

City of Hercules - Parks & Recreation Department
2001 Refugio Valley Road, Hercules, CA 94547
PRregistration@ci.hercules.ca.us
(510) 799-8291 (510) 799-8288 FAX
www.ci.hercules.ca.us



45th Day Deadline _____
Reservation # _____
Security Required ___Y ___N
of Security Officers _____
Time Requested _____

FACILITY RENTAL APPLICATION

(APPLICANT MUST BE 21+ YEARS)

Rental Date(s): _____ Day(s) of the Week: _____

Location Requested: _____ Room(s) Requested: _____

Setup Time Start: _____ Event Start Time: _____ Event End Time: _____ Clean Up Time End: _____ Total HRS: _____

Applicant Name/Primary Contact (authorized to make changes): _____

Organization Name: _____

Address: _____ City: _____ Zip: _____

Email: _____ Phone Number: _____

Secondary Contact Person: _____ Phone Number: _____

Type/Purpose of Event: _____

Total Expected Attendance: _____ Ages 1-12 _____ Ages 13-20 _____ Ages 21+ _____

Alcohol is not allowed at any events held in honor of someone aged 20 or under or for pool rentals. NO EXCEPTIONS

Alcohol may not be sold at any event including through admission fees, donation tickets, or pre-sale except for nonprofit organizations.

Will alcohol be served? ___Yes ___No Will alcohol be sold? ___Yes ___No

___Beer/Wine ___Champagne ___Distilled Spirits/Hard Alcohol such as Whiskey, Rum, Vodka

Will there be an admission fee? ___Yes ___No Will there be pre-sales for admission/ticket sales? ___Yes ___No

Is this an invitation only event? ___Yes ___No

Will this event be listed on social media? ___Yes ___No If yes, where: _____

Renting round tables (Community Center Only/Additional Fee per table)? ___Yes ___No If yes, how many: _____

AGREEMENT AND RELEASE OF LIABILITY

My signature certifies that I have read and understood the rules and regulations as set forth by the City of Hercules Parks & Recreation Department governing the use of the facility and special equipment described above and in the Facility Rental Rules and Regulations, that I will take full responsibility for ensuring that the use of this facility and areas by the organization/party I represent is in full adherence and compliance with these rules and regulations; that I will hold the City of Hercules harmless from any damage, claim for damage for personal injury or death, damage or loss of property, claim for damage to or loss of property incurred in the use of this facility. I will accept full responsibility for them throughout the period specified in the Facility Rental Application. I further understand that as the applicant I assume full responsibility for any penalty fees assessed by the City of Hercules for any violations of these rules and regulations governing the use of the above requested facility. Also, I am fully aware that the Deposit is non-refundable if I cancel for any reason. I am also aware that by signing this contract, I take full responsibility for the behavior exhibited by my guests during my rental. I also understand and agree that any violation or falsifying of the above information may result in my event being shut down.

Signature of Renter: _____ Date: _____

Application reviewed and approved by: _____ Date: _____

FACILITY RENTAL RULES AND REGULATIONS

I certify that I, the applicant reserving with the City of Hercules, am at least 21 years of age. I understand that I or an appointed representative must be present at the beginning of the rental time and must be present at the end of the rental time for inspection. I agree to do a full facility evaluation walk through with staff of all areas listed on the evaluation form prior to and after event to review any current or new damage to facility which may have occurred during my rental. I understand I am responsible for adhering to all of the Facility Rental Rules and Regulations. I understand I am responsible for making sure my guests adhere to all rules posted in the Swim Center or directions given by the City lifeguard staff when renting the Swim Center. The Facility Rental Rules and Regulations can be viewed online at <http://www.ci.hercules.ca.us/index.aspx?page=177> or at the Hercules Parks & Recreation Department at 2001 Refugio Valley Road.

The following requirements are asked of me, but are not limited to, the following:

1. Remove all decorations, debris, food, beverages off of all tables, chairs, bar areas, and/or any other City equipment that was used during your event. _____
2. Removing and disposing of all decorative material including outdoor signage and indoor decorations. _____
3. You will be responsible for the cleanup and condition in which you leave the facility in accordance with the Facility Checklist provided during your event. Failure to adhere to the cleaning guidelines or any damages to City property, including the facility parking lot, will result in you being charged for all damage and additional clean up. If the charges exceed your deposit on file, than the charges will be billed to the applicant and a hold will be placed on your household account for all future rental or registration activity with the Hercules Parks & Recreation Department until the charges are paid in full. _____
4. You acknowledge and accept the reserved facility location in its current condition before and during your rental use, and the City of Hercules is not responsible for any loss or damages resulting from the (mis)use of the facility, equipment and/or appliances. _____
**Foxboro Center Rentals: Your initials indicate that you acknowledge there is no air conditioning and no kitchen at this site. _____*
5. There is no alcohol allowed for events held in honor of someone age 20 or under such as, but not limited to, birthday party, quinceanera, graduation party, etc... _____
6. **NO** furniture, dishes, food, beverages or decorations may be left in the facility overnight. Items left behind will be discarded. _____
7. **NO** adhesives, nails, screws, pins, or staples on facility walls are prohibited. Blue Painters Tape **ONLY** may be used to hang decorative materials. _____
8. **NO** inflatable jumpers, smoke, mist machines, e-cigarette devices, or vapor type devices in all city facilities. _____
9. **NO** confetti, glitter, sequins, rice or birdseed allowed in any city facility. _____
10. Parking availability is not guaranteed and on occasion may be quite limited. _____
11. Candles or open flames are not allowed in any city facility. _____
12. No parking in any red zones on the property of the Hercules Community/Swim Center including the roundabout circle in front of the facility. Any violations are responsibility of the driver/owner of vehicle parked illegally. _____
13. Final rental fees, certificate of insurance (if required) and the required deposit, security (if required) are due forty-five (45) days in advance of the rental date and any additional hours required must be pre-paid in advance of the rental. Payments may be paid by check, cash, and credit card or mailed to the Community/Swim Center, 2001 Refugio Valley Road, Hercules, CA 94547. If payment is not received by the due date, the rental may be cancelled and subject to forfeiture of all fees submitted. _____
14. Payment made less than 45 days prior to event, must be paid by cash or credit card; no checks will be accepted. _____

I understand that failure to comply with this agreement may lead to losing portions and/or all of my rental deposit and fees, which in some cases may exceed the deposit amount. I have read and understood the cleaning requirements of the City of Hercules Parks & Recreation Department. I further understand that even if I delegate these responsibilities to other members or service agencies for which I have contracted, such as caterers, decorators, etc., I still have the ultimate responsibility to return the facility to its original rental conditions.

Signature of Renter: _____ **Date:** _____

CANCELLATION NOTICE – Only to be signed if you are cancelling your event

I agree by signing below, that I cancelled my event/rental which was scheduled with the City of Hercules. I understand that by cancelling my event/rental I will lose my full deposit fee. I understand that if I am cancelling less than 45 days before the event date that I will also lose all fees paid toward the rental. In accordance will the City of Hercules Facility Rules and Regulations, I am also liable for any additional fees assessed for cancellations made less than 45 days of my event.

Cancellation Signature: _____ **Date:** _____