



BAY AREA GIRLS CLUB FACILITY USE AGREEMENT

This is a contract agreement between Bay Area Girls Club and _____ (Lessee) for use of the Bay Area Girls Club (Center) at 260 Broadway, Richmond, CA 94804 for an event on (date) _____, during the hours of _____ (am/pm) to _____ (am/pm).

EVENT DETAILS

Private Event Public Event Event Name: _____
(Example: Birthday Party, Family Reunion, Business Mixer, etc.)

I will be renting: McCuiston Outdoor Community Space BAGC Inside-Main Room

Number of Attendees _____ Event will include: Booths Stage Inflatable Jumper
 Other _____ Electrical Needs Yes No

RENTAL FEE & DEPOSIT

Lessee shall pay a rental fee of \$100 per hour for the facility. Total rental sum of \$_____ (____ Hrs.)
Lessee shall pay a refundable Security Deposit of \$100 due and payable with submission of application.

PLEASE INITIAL:

_____ The center will be utilized solely for the purpose indicated by the Lessee in this agreement.

_____ The Host is over the age of 21 and will remain in attendance during the function for which the Center has been reserved. The host agrees to be responsible for the actions of all guests/attendees.

_____ Center use will begin no earlier than _____ am/pm and will end no later than _____ am/pm. The above time range includes set up and clean up time. Center will be locked within one (1) hour after the function.

_____ I agree to bear sole/full responsibility for (a) any personal injuries sustained by myself or my guests and shall hold the Bay Area Girls Club harmless from any claim(s) which arise out of this rental agreement; (b) any lost, damaged, or stolen personal articles and Bay Area Girls Club (c) all damages to the Center, adjacent area, and/or its contents and furnishings.

_____ I agree that (a) neither I, nor my guests, will utilize the Center for any purpose or activity which may be considered in violation of city, state, and/or federal laws/ordinances; (b) I am liable for the required legal permits and services for consumption of alcoholic beverages at the event, and acknowledge that BAGC staff, Board of Directors, and any/all BAGC representatives assume no liability for damages to property or bodily injury resulting from the consumption of alcohol on the premises. I agree to hold harmless the above-mentioned and indemnify them in the event of any loss occurring due to the use of alcoholic beverages in accordance with this rental agreement.

_____ Access to the McCuiston Outdoor Community Space area is permitted with the rental of the BAGC Inside Main Room. All rules and regulations, including clean-up, are applicable.

_____ Any costs incurred as a result of any damage to BAGC property (inside and/or outside) and surrounding areas, will be billed to Lessee.

_____ The Center will allow usage of the main room, kitchen, bathroom, McCuiston Outdoor Community Space, play structure and use of the gazebo seating area.

_____ Chairs and tables must be returned undamaged, and to the original location they were provided for event use. In addition, all lights, ceiling fans, air conditioning/heating etc. must be reset to normal settings.

_____ There are 25 red chairs and seven tables available for use.

_____ All children must be supervised when in attendance at both McCuiston Outdoor Community Space and the BAGC Inside Main Room.

_____ Street parking is available.

_____ The Center must be cleaned and restored to an orderly condition immediately after the event. Failure to do so will result in a cleaning fee.

I have read this agreement in its entirety and understand that a violation of any type will result in no future use of the facility and a possible fee for any damages accrued. **Contact Tiffany Harris at 510-730-9178 (cell) with questions.**

Lessee

Lessee Name (Please print)

Lessee Address (Please print)

Mobile Phone

Alternate Phone (Indicate Home or Work)

Lessee Signature

Date

BAGC Representative

BAGC Representative Name (Please print)

Event Date

Event Name

_____(Initial) _____(Initial)
Event Date Approval Event Time Approval

Bay Area Girls Club Representative Signature

Date

OFFICE USE ONLY

Security Deposit

Amount Received \$ _____ Date Received: _____ Check # _____ Credit Cash PayPal Cash App Venmo

Rental Fee

Amount Received \$ _____ Date Received: _____ Check # _____ Credit Cash PayPal Cash App Venmo

Security Deposit Refund

Returned to Lessee (Date) _____ Credited to Rental Fee Used for cleaning and/or damages