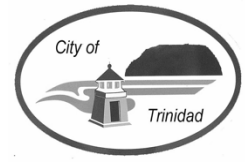


TRINIDAD TOWN HALL

409 Trinity Street, Trinidad, CA 95570 - Mailing Address: P.O. Box 390, Trinidad, CA 95570

Website: www.trinidad.ca.gov Email: cityclerk@trinidad.ca.gov

Phone: 707-677-0223 / Fax 707-677-3759



CITY OF TRINIDAD FACILITIES RENTAL APPLICATION

Instructions: A completed rental agreement and security/clean-up/damage deposit received by the Trinidad City Clerk will confirm your reservation. If the Clerk has not received your rental agreement and security/clean-up/damage deposit by 30 days prior to your event, you may lose your reserved date and fees paid. **Proof of purchase of liability insurance is required prior to your event.**

TODAY'S DATE: _____ **DATE OF EVENT:** _____

TYPE OF EVENT: _____

ESTIMATED TOTAL ATTENDANCE: _____ **EVENT TIME (start/end):** _____

HOURS REQUESTED (including set-up time): _____

AGE RANGE OF THOSE ATTENDING: _____

CONTACT PERSON: _____ **PHONE:** _____

ADDRESS: _____

EMAIL: _____

ALTERNATE CONTACT PERSON: _____ **PHONE:** _____

FOOD SERVED: yes / no **ALCOHOL SERVED:** yes / no **ADMISSION CHARGED:** yes / no

FOOD SOLD: yes / no **ALCOHOL BY DONATION:** yes / no **ADMISSION CHARGE:** _____

Non-Profit ID. #: _____ **Proceeds will be used for:** _____

I acknowledge that, acting as the Renter or Agent of the Renter, I have read, understand and agree to adhere to the terms of this Rental Application.

Signature: _____ **Date:** _____

Office Use Only

Rental Fee Paid: _____ **Date:** _____

Insurance Paid: _____ **Date:** _____

General Liability \$85.00, Alcohol Liability \$65.00 – prices subject to change

ABC Permit Submitted (if applicable): _____ **Date:** _____

Deposit Paid: _____ **Date:** _____

Total Rental Fees Owed: _____

City Official: _____ **Date:** _____

TOWN HALL FACILITIES & SAUNDERS PARK RENTAL RATE WORKSHEET

Special Event: All Day, High Risk, High Impact Uses such as:
Weddings & receptions, birthday parties, exhibits, amplified concerts, parties, fundraisers, crab feeds, memorials etc. with more than 50 people attending.
WITH OR WITHOUT ALCOHOL
\$25/hour or **\$200.00/day** (8 hours or more)

Total Hours: _____ **Total Fee:** _____

Local Event: Small, Low Impact, Minimal Set-up Events such as:
Kids' birthday parties, mellow acoustic concerts, brief gatherings, choirs, rehearsals, recitals, theater performances, tea parties, etc. with less than 50 people attending.
NO ALCOHOL
\$25/hr (less than 4 hours)

Total Hours: _____ **Total Fee:** _____

Kitchen: Use of the Trinidad Civic Club kitchen is available for an additional fee payable to TCC.
\$25/hour or **\$200/day** (8 hours or more)

Total Hours: _____ **TCC Total Fee:** _____

Clubroom: Use of the Trinidad Civic Clubroom is available for an additional fee payable to TCC.
\$25/hour or **\$100/day** (4 hours or more)

Total Hours: _____ **TCC Total Fee:** _____

Community Groups & Governments: Depending on the type of event proposed and subsequent risks or impacts associated with events, community groups and/or Federal, State, Local Governments may be entitled to the use of the Town Hall free-of-charge at the discretion of the City Clerk. Such community groups include, but are not limited to: Trinidad Chamber of Commerce, Trinidad Civic Club, Trinidad Coastal Land Trust, Lions Club, Garden Club, Museum Society, Friends of the Library, etc.
Free

A one-time fee waiver, per calendar year, for use of the Trinidad Civic Club Kitchen and/or Clubroom is available to non-profits and Civic Club Members via the website *Facilities* tab:
www.trinidadcivicclub.org.
Apply to the Club: tcc@trinidadcivicclub.org.

Total Hours: _____

Saunders Park Available to reserve for weddings, ceremonies, parties, etc.
Community Groups & Government: Free
Local Event: \$250/day

Total Fee: _____

Insurance Surcharge:

General Liability \$85

Alcohol Liability \$65

Total Fee: _____

Security/Clean-Up/
Damage Deposit:

Deposit refundable upon completion of checklist by-City staff and the facility is left in the same condition it was rented. If damages exceed deposit, renter will be charged for remaining amount. **Deposit will not be returned if rental is cancelled within one week of reservation.**

City of Trinidad \$300/event

Total Deposit: _____

Trinidad Civic Club \$200/event payable to TCC

TCC Total Deposit: _____

TOTAL FEES + DEPOSIT: _____

Tenant should recognize and understand that rental of this facility may create a possessory interest subject to property taxation and that the renter may be subject to the payment of property taxes levied on such interest. This tax is administered by the Humboldt County Assessor's office. All questions regarding this process should be directed to the Assessor's office at 707-445-7410.

CITY OF TRINIDAD FACILITIES RENTAL AGREEMENT

Welcome to Trinidad Town Hall centrally located in our small town of Trinidad, CA. We recognize that as an active community center located across the street from Trinidad Elementary School and in the middle of a residential neighborhood. Events may have certain associated impacts, not the least of which could include additional traffic, litter, noise and parking. Due to this, please be cognizant of the impact your event may have on the surrounding community and environment. Your cooperation is required to continue to maintain a good relationship with neighbors, and to insure you have a successful event.

RENTAL TERMS:

1. Renter and/or Contracting Individual, whose signature below verifies receipt, understands and agrees to comply with all terms and conditions of the rental package, consisting of all rental agreement terms and the rules and regulations governing the use of the facility, including the decorating and cleaning of Town Hall.
2. **Fees:** See Fee Schedule.
3. **Canceling an event: Notify the City Clerk immediately at 707-677-0223, and email cityclerk@trinidad.ca.gov, if your event is canceled. **If your event is canceled within one week of the scheduled date, the security/clean-up/damage deposit will be forfeited or returned at the discretion of the City.***
4. **General Use Policies:**
 - a. **Town Hall/Stage Floors:** To avoid damage to floor and furniture, do not drop, force, roll or drag furniture across stage or floor area.
 - b. **Decorations and Clean-up:** Follow the *Facilities Cleanup Checklist* below.
 - c. **Animals:** No animals are allowed in the building. *Service animals are exempt.*
 - d. **Litter:** The Renter will insure that ALL litter generated by the event (paper, glass, cigarette butts, etc.) is removed, including outside the Town Hall, the adjacent driveway and parking areas, as well as the Trinidad School parking lot.
 - e. **Parking:** Park along Main and Trinity Streets and/or in the Trinidad School parking lot (across from Town Hall) when school is not in session.
 - f. **Handicapped Parking:** No parking is allowed in designated handicapped parking spaces unless the required placard is properly displayed.
 - g. **Trinidad School Parking:** Parking is allowed in the school parking lot when school is **NOT** in session. Trinidad School Hours are Monday through Friday from 9:00 A.M. – 5:00 P.M.
 - h. **Fire Department Parking: No Parking is allowed in fire lanes or designated Fire Department spaces.**
 - i. **Curfew:** All events, with the exception of a New Year's Eve celebration, must end at 11:30 pm.
 - j. **Amplified Music:** Music must end by 11:00 pm. If the volume of your event is such that it impacts neighbors, local law enforcement may be called.
 - k. **Litter and Damages Impacting Neighboring Properties:** The Renter is responsible for all impacts to the neighbors and their property resulting from the misconduct of any person or persons attending the event. Any additional costs for litter cleanup or damage to neighboring property will be taken out of the Renter's security deposit and may be used to compensate impacted neighbors. A claim may be filed with the Renter's

insurance carrier to cover their loss. Substantial property damage to private property, as a result of this event, will be brought to the attention of the Renter first for compensation, and a claim will be filed with the insurance company, if appropriate.

5. Emergencies: Call 911.

6. Smoking & Drugs: Trinidad Town Hall is a Tobacco-Free and Smoke-Free environment.

- a. NO SMOKING or burning of any substances (smudging, herbs, etc.) is allowed anywhere inside the Town Hall, or within 10 feet of any of the entrance doors.
- b. The use of any prohibited substance on City of Trinidad property will forfeit the security deposit and also void the Renter's insurance policy.

7. Alcoholic Beverages:

- a. YOU ARE RESPONSIBLE FOR ANY ALCOHOL SERVED OR CONSUMED AND TO OVERSEE THAT ATTENDEES ACT RESPONSIBLY.
- b. Insurance coverage for the consumption of alcoholic beverages for public events must be listed on the Certificate of Insurance.
- c. Alcoholic Beverage Control (ABC): A permit is required when alcoholic beverages are sold (or a donation of money exchanged for alcohol or admission to the event). It is issued by the state office and a confirmation letter from Trinidad to ABC will be issued.
- d. A copy of the ABC license must be submitted to the City PRIOR to the event.

8. Other Prohibited Activities include:

- a. Illegal activities as defined by City or County ordinance(s) and State or Federal law(s).
- b. There is to be no alteration of furniture, wall décor or landscaping without the express written permission of the City Clerk.
- c. No outdoor signage is allowed without prior arrangement with the City Clerk.

9. Fire and Safety:

- a. No barbeques, candles, propane lamps or fires **of any kind** are allowed without the express written permission of the City Clerk.
- b. All hot charcoals must be thoroughly doused with water before disposal.
- c. **Fire emergency exits must remain unblocked at all times.**
- d. The fire lane may be briefly used for loading and unloading, but must remain unblocked during the event.

10. Insurance:

- a. User will procure and maintain in force a policy of comprehensive public liability insurance, including other property damage and personal injury, with a combined single limit of no less than \$1,000,000. The City of Trinidad and the Trinidad Civic Club (if applicable) will be named as additionally insured with respect to such coverage, and shall be provided with a Certificate of Insurance. **A Certificate of Insurance must be received by the City of Trinidad PRIOR to receiving the keys** to the facility if insurance is not purchased through the City Clerk's office.
- b. Each of the provisions and terms of this agreement shall bind and insure to the benefit of the heirs, successors, representatives and assigns of each of the parties. If legal action be brought to enforce any term of this agreement, or because of any breach of any term of this agreement by any party hereto, the party that prevails in such action or litigation shall be entitled to recover a reasonable attorney's fee in addition to all other damages and costs.
- c. **If alcohol is to be served at a public event, it must be specifically covered on the Certificate of Insurance.**
- d. For an additional fee, the Clerk's office can provide a Certificate of Insurance to the renter through a contract with Alliant Insurance. Special Events Insurance Coverage calculated based on event and attendance. Please contact the City Clerk at 707-677-0223 for more information.
- e. Organizations with insurance must provide a valid certificate.

11. The City of Trinidad reserves the right to refuse the rental of its facility to anyone. The City further reserves the right to close down or cancel any event with just cause that it deems to be contrary to the general interests of the community or the City of Trinidad.

12. Responsibilities:

- a. **Hold Harmless Agreement:** The undersigned contracting individual and or organization agrees to hold the City of Trinidad, its agents, servants, employees and members, free and harmless from any and all claims, demands, damages, costs, expenses, loss of services, action and causes of action and or liabilities for damages to property, or for injuries to any person in any way arising out of, related to, or connected with the users rental of the equipment and or premises.
- b. The Renter is held responsible for the negative impacts or illegal activities during the use of the Town Hall upon the neighborhood. If the Renter fails to comply with the terms of this policy, law enforcement authorities may be called to respond to safety, drug and alcohol, traffic and parking concerns, etc. Contact the City Clerk.

- c. Violation of any of the Town Hall policies may be cause for forfeiture of all or part of the security deposit. The City Clerk will deduct from the security deposit such amount as is deemed reasonably necessary a) to clean and return the premises to a neat, clean and orderly condition, and b) repair or replace property that is broken, defaced or stolen.
- d. The undersigned, acting as representative of the organization or individual entering into this agreement; certifies that the above information is correct, agrees to pay the required fees in full prior to the event, and assumes full personal and financial responsibility for any damages sustained to the building, grounds, furniture or equipment not covered by the Security Deposit due to misuse, vandalism or misconduct of any person or persons on the premises at the time of the event.

ACTING AS REPRESENTATIVE, I HAVE READ THIS AGREEMENT (and other components of complete rental package), UNDERSTAND AND AGREE TO THE USE POLICIES AND AM RESPONSIBLE FOR THE RENTAL OF TRINIDAD TOWN HALL.

Renter: _____
Contracting Individual/Organization Representative

Date: _____

ACCEPTED AND RECEIVED BY:

City of Trinidad: _____
City Official

Date: _____

TRINIDAD FACILITIES CLEAN-UP CHECKLIST

- Sweep floors in all rooms used.
- Mop up food or drink spills.
- Return chairs and tables to original location.
- Return remaining furniture to original location.
- Empty and dispose of all trash.
- Empty and dispose of all recyclables.
- Pick up any litter generated by the event.
- Remove all decorations, banners, posters, crepe paper, etc.
- Flush toilets and empty trash in restrooms.
- Turn off lights.
- Turn off heat.
- Close all windows.
- Lock all doors.
- Lock trash dumpster when finished.
- Sanitize kitchen counters if used.

TRINIDAD TOWN HALL FACILITY RENTAL & USAGE RULES

1. DO treat Town Hall with respect.
2. DO use hooks provided at corners of windows and doors to hang decorations.
3. DO use recycling bins for aluminum cans, glass bottles & plastic bottles.
4. DO use outside receptacles for cigarettes/butts.
5. DO treat all provided furniture, belongings and equipment with respect.
6. DO clean up Town Hall at the end of your event.
7. DO NOT use tape, nails, or staples on stage, doors, walls, windows or ceiling to hang decorations (USE hooks provided at top corners of windows and doors).
8. DO NOT hang decorations or other items from glass light fixtures.
9. DO NOT throw recyclables into trash bins. Use recycling bins provided.
10. DO NOT throw hot barbeque charcoals into dumpster.
11. DO NOT play, move or unplug Steinway piano without prior permission from the Civic Club.
12. DO NOT use Redwood serving bars outdoors. They are for indoor use only.
13. DO NOT throw cigarettes/butts on the ground. Use outside receptacles.

Note: *Because Trinidad Public Works employees regularly clean Town Hall, they are familiar with the condition of the facility before it is rented. If you believe certain damage to Town Hall existed prior to your rental, please contact the City Clerk at 707-677-0223 to address your concerns.*