## **TOWN OF COLMA**

**Colma Community Center Rental Agreement** 

Applicant Information		Date:
Applicant:		Group Name:
Last Name	First Name	
Home Phone:	Work Phone:	Cell:
Facility Requested		
☐ All of Colma Community Center☐ Banquet Room Side B	☐ Banquet Room☐ Conference Room	
Date & Time Requested		
Day of Week:Start Time (include set up):	Date End	e: Time (includes clean up):
Proposed Use (Please fill out all information)		
Purpose of Use (Birthday Party, Meeting, Wedding Reception, Baby Shower, etc.):		
Event Set Up		
Banquet  Classroom  Conference  Is room set up diagram attached? Yes  No  If so, what?  A/V requirements		
Facility Rental Fees		
Room Fee Add	<u>'I Hour(s)                                    </u>	posit Total Fee
Use Agreement  I, the undersigned applicant, hereby represent that the statements in this Application are true and accurate. I will provide thorough clean-up of the facility, as required by the Town and will require all my guests to adhere to the rules and regulations appearing in the attached handout. I will pay all damages to the facility, furniture or equipment caused by me or any person attending the event, other than normal wear and tear.		
I agree to hold the Town of Colma, its City Council, individual members thereof, and all officers, agents, and employees free and harmless from any loss, damage, liability, cost or expense that may arise during or be caused in any way by such use of occupancy of recreational facilities by any person attending the event described in this Application, except if the loss, damage, liability or expense was solely caused by the negligent or willful misconduct of the Town or its agents.		
I understand that if any rules, regulations, policies, or procedures are broken or if any damages occur during the occupancy or use of said facilities, I will lose my deposit, may be subject to additional fines, penalties and damages, and I may lose my status to rent Town of Colma Facilities for future events.		
In the event of a dispute over the of this rental, I agree to binding arbitration under the Commercial Rules of the American Arbitration Association, and the prevailing party shall be entitled to reasonable attorneys' fees and costs.		
DATE: APP	LICANT'S SIGNATURE:_	