

APPLICATION FOR USE OF TOWN BUILDINGS/PARKING LOT AND EARTHQUAKE HAZARD DISCLOSURE FORM

Town of Portola Valley
765 Portola Road
Portola Valley, Ca
94028
Tel: (650) 851-1700
Fax: (650) 851-4677

APPLICANT: _____ Date of Application: _____

Complete Address: _____

Telephone: (Home) _____ (Business) _____ (Fax) _____

Organization (if applicable): _____ Phone: _____

Please complete the following table:

USER CATEGORY Please Check One <input checked="" type="checkbox"/>	EXAMPLES	Non-profit, Tax-Exempt	OFFICE USE ONLY
<input type="checkbox"/> Government	Town Council/Committees West Bay Sanitary District LAFCO Library Los Trancos Water District Woodside Fire District Board		No Fees No Deposits
<input type="checkbox"/> Town - Sponsored	Summer Recreation Town Picnic; Tennis Club 8 th Grade Graduation Dance		No Fees No Deposits
<input type="checkbox"/> Community Sponsored – Local	4-H; PTA; AYSO; Little League; Scouts; Children's Theater		No Fees Deposit \$ 500.00
<input type="checkbox"/> Reciprocal Facilities and/or Services	Woodside Priory School District		No Fees Deposit \$ 500.00
<input type="checkbox"/> Local, Non-Profit Community Service Organizations	Windmill School Blood Drive	IRS # Required _____	50% Fee for fundraiser; None if free event \$ _____ Deposit \$ 500.00
<input type="checkbox"/> Local Religious, Political, Social, Philosophical, Neighborhood Assoc's & Clubs	Local Churches Westridge Garden Club Westridge Committee Horse Shows, Creative Initiative		Full Fee \$ _____ Deposit \$ 500.00
<input type="checkbox"/> Non-local, Non-Profit Community Service Organizations	Lions Club	IRS # Required _____	Full Fee for fundraiser 50% if free event \$ _____ Deposit \$ 500.00
<input type="checkbox"/> Private Parties			Full Fee \$ _____ <i>Insurance Fee</i> \$ _____ Deposit \$ 500.00
<input type="checkbox"/> Classes			Full Fee \$ _____
<input type="checkbox"/> Parking Lot			Full Fee \$ _____ Deposit \$ 100.00
NOTE: Deposit for Room 8 is \$100.00		TOTALS	Fees: \$ _____ Dep.: \$ _____

TYPE OF ACTIVITY: _____ DATE: _____

FACILITY(IES) DESIRED: Multi-Use Room (MUR) Room 8 Town Center Parking Lot

START TIME: _____ END TIME: _____
Note: *Events must conclude by 12:00 midnight*

NUMBER OF PERSONS EXPECTED: _____

NUMBER OF VEHICLES EXPECTED: _____

WILL FOOD & BEVERAGE BE SERVED? Yes No

WILL ALCOHOL BE SERVED? Yes No

WILL MINORS BE PRESENT Yes No

MUR -- EQUIPMENT AVAILABLE:
230 chairs 15 – 72” rounds (seats 10-12/ea)
8 – 8’ x 2½’ tables (seats 8-10/ea) 4 – 6’ x 2½’ tables (sets 6-8/ea)

RULES AND REGULATIONS: *I have read* the information outlining requirements for facilities use and renter (permittee) responsibilities (“Rules & Regulations for Use and Clean-Up of Town Center Rental Rooms”) and *agree to comply* with the conditions set forth in the permit.

CANCELLATION POLICY: Written cancellation to be received at Town Hall:
Sixty (60) or more days ahead of date of event—*Full Refund*
Less than sixty (60) days and more than 30 days ahead of date of event—*Half Refund*
Less than thirty (30) days ahead of event—*No Refund*

EARTHQUAKE HAZARD STATEMENT: The Portola Valley Town Center is on the San Andreas Fault. In the event of an earthquake, all of the buildings in the area could be subjected to severe ground shaking. Rooms 6 through 10, Rooms 11 through 14 and the MUR are considered more hazardous as these areas are directly astride fault traces and could be subjected to the effects of ground warping or surface fault rupture, which could potentially cause the complete collapse of the buildings, property damage, serious personal injury and even death. Currently, the Town is taking steps to construct a new Town facility in a safer location and to higher engineering standards. The existing buildings will continue to be used as an interim measure until alternate facilities are available.

HOLD HARMLESS: I agree to hold harmless and indemnify the Town of Portola Valley, its officers, agents, volunteers and employees from any and all liability for personal injury, death, or property damage arising out of any permit issued or activities thereunder or in result or consequences thereof, except that which is caused solely by the Town, its officers, agents, volunteers or employees.

I have read and understand the above-referenced “Earthquake Hazard Statement” and “Hold Harmless” waiver and agree to hold the Town of Portola Valley harmless from and against all liability described above. _____ Initial

SIGNATURE: _____ DATE: _____

APPROVED: _____ DATE: _____
Town of Portola Valley



RULES & REGULATIONS FOR USE AND CLEANUP OF TOWN CENTER RENTAL ROOMS

I, _____, **UNDERSTAND THAT IN ORDER TO RECEIVE A REFUND OF MY USE AND CLEANING DEPOSIT, I MUST COMPLY WITH THE FOLLOWING:**

Renter Requirements:

Applicants: You must be 25 years of age or older and must appear in person at Town Center for review of your application. A Town representative will check your identification.

Security Service: The Town reserves the right to require you to pay for and hire a security service satisfactory to us.

Guest List: The Town may require a guest list to be on hand and available to the security service.

Town Staff Attendance: Attendance by a Town employee may be required whenever a building is used. You may be charged for time involved.

Event Arrangements: The Town requires you to be directly responsible for all your own arrangements (e.g. caterers, delivery persons, etc.) There are no exceptions. **Arrange for key pick-up between 3:00 and 5:00 p.m.**

Use Restrictions:

Private Property Rights: Use of Town buildings must not interfere with the rights of private property owners adjacent to Town facilities.

Building/Room Capacity Limit: Rental use must not exceed the building/room capacity limit. MUR Capacity is 200 seated for a meal and 350 standing room or assembly seating only.

Building Safety: It is your responsibility to ensure that:

- Exit doors and aisles are not obscured or obstructed in any way.
- Exit signs above exit doors (6 each) are lighted with 40-watt bulbs (replacement bulbs available at Town Hall).
- Fire extinguishers (2 each) are in place and access to extinguisher cabinets is not obscured or obstructed.

Event Advertising: No public advertising of a party or gathering is allowed.

Admission Charges: No admission or any other charge may be collected for an event. Exception: Instructors may charge tuition for classes and lectures.

Merchandise Sales: No sales are allowed in Town buildings/rooms.

Chaperones: For each twenty-five (25 minors) present, one chaperone must attend throughout the event.

Weapons: No weapons are allowed on Town-owned property except for those carried by duly sworn law enforcement personnel.

Alcohol: Under no circumstances may you serve alcohol to minors. Also, no alcohol consumption outside the MUR or in Parking Lots.

Recreational Drugs: No recreational drugs of any kind are allowed on Town-owned property.

Loitering: Loitering is not allowed at Town-owned buildings.

Music: **Music** is not to be heard from off the site, and **is not allowed after 11:30 p.m.**

Event Hours: Events held in the MUR or Room 8 **must be completed by 12:00 midnight.**

Lock-up and Key Return: Following use of Town buildings, you are responsible for locking all doors and closing all windows upon departure, and for returning key(s) as instructed.

Parking: Parking is not allowed on roads marked "NO PARKING", on adjacent private property, on the grassy area under the oak trees (Ford Field and Town Center), or in the small parking lot next to the Historic School House. Gates must not be blocked

MUR

Attachments to walls, ceilings, staging: Nothing shall be attached to walls, ceiling or staging without specific written approval by the Town. Use of nails, tacks, staples, etc. is not permitted on any woodwork or walls except in specific, identified areas. If used, tape must be removed.

Slip retardants: Slip retardants containing abrasives may not be applied to the floor.

Electrical appliances: No electrical appliances or extensions may be used except those expressly approved or furnished by the Town.

Decorations: All decorations must be flame retardant treated. The Town may require you to obtain approval from the Woodside Fire Protection District for use of certain decorations.

Candles: Candles, including those in centerpieces, are prohibited.

_____ **If any of the above rules and regulations are not followed to the satisfaction of the Town, the event will be cancelled or terminated immediately, and the entire rental fee plus deposit will be forfeited.**

Cleanup:

_____ **After Use:** Upon completion of use, you are required to return buildings (inside and outside) and/or parking lots back to the Town in a condition that is clean, safe and orderly. You are required to take down all decorations, pick up and properly dispose of litter, debris, garbage and any other items resulting from the use of the building and/or parking lot in containers provided.

Recycling: You are required to place recyclables in containers provided.

Restrooms: Restrooms are reserved for the day of the event. They are to be left clean and orderly.

_____ **Inside MUR:** Sinks, stoves and counters in the MUR are to be wiped down, and all garbage, food and utensils removed. MUR Chairs are to be stacked up against the wall and tables returned to the dollies.

Deposit Refunds:

Inspection: Town Staff will inspect buildings, parking lots and adjacent areas on the first business morning after the rental use.

Deposit Refund: If the rented building and/or parking lot is found to be in suitable condition, the Deputy Town Clerk will process a deposit refund check and will mail it to you.

_____ **Deposit Deductions:** If custodial services are required after an event, you will be charged at a rate of \$50.00/hour, deducted from the cleaning deposit. Any damage incurred to walls, windows, tables, chairs or any other Town property will be deducted from the cleaning deposit. Any graffiti removal and/or required repairs arising from event use will be deducted from the cleaning deposit.

_____ **Deposit Forfeiture:** If rented facilities are found to be in unacceptable condition, Staff will prepare a report with attached photographs evidencing the condition of the facility. Staff will process a partial or whole deposit forfeiture and will notify the previous renter of the facility. If it becomes necessary to summon the Sheriff during the course of your event because of the conduct of a guest, part or all of the deposit may be forfeited.

General Information:

Dumpster: Located in back of the MUR

Restrooms: Located at end of Building "J" adjacent to Room 11. Please unlock them on the day of your event.

MUR Lighting: Located on stage on the left wall in the middle gray box. The lower gray box holds switches for stage lights and outlets. The doors of each box list the correspondence between switches, lights and outlets.

MUR Heating: Located on stage.

Emergency Phone Numbers:

Sheriff: San Mateo County Sheriff 9-1-1

Plumbing: Roto-Rooter Plumbing Service (650) 968-5933

Electrical: Bob-Wire Electric (650) 363-1288

Fee Schedule & Terms: *Reservations accepted up to nine (9) months prior to the event.*

Facility	Terms	Resident Fees	Non-Resident Fees	Deposits
MUR	Full day, 8:00 a.m. to 12 Midnight	\$700 to \$850, depending on number of guests	\$1,000.00	\$500.00
Room 8	Hourly, 2-hour minimum	\$75.00/hour	\$95.00/hour	\$100.00
Parking Lots	Special events	\$100.00 cars only \$150.00 horse trailers	\$100.00 cars only \$150.00 horse trailers	\$100.00
Memorial Services	By request only	\$100.00	\$100.00	\$500.00 (MUR)

You are legally responsible for enforcement of the above rules and regulations. Any violations will be prosecuted to the full extent of the law. Please sign below, acknowledging you have carefully read all the rules and regulations above and agree to comply with the conditions stated in this agreement.

Signature: _____ **Date:** _____