. **Confetti, staples, nails, candles or open flames are not allowed in or around the facility.** Placing decorations on walls or doors may be permitted with prior authorization.