



RENTAL APPLICATION/AGREEMENT

City of Rosemead • Parks and Department
 8838 E. Valley Boulevard • Rosemead, CA 91770
 (626) 569-2160 • (626) 569-2303 - FAX • www.cityofrosemead.org

Name:		Organization:	
Address:		City:	Zip:
Telephone Number: Day:		Evening:	
Cell Number:		E-mail Address:	

TOBACCO PRODUCTS AND ALCOHOL ARE PROHIBITED IN/AROUND ALL CITY FACILITIES

Purpose of Event/Function: _____ Number Attending (max. 60): _____

Date of Event: _____ Day(s): _____

Hours* from: _____ to: _____

**Rental is for a six-hour block only (including set up and clean up). Hours must be between 10:00 a.m. and 8:00 p.m. Facility must be vacated by 8:00 p.m.*

Will the event be open to the public? Yes No	Will this be a fund-raising event? Yes No
If yes, how will the proceeds be used?	

Fees apply to general use of the Dinsmoor Heritage House Gardens. The City of Rosemead, other Government, and Rosemead-recognized Community Service/Non-Profit Organizations are granted priority use and may be exempt from fees.

Fees	Resident	Non-Resident	Total
Kitchenette	\$ 75	\$ 100	\$
Rental Fee (6 hours)	\$ 350	\$ 700	\$
Security Deposit	\$ 300	\$ 500	\$
Event Insurance	\$ 140	\$ 160	\$
Total Fees Due			\$

I, the undersigned, on behalf of the above organization, do hereby agree to indemnify and hold harmless the City of Rosemead, and its officers, agents, or employees from any liability, claim, or action for damages resulting from, or in any way arising out of, the use of the facility or equipment, and will agree to abide by and enforce the rules, regulations, and policies governing the facility as set forth by the City of Rosemead. I accept all responsibility for any damages to premises, furniture, equipment, or grounds resulting from use of the facility. I have read and agree to comply with the Facility Rules and Regulations and the Cancellation Policy.

Signature of Applicant: _____ **Date:** _____

OFFICE USE ONLY

<input type="checkbox"/> Approved	<input type="checkbox"/> Denied	Supervisor: _____	Director: _____	Date: _____
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Deposit submitted \$ _____ on date _____ Received by _____

Rental fees paid \$ _____ on date _____ Received by _____

If Security Guard required, copy of contract received on date _____

If Event Insurance required, copy of certificate received on date _____ in the amount of \$ _____

Deposit refund of \$ _____ approved on date _____ by _____

DINSMOOR HERITAGE HOUSE GARDENS **RULES AND REGULATIONS**

City of Rosemead facilities may be used for recreation, social, educational, or governmental functions only. The City reserves the right to cancel any reservation at a moments notice if the facility is needed by the City. However, reasonable effort will be made to relocate/reschedule the event. The City reserves the right of full access to all activities at any time during their occurrence to see that all rules, regulations, and City, State, and Federal Laws are not violated.

Facility use does not suggest City endorsement or sponsorship of any event. Applicant's publicity of event shall clearly and accurately identify the name of the sponsoring organization or individual. Under no circumstances shall Applicant sublease or allow any other organization or individual to use the facility for the period for which it is reserved.

Use of the Dinsmoor Heritage House Gardens is limited to grass and garden areas located at the rear of the house only (as identified on the attached map)!

If any provision of this agreement is held to be invalid or unenforceable, the remaining provisions shall remain in full force and effect.

APPLICATION PROCESS:

- Applicant must be at least 21 years of age.
- Proof of residency is required at time of application.
- A facility is not considered rented until (1) Applicant delivers to the City the Facility Rental Application and Agreement, rental fee, deposit, insurance fees or insurance certificate (see below), and any other items deemed necessary by the City of Rosemead; and (2) the City of Rosemead, in its sole discretion, approves such rental in writing.
- The approval process takes a maximum of fourteen (14) working days. **Do not** advertise your event or print invitations prior to receiving written approval for your event.
- Reservations will not be accepted more than one year or less than 21 days in advance of date requested. Maximum duration for facility use is six consecutive (6) months.
- Time requested must include decorating, all event activities, and clean-up.
- Security Deposit is due at the time of application. All fees must be paid 30 days prior to the event to avoid termination of application. Payments must be made by cash, check, money order, or cashier's check. Checks must be made payable to "City of Rosemead."
- For events involving the general public, the applicant is required to procure Special Event Liability Insurance. The applicant shall furnish, to the City, appropriate certificates of public liability and property damage insurance in the amount of \$1,000,000 naming the City as an "additional insured" under the policy. Such insurance shall be maintained and kept in full force during all such times that the applicant uses City of Rosemead facilities. All insurance certificates required above shall provide that such certificates shall not be cancelled or materially changed without at least thirty (30) days prior written notice to the City.

APPLICANT RESPONSIBILITIES:

- Applicant must be present during the entire event.
- All activities must cease and the facility completely vacated by 8:00 p.m. Amplified sound or music that can be heard by the general public must cease by 7:00 p.m., or 1 hour prior to the event ending.
- The group must appear within thirty minutes of time specified or permit will be cancelled and all fees forfeited.
- Applicant cannot exceed the number of attendees identified on the application.
- Activities for minors must be supervised by responsible adults on the ratio of at least one adult for every 20 minors. Applicant is responsible for the supervision of small children. They must remain within the “reserved” area of the facility.
- Applicant must secure services of at least 2 private security guards for supervision of teenage (ages 13-20) events.
- Applicant is responsible for facility clean-up. Facility must be left in a reasonably clean condition (as determined by City) to receive a full refund of their deposit.
- Applicant must conduct a walk-through of the facility with staff prior to and at the conclusion of the event to review the condition of the facility. The Facility Condition Report must be signed to receive a deposit refund.

DECORATIONS/SET-UP:

- Tape, staples, tacks and pins are prohibited on **all** surfaces including walls, glass, tables, windows, trees, flowers, shrubs, or plants of any kind. Only table decorations are permissible unless approved in writing by the City.
- The use of candles, open flame, or smoke or fog machines is strictly prohibited.
- City staff will set up tables and chairs in preparation of your use, please do not move them once in place.

PROHIBITED:

- No alcohol or other intoxicating beverages or illegal substances of any kind are permitted on City property. Violation will result in the immediate closure of the event and forfeiture of all fees.
- All City facilities are non-smoking. This includes any portion of the property.
- No profane language or disorderly or unseemly conduct is permitted in any City facility.
- No advertisements, circulations of petitions, solicitations, nor entry fees are permitted without written approval from the City.
- No storage of private property is permitted on City premises.
- City facilities cannot be used for commercial purposes without written approval by City.
- Bouncers and petting zoos are not permitted on City facilities.
- Gambling of any kind is not permitted at any City facility.
- City equipment shall not be removed from any City facility.
- No animals are permitted at the facility, with the exception of guide dogs.
- Applicant shall not admit a larger number of individuals than can lawfully, safely, and freely move about the facility.
- Only DJ and small bands are allowed to play in the facility with written approval from the City. On-site staff will determine appropriate volume levels during the event.

REFUND OF SECURITY DEPOSIT:

- Refund of security deposit will take approximately 4-6 weeks after the conclusion of your event, provided there are no problems.
- There will be a deduction from your security deposit for the following items: additional cleaning, repair or replacement, deviation from the rental agreement, extra staff time cost, or disturbances requiring law enforcement.
- If Applicant violates any part of this agreement or reports false information to the City of Rosemead, the City may refuse Applicant further use of the facility and Applicant shall forfeit a portion of or all of the rental fee and/or the deposit.

I, the undersigned applicant, have read, understood, and agree to abide by and enforce the rules, regulations, and policies governing this facility as set forth by the City of Rosemead. I understand that by signing this document, I accept all responsibility for any damages to premises, furniture, equipment or grounds resulting from use of the facility. I further agree that any violation of the Facility Rules and Regulations can result in immediate cancellation of the reservation and forfeiture of all fees and deposits.

Applicant's Signature

Date

DINSMOOR HERITAGE GOUSE GARDENS CANCELLATION POLICY

1. Reservations cancelled 1-14 days prior to event:

Security Deposit - No Refund

2. Reservations cancelled within 15-30* days of the event:

*Reservations made nine to twelve months in advance are subject to full deposit forfeiture for cancellations of 30 days or less.

Security Deposit - 50% Refund

3. Reservations cancelled within 31-45 days of event

Security Deposit - 75% Refund

I have read, understood, and agree to the terms of the cancellation policy as outlined above. Notwithstanding the above policy, if the applicant is not in compliance with the policies and regulations as stated in the Rules and Regulations, may cancel the reservation upon notice to the applicant. All room rental fees and security deposits will be deemed forfeited.

Applicant's Signature: _____ **Date:** _____

Staff's Signature: _____ **Date:** _____

**DINSMOOR HERITAGE HOUSE
FACILITY CLEAN-UP CHECKLIST**

Name of Applicant: _____

Date of Event: _____

Facility/Room Used: _____

Start Time: _____

End Time: _____

-----OFFICE USE ONLY-----

	ROOM/AREA	CONDITION/COMMENTS
	Tables and chairs wiped down	
	General area clean and free of debris	
	Trash bagged/removed	
	Decorations removed	
	Equipment removed	
	Restrooms clean and free of debris	
	All City equipment accounted for	
	Other (specify):	

Additional Comments: _____

Signature of Applicant: _____ Date: _____

Signature of Staff Member: _____ Date: _____

Recommendation for Refund: Yes No