



## Rental Information and General Rules for Use

APPLICATION	AGREE: _____
<ul style="list-style-type: none"> <li>Application must be submitted at least seven (7) working days prior to date requested. Applications are accepted on a first come/first served basis. Foster City residents may book up to a year in advance with proof of residency. Non-residents may book up to ten (10) months in advance.</li> <li>Weekend rental (Friday evening – Sunday evening) of the Lagoon Room or Wind Room has a five hour minimum.</li> <li>Room set-up must be received ten (10) days prior to event. If no set-up is received, staff will do a standard set up.</li> <li>The City of Foster City reserves the right to reschedule, relocate, or deny a request previously approved in the event of an emergency, or if room is needed for City use or maintenance. The applicant will be given as much advance notice as possible if this is necessary.</li> <li>Applicant must be on site and available at all times during event.</li> <li>Completion of application <b>does not guarantee reservation</b>. Please allow 1 week for review/processing. Invitations should not be sent until permit and receipt are received.</li> </ul>	

FEES / SECURITY DEPOSIT	AGREE: _____
<ul style="list-style-type: none"> <li>All required fees and security deposit are due and payable with application. Applications submitted without payment will be rejected. Please see "Fees" sheet for detailed deposit, rental, insurance, and equipment fees.</li> <li><b>Lagoon Room, the Vibe, and Wind Room balance due payments are due in full 45 days prior to event date or event may be cancelled.</b></li> <li>Security deposit refund is contingent upon condition of the facility rented following your event. The Department reserves the right to refuse rental or use to applicants who have previously used the facility and left it in poor condition.</li> <li>Applicants assume full responsibility for their party and guests in case of damage, theft or disturbances during their event. Damage/theft will be deducted from the deposit. Applicant is responsible for any charges exceeding the deposit.</li> <li>Security deposit and/or any refunded fees will be mailed to the address listed on the application. <b>Please allow 6 weeks after the reservation date for return of security deposit.</b></li> </ul>	

HOURS	AGREE: _____
<ul style="list-style-type: none"> <li>Hours listed on application must include set-up and cleanup time. Facility use outside of permit hours is not allowed.</li> <li>The facility user will be billed for any unreserved time used. This fee will not be prorated for portions of an hour used.</li> </ul>	

CANCELLATION / PERMIT CHANGES	AGREE: _____
<ul style="list-style-type: none"> <li>Cancellations made thirty (30) days or more prior to the event date will receive full deposit minus \$50. Cancellations made less than thirty (30) days will result in loss of deposit.</li> <li>First permit change is free. Any additional changes will incur \$10 permit processing charge due at time of request.</li> <li>Only the applicant may make changes to reservation. Change requests must be submitted in writing. No changes will be accepted with less than seven (7) days notice.</li> </ul>	

PROHIBITED ITEMS	AGREE: _____
<ul style="list-style-type: none"> <li>The following are not allowed: Nails, tacks, pins, staples, scotch tape, or any other items that may damage walls/ceilings. Painter's tape may be used. Dry rice, birdseed, glitter, and confetti are prohibited both inside and outside our buildings. Any violations may result in forfeiture of the deposit.</li> <li>Smoke machines, fog machines, and strobe lights of any type are prohibited.</li> <li>Open flames are not permitted. Candles must be encased in a glass votive candleholder with the flame at least one inch below edge of glass.</li> <li>All decorations must be removed after event.</li> <li>Smoking is prohibited at all City buildings and public property.</li> <li>Cleaning products, wax or dance chalk is prohibited on wood floors.</li> </ul>	

ALCOHOL	AGREE: _____
<ul style="list-style-type: none"> <li>All caterers must have a valid business license.</li> <li>Mandatory insurance fee of \$170 will be applied if serving alcohol.</li> <li>Alcohol sales: In addition to the insurance fee, the facility user, at their expense, must obtain a permit from the Alcoholic Beverage Control Office. A copy of the permit must be received by the Facility Services Coordinator at least ten (10) days prior to the event. The original must be displayed during the event. Additional insurance fees are charged when alcohol is sold.</li> <li>Alcoholic beverages may not be sold to or served to persons under twenty-one (21) years of age.</li> </ul>	

RENTAL POLICIES	AGREE: _____
<ul style="list-style-type: none"> <li>Facility users may not charge a registration fee, admission fee, or entrance fee of any kind. No solicitations or sales presentations may be made on City property. Permission to hold a fundraiser is limited to non-profit organizations at the discretion of the Director of Parks and Recreation.</li> <li>Applicant is responsible for checking in with facility staff within the first thirty (30) minutes of permit start time to complete a pre-event walk through. Applicant must also check out with facility staff fifteen (15) minutes prior to end of reserved time to conduct post-event walk through.</li> <li>No storage is permitted either before or after event.</li> <li>Staff is not able to sign for deliveries.</li> <li>Casino-type events are prohibited.</li> <li>Children must be supervised at all times.</li> <li>Facility must be restored to pre-event condition. Trash must be placed in trash receptacles. Rental areas should be left clean.</li> <li>The City is not responsible for lost, forgotten, or stolen items.</li> </ul>	

I understand and agree to all of the rules as stated above.

Applicant Signature \_\_\_\_\_ Date \_\_\_\_\_

Staff Signature \_\_\_\_\_ Date \_\_\_\_\_