

# City of Petaluma

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## Council Chambers Rental

City Hall  
11 English Street  
Petaluma, CA 94952  
707-778-4345 • fax 707-778-4419  
[www.cityofpetaluma.net](http://www.cityofpetaluma.net)



# Facility Use Application

Updated: July 1, 2017

This reservation / contract is issued in accordance with the policies established by the Petaluma City Council. Failure to comply by any group or individual may cause reason to revoke this agreement. Reservations are on a first-come, first-served basis. Your reservation date is not confirmed until approved by the City Manager's Office.

## CUSTOMER INFORMATION

Contact Person \_\_\_\_\_  
Street Address \_\_\_\_\_  
City, State, Zip \_\_\_\_\_  
Email \_\_\_\_\_  
Home Phone \_\_\_\_\_  
Lobby \_\_\_\_\_  
Cell Phone \_\_\_\_\_  
Work Phone \_\_\_\_\_

## COMPANY INFORMATION

Company Name \_\_\_\_\_  
Street Address \_\_\_\_\_  
City, State, Zip \_\_\_\_\_  
Email \_\_\_\_\_  
Work Phone \_\_\_\_\_  
Website \_\_\_\_\_

## TYPE OF RENTAL

Commercial       Government/School  
 Private/resident       Private/nonresident  
 Nonprofit, with fees # \_\_\_\_\_  
 Nonprofit without fees # \_\_\_\_\_

## EVENT INFORMATION

Name of Event \_\_\_\_\_  
Date of Event \_\_\_\_\_  
Purpose of Facility Use \_\_\_\_\_  
Attendance: Total # of Guests \_\_\_\_\_  
Room(s) Needed:     Council Chambers   

## SPECIAL EQUIPMENT

\_\_\_\_\_ Additional Chairs for Lobby area only  
There is no AV equipment available.

## RESERVATION DATE

Arrival time to set up      \_\_\_\_\_ am/pm  
Departure time      \_\_\_\_\_ am/pm  
Arrival time for guests      \_\_\_\_\_ am/pm  
Departure time for guests      \_\_\_\_\_ am/pm  
Total Hours      \_\_\_\_\_

## PLEASE ANSWER THE FOLLOWING QUESTIONS:

	Yes	No
Is this open to the public?	<input type="checkbox"/>	<input type="checkbox"/>
Is this a fundraiser?	<input type="checkbox"/>	<input type="checkbox"/>

**Please include a brief description of your event. If your event is a fundraiser or community event, please include a complete agenda of the planned activities. (attach to back if necessary)**

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## Facility Use Policies

### A. FACILITY USE MINIMUMS

1. **There is a 2 hour minimum charge.** If the event goes beyond the scheduled hours, the permittee will be charged the prevailing room rate in 15 minute increments.
2. NO EVENTS CAN EXTEND BEYOND 11 PM.
3. Reservation is contingent upon availability of building attendants for after-hour use.
4. All individuals associated with your event will not be allowed to enter or remain in the facility before or after times reserved.
5. All permittees must accept the facilities and areas in the condition found. The City makes no warranty as to safety and usability of any facility beyond that afforded to the general public.

### B. RENTAL FEES

1. All fees are due and payable 30 days prior to scheduled use. Failure to meet this deadline may result in cancellation of the permit.
2. A \$107 clean up/ damage deposit is required.

### C. LIABILITY / INSURANCE COVERAGE

1. Each permittee shall take out, at their expense, and keep in force during the period covered by the agreement, broad form comprehensive general liability insurance, naming the City of Petaluma, its officials, officers, employees, agents and volunteers as additional insureds, at least 30 days prior to the event. Amounts of required insurance will be based on the type and size of the event with limits of coverage between \$300,000 and \$500,000.
2. The certificate holder should be the City of Petaluma, Office of the City Manager, 11 English Street, Petaluma, CA 94952, and permittee agrees to hold harmless from any liability of damages and claim for damages for personal injury including death as well as for claims of property damage which might arise from the use of the rental facilities or furnishings.

### D. CANCELLATIONS / RESCHEDULING

1. A \$29 fee will be charged for any cancellation, refund, and/or rescheduling of an event if changes are made less than two weeks prior to the scheduled event.
2. The City Manager's Office must be notified at least 10 days in advance. The City reserves the right to disapprove of any such changes.

### E. CANCELLATION BY CITY

1. In addition to the right to terminate this rental agreement upon permittee's default, the City shall have the right to terminate part or all of this agreement at any time for the following circumstances:
  - a. Upon 30 days written notice.
  - b. Immediately without notice if the City Council, City Manager, the County Emergency Services Director, supervisor, or local, state or federal official determines that the facility is required for public necessity or emergency use.
  - c. Immediately without notice if the facility is destroyed or damaged.
  - d. Neither the City nor any of its officers, agents or employees shall be liable to permittee for any damages that may be sustained by permittee through exercise by the City of any of its rights to cancellation pursuant to this section. Upon such cancellation, any deposit and fees paid by permittee shall be refunded.

**F. ALCOHOL / SMOKING / FOOD**

1. Alcohol is not allowed inside the facility.
2. Per City Ordinance, smoking is not permitted inside any public facility or within 20 feet of outside doors and windows. A \$100 fine will be assessed for each infringement.
3. No food or beverage is permitted in the Council Chambers.

**G. STAFF / SECURITY / CHAPERONES**

1. Reservation is contingent upon availability of building attendants for after-hour use.
2. Based on the size and type of the event, additional staff or private security may be required. Arrangements and costs are the responsibility of permittee. Private security may be obtained from any security agency licensed and bonded by the State of California. A copy of the security contract must be provided at least 30 days prior to the event.
3. When applicable, the City Manager's office may require adult chaperones for youth activities. A list of chaperones must be submitted to the City Manager's office at least 30 days prior to the event, including addresses and phone numbers.
4. The City of Petaluma shall have the absolute right to enter premises herein specified, or any portion thereof, at all times.

**H. CLEAN-UP / DECORATING RESPONSIBILITIES / BASIC CUSTODIAL**

1. Permittee is responsible for leaving the facility in a clean condition. If extra cleaning is necessary, the fee will be taken out of the deposit and/or will be charged a commercial hourly rate.
2. All items brought into the building by permittee must be removed upon departure.
3. Use of confetti, rice, glitter, candles and fog machines are prohibited.
4. Dispose of all loose trash (cans, glasses, paper products, etc.).
5. All cardboard boxes are to be broken down and placed in the cardboard recycling container outside.
6. Wipe off all table surfaces (if applicable).
7. Remove all decorations, tape, and equipment belonging to your group.
8. Return all property belonging to the City of Petaluma.
9. Report all damages or injuries to the building attendant.
10. Advise building attendant of final departure time. It is your responsibility to leave promptly at the time indicated on your permit. If you do not leave on time, you will be charged overtime at 1-1/2 times the rental rate.

**I. DAMAGE OR LOSS**

1. Any damage or loss to facility or equipment is the responsibility of the permittee. The permittee shall be liable for costs associated with callouts of public safety officials and restoring and/or replacing any damages or losses.
2. If the permittee refuses to pay damages, legal action may be taken. In any case, the permittee will not be allowed to use any City facilities until full payment has been made.

**J. PERMIT REVOCATION**

1. A permit may be revoked for failure to observe any rules, regulations, and ordinances of the City of Petaluma for improper conduct or cancellation.
2. If incomplete or incorrect information regarding the nature of the event or expected attendance on the application is given to department staff, immediate cancellation of permit may result with no refund of fees and/or deposit.
3. Any publication of the proposed activity that occurs prior to the permit being approved shall cause the permit to be denied.
4. Events that exceed expected attendance capacity may be immediately cancelled with no refund of fees.
5. Fights, vandalism or unacceptable behavior occurring during an event shall cause immediate cancellation of the permit and no refund of fees.

**K. OTHER**

1. In compliance with the Americans with Disabilities Act of 1990, renters are prohibited from discriminating against individuals with disabilities in any events, programs or activities.
2. No animals, except seeing-eye dogs, canine companions, and certified service dogs are permitted in the building.

**L. ROOM SETUP**

1. Doorways may not be blocked.
2. Aisles must be 4-6 feet wide.
3. Exit pathways must be the same width as the doors.

**HOLD HARMLESS AND RELEASE AGREEMENT**

In consideration of participation in this rental, the Permittee agrees to indemnify and hold harmless, and to release, waive, and discharge, the City of Petaluma, and its agents, officers and employees, and any community organization co-sponsoring the program, from any and all liability to any person or entity for any injury, including death, or property damage, arising out of or in any way connected with participation by the undersigned and/or other persons pursuant to this permit, including injuries or property damage, except those arising from the established active sole negligence or sole willful misconduct of the City or the City's officials or employees.

I have read the above Hold Harmless and Release Agreement, and fully understand that I assume all risks for any injuries and property damage suffered.

My signature below also signifies that:

- I am 21 years old or older;
- I agree to abide by all the conditions of this Facility Use Policy;
- I also agree to pay to the City of Petaluma all costs the City may incur as a result of any failure to fully comply with all of these conditions.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name

# Facility Users & Private Security Responsibilities & Policies

PRIVATE SECURITY MAY BE REQUIRED DEPENDING ON THE NATURE OF THE EVENT

1. Private security companies are not permitted to carry guns on the premises of Petaluma City Hall, 11 English Street, Petaluma, CA while hired to provide security services for private or public events.
2. All security guards are to possess a guard card and be bonded by the State of California. Security guards are required to complete the facility Security Event Report upon arrival and when leaving the premises.
3. The number of security required for an event is determined by the size and type of event.
4. We ask that security monitor the number of people in a room and not exceed room capacity by limiting and controlling the number of people entering an event.
5. Standing on tables or chairs is prohibited.
6. Modification of electrical systems or hook up is prohibited.
7. The following is strictly prohibited:
  - Food and beverages (except in lobby area)
  - Smoking inside the building or within 20 feet of the facility
  - Use of alcohol
  - Open flame candles
  - Pyrotechnics or fireworks
  - Blocking of exits or exit lights with curtain or booths, tables, chairs, or other objects
  - Propane or flammable gas cylinders of any type
8. Additional fees will be charged for any time necessary for cleanup and permittee to depart facility. The hourly rate for any occupancy of the building past the contracted ending time will be charged to the permittee.
9. City shall have the absolute right to enter premises herein specified or any portion thereof at all times.
10. Fights, vandalism or unacceptable behavior during an event shall cause immediate cancellation of the permit with no refund of fees and/or deposit.

Concern for the safety of those at an event, participants, public drunkenness, and minors being served alcohol or damage to City Hall, equipment and grounds may result in canceling and closing the event by the City of Petaluma Police Department and/or private security company.

## Description of Fees

The Petaluma City Council Chambers and lobby area provide an ideal location for meetings, debates, workshops, training sessions, etc.

The Council Chambers is equipped with a sound system and the ability for public access television to film events (arrangements and costs for filming borne by permittee).

### RENTAL CATEGORIES

Government – any public entity (government, school, public agency)

Commercial: any business that does not qualify as a nonprofit.

Nonprofit: any event, program or activity being held by an individual(s) with no charge to the public, or donations and/or contributions made by those attending.

Private: Any event, program, or activity being held by an individual(s) who does not fit within the above categories, with no charge to the public or donations and/or contributions made by those attending.

### RENTAL RATES **EFF. 7/1/17** (SUBJECT TO CHANGE):

		<u>with resident discount (5%)</u>
Government	\$27.00 per hour	no additional discount
Commercial	\$53.00 per hour	\$50.35
Nonprofit	\$37.00 per hour	\$35.15
Private	\$37.00 per hour	\$35.15
Building Attendant	Minimum one attendant per event Two hour minimum \$25.00 per hour per attendant	
<u>Deposit</u>	\$107	

Deposit is required and is due at time of reservation. Deposit does not apply towards room reservation, and will be refunded in its entirety within 3-4 weeks after the event if there is no property damage and/or additional cleaning required.

### SEATING CAPACITY

<u>Council Chambers</u>		<u>Lobby</u>	
Fixed Seating	92	Folding Chairs	70
Standing	<u>21</u>	Standing Only	158
TOTAL	113	Combination:	40 chairs, 60 standing

## Certificate of Insurance

Please provide this page to your insurance agent. Additional requirements may be requested.

Class I and II: Certificate of Insurance

Description Block	Name and Event Date
Certificate Holder	City of Petaluma Office of the City Clerk c/o City Manager's Office 11 English Street Petaluma, CA 94952
Cancellation	Should any of the above described policies be cancelled before the expiration date thereof, the issuing company will mail 30 days written notice to the certificate holder named above.
Liability Amounts	\$300,000 - \$500,000 based on the type and size of the event  <i>07-04 insurance not accepted</i>





CITY OF PETALUMA, CALIFORNIA

RECEIPT FOR ROOM RENTAL

Amount \$ \_\_\_\_\_

Received From \_\_\_\_\_

Address \_\_\_\_\_

For \_\_\_\_\_ Event Date \_\_\_\_\_

HOW PAID	
Cash	\$ _____
Check	\$ _____
	Check # _____
Money Order	\$ _____
Credit Card	\$ _____
Circle One:    Visa    M/C	

Received By \_\_\_\_\_

Date: \_\_\_\_\_

Federal Tax ID# 94-6000392

FOR CITY USE ONLY

APPROVALS

Application Approved                      Yes  No                       Reason Denied \_\_\_\_\_

Insurance Certificate Approved            Yes  No  N/A

FEES

Rental Fee\*                                      Yes  No                       \$ \_\_\_\_\_ paid on \_\_\_\_\_

- \_\_\_ Government - \$27/hour
- \_\_\_ Commercial - \$53/hour
- \_\_\_ Nonprofit - \$37/hour
- \_\_\_ Private - \$37/hour

\* for residents, add 5% discount

- \_\_\_ Commercial - \$50.35/hour
- \_\_\_ Nonprofit - \$35.15/hour
- \_\_\_ Private - \$35.15/hour

Building Attendant                              Yes  No   
\_\_\_ staff x \_\_\_ hours x \$25/hour = \$ \_\_\_\_\_                      \$ \_\_\_\_\_ paid on \_\_\_\_\_

Minimum one attendant per event/Two hour minimum - \$25/hour

Deposit - \$107                                      Yes  No                       \$ \_\_\_\_\_ paid on \_\_\_\_\_

Additional Fees \_\_\_\_\_                      Yes  No                       \$ \_\_\_\_\_ paid on \_\_\_\_\_

TOTAL FEES PAID

\$ \_\_\_\_\_ Account #1100-11100-42610                      City permit for room rental  
\$ \_\_\_\_\_ Account # 1000-21214                              Deposit/Refund  
\$ \_\_\_\_\_ Account #1100-21210-PR1401002-777011-777011-45510 (GL acct mask 1100-14210-45510)  
Fees to reimburse Recreation for Building Attendant costs



# CITY OF PETALUMA, CALIFORNIA

## PERMIT

City Council Chambers Room Rental  
11 English Street, Petaluma, CA 94952

Permit Issued To: \_\_\_\_\_

Address: \_\_\_\_\_

Event: \_\_\_\_\_

Event Date and Time: \_\_\_\_\_

**PERMIT ISSUED BY:**

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Name	Title	Date
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Petaluma City Manager's Office  
11 English Street  
Petaluma, CA 94952  
Telephone: 707-778-4345  
Fax: 707-778-4419  
Email: [citymgr@ci.petaluma.ca.us](mailto:citymgr@ci.petaluma.ca.us)

Permit to be kept on-site during event.