



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 \$350**; \$75 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: \$75 per hour _____ Patio only: \$50 per hour _____ Casey Room only: \$35 per hour

Please indicate number needed:

_____ Round Tables _____ 8 ft. Banquet Tables _____ Card Tables _____ Chairs _____ Tablecloths (\$12 each) ecru
royal

EXTRAS (one-time fees)

Equipment requested: _____ Projector (\$25) _____ Screen (\$25) _____ Piano (\$200)
_____ 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 \$350 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



RENTAL TERMS AND CONDITIONS

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. **Rental signer must be present at the facility at all times.**
3. Rental includes set up and clean up time. **All events must end by 10:00 p.m.** per City of San Diego Parks & Recreation Department Regulations.
4. Renter is responsible for clean-up of rooms, locking up, and leaving the facility in the same manner in which it was found. Litter pick-up and disposal is the responsibility of the Renter. Trash must be bagged, sealed and placed in the outdoor wheeled trash receptacle. If trash does not fit in the receptacle, the Renter is responsible for removing the trash from park property. Custodial services are available for a fee.
5. Rental is limited to space indicated on signed (by renter) and approved (by EBC) Facility Rental Agreement.
6. Renter brings in their 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>). **Alcohol may not be served between the hours of 8:00 p.m. and 8:00 a.m.** Alcohol may be consumed only within the building and may not be sold on park premises without securing a one-day permit from the California Department of Alcohol & Beverage Control. A copy of any necessary permits must be provided to EBC at least one week prior to the event.
7. **No smoking is allowed on Park premises, neither inside nor outside of the facility.**
8. Electronic amplification for music and/or voice projection must comply with City noise regulations [SDMC §59.5.0501]. The required maximum allowance is 65 decibels at 50 feet between the hours of 7:00 a.m.-7:00 p.m. Events violating the maximum allowance may be turned down or shut off by SDPD or Park Staff.
9. Renter agrees to pay for and assume all liability for any damage to the facility and to indemnify and hold EBC 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, and may not be reserved solely for your event.
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; **all tape, pins, strings, etc. must be removed at end of event.**
14. **In case of fire or other emergency, call 911 immediately.**