

Falkirk Cultural Center

Rental Information Packet

Thank you for selecting Falkirk as a potential venue for your event. This packet provides an overview of the steps required to reserve the Falkirk Cultural Center, outlines City policies, and provides helpful resources for your event planning. Please review the material carefully and let us know if you have any questions.

Falkirk is open Tuesday - Friday from 1:00pm-5:00pm and Saturdays from 10:00am - 1:00pm. Hours may be modified due to holidays and/or private events. We do our best to respond to your inquiries as soon as possible.

Warm regards,
Team Falkirk
(415) 485-3328
Falkirk.rentals@cityofsanrafael.org
www.falkirkculturalcenter.org

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Falkirk Cultural Center

Rental Application Process

1. **Review material included in this packet before completing an application.**
2. **Confirm availability.**
 - Contact Team Falkirk by phone or email to **check availability**. It is helpful to have at least one alternate date when checking availability.
 - Visit in person or send a representative. Sample layouts are included in this packet and we suggest searching “Falkirk Wedding images” online to help you visualize ways to utilize different spaces. When possible, we feel visiting in person is the best way to be confident that our venue is the best for your event.
3. **Complete and sign the Rental Application and submit** it by email to Falkirk.rentals@cityofsanrafael.org or in person **with deposit**. If mailing, please send to: P.O. Box 151560, San Rafael, CA 94915.
4. **Falkirk staff accept applications one year (to the date) in advanced.** Once your application and deposit are processed, staff will email you a rental agreement to review and digitally sign. The email will be sent from community.services@cityofsanrafael.org.
The **signed contract** will serve as confirmation of rental for your desired date. **You are responsible for contacting Falkirk Rentals by phone or email no later than 45 days out from the event to initiate payment of the balance due for the rental. To make payments on rental fees or arrange for incremental payments, call Falkirk** during office hours. (For your security, please do not leave a voicemail with credit card information.)

Requirements

1. **Deposit.** A deposit of \$500 is required with your application to secure your date. Deposit is refundable after your event. See details below:
 - The \$500 reservation deposit acts to secure your date and as a damage deposit.
 - The deposit is separate from rental fees and will be deposited/processed at booking. The deposit is not applied toward the rental balance.
 - To make payment by credit card for the deposit, please provide your credit card information on the Rental Application or make a note requesting staff call you for details.
 - The deposit may be **retained**:
 - o If the applicant cancels the event at any time (effective for rentals booked after 10/1/2018).
 - o Deposit is transferable if the event date is changed.
 - o The amount refunded will be reduced to cover any extra costs incurred for cleaning, damage to facility or grounds, or exceeded rental time. If exceeding rental time, rates re 2x the hourly rate. Please allocate appropriate time for clean-up. **Additional charges** may be applied if extra costs exceed the deposit.
 - **Returning deposit.** Deposits made by credit cards can be returned to that card the week after the event if no changes were made to hours or extra fees. Reimbursements that require a City-generated check can take up to 6 weeks.
2. **Insurance**
Renters may purchase coverage through the City or provide their own insurance.
 - **Purchasing insurance through the City of San Rafael.** The cost to purchase insurance is based on maximum number of attendees and whether or not alcohol is served. (Cost ranges from \$65 to \$170.) Contact Falkirk Staff for an estimate or to view a sample insurance certificate.
 - **Providing your own insurance** requires the following:
 - o Certificate must include a separate endorsement “naming the City of San Rafael as additional insured”.
 - o All rentals are required to provide a Certificate of Insurance for liability for a minimum of \$1,000,000.
 - o Insurance certificates must be received by the City of San Rafael Community Services Dept. at least 45 days prior to event.

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Note: Organizations/individuals that have insurance through a parent organization may have one certificate issued for all the organization's uses of the facility.

3. Security

Security is required year-round for rentals at Falkirk. This requirement ensures privacy for you and your guests as exclusive users of an otherwise public facility. The charge for security services is \$35/per hour (30 minutes before guest arrive to 30 minutes after the end of the rental) and is listed as an "additional fee" on your rental contract. The security fee is not included in the hourly rental rate.

4. Alcohol

If alcohol will be **sold** at the event (applicable to **non-profit agencies only**), renter must provide a copy of the license issued by the State Dept. of Alcoholic Beverage Control **14 days prior to the event**, and renter must comply with all the rules and regulations of the State Dept. of Alcoholic Beverage Control.

Note: Under certain circumstances related to size and nature of the event, renter will be required to read, sign and adhere to City of San Rafael Alcohol Management Policy. Falkirk Staff will notify renter and provide a copy of this Policy if it is required.

5. Parking

Renters are responsible for notifying their guests, staff and all other attendees of parking restrictions around Falkirk Cultural Center prior to and on the day of the event. Falkirk has no jurisdiction over parking enforcement and is not responsible for parking tickets. Please observe and notify your party of all parking restrictions.) Directions and parking map are online at: www.Falkirkculturalcenter.org

Note: Parking restrictions for the parking lots located next to and across from Falkirk Cultural Center differ from weekdays to weekends.

6. Guest Capacities

Falkirk can accommodate up to 125 guests for outdoor events and up to 100 indoors using the entire first floor (the parlor can set roughly 50 people at tables and 70 theatre style). Please refer to the sample layouts included in this packet when planning seating capacities and any equipment or supplies you may rent from an outside vendor.

7. Final Payment of Rental Fees

Balance of rental fees are due at least **45 days prior** to the event. (**This due date will appear on your Rental Contract.**) Please note, if the event occurs within 45 days of booking, deposit and full balance is required when submitting the application. If the event is canceled, the deposit is retained, and any payments submitted are refundable until 45 days prior to event, after which time, all processed payments are retained by the City of San Rafael.

Payments may be made in increments or all at once, so long as the full balance is paid at least 45 days in advance of the rental. **To make payments on rental fees or arrange for incremental payments, call or email Falkirk staff** during office hours. Please do not leave voicemail with payment information.

Rental Hours, Rates, Required Fees, and Refunds

1. Rental Hours

Renters may reserve the facility from 7:00am-midnight. Renters are responsible for all set up and clean up and should reserve the appropriate hours needed for all.

Important end times to note:

- **Indoor** event activities must **conclude by 11:00pm**.
- **Outdoor** event activities must **conclude by 9:00pm**.
- **Full clean-up** and rental hours must **conclude by no later than 12:00am**.

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Note: To avoid exceeding rental times, please plan at least 1.5-2 hours for clean-up. Rentals that exceed stated rental hours are **charged double** the hourly rate, rounded up to 30 minutes. All renters, guests, and staff must leave the property by the end time listed on the rental contract.

2. Rental Rates & Minimum Rental Lengths

	Minimum Rental Length	Non-Profit Organizations (Tax ID # required)	Private Use & Non-Profit Fundraisers
Monday - Thursday	2 hours	\$40	\$60
Friday & Sunday	4 hours	\$60	\$100
Saturday, Winter Season (October 15 - April 14)	6 hours	\$100	\$150
Saturday, Summer Season (April 15 - October 14)	6 hours	\$132	\$200

3. Required Fees

- **Deposit:** \$500, refundable, paid as a separate transaction from rental fees
- **Hourly rate:** See above rates. Please allow at least 1.5 hours for set-up and 1.5 hours for clean-up, as these are the responsibility of the renter.
- **Security fee:** \$35/hour for 30 minutes before guests arrive to 30 minutes after the end of the rental period.
- **Insurance:** May be purchased through the City of San Rafael for roughly \$65-\$170/day and is based on maximum number of attendees and whether or not alcohol will be served. Renter may choose to provide their own policy. Please see page 2 for details.

4. Refunds

- **All fees, insurance, and confirmed hours must be received no later than 45 days prior to event.**
- If cancellation occurs within 45 days of rental, the City of San Rafael has the right to retain all monies.
- If cancellation occurs more than 45 days before the rental, the \$500 deposit is retained, and the date is made available for another party to reserve.

Venue Details & Included Amenities

Details listed below will outline event space, amenities, and equipment that is included with your rental fees and help you determine what additional equipment you may want to rent from an outside vendor or provide yourself. Please remember that renters are responsible for their own set up and clean up and the necessary time be included in the rental hours. Facility Staff is on site during rentals to provide access to electrical and any additional amenities like fans and easels.

1. Event Space Included in Your Rental

First Floor: Parlor, Dining Room, Kitchen, and two restrooms, and outdoor Veranda

Second Floor: Bridal Suite (two rooms and a restroom for changing and preparations), Groom's Changing Room (one small room and restroom). Showers do not function.

Three Art Galleries on the Second Floor may be made available upon request and depending on the exhibit.

Outdoor Spaces: Wedding Lawn, Rose Garden, and Veranda.

Note: Falkirk has central heating, but does not have air conditioning. Staff can provide fans listed in "Additional Amenities" below and renters may provide their own.



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2. Venue Measurements

Outdoor Event Spaces

Wedding Lawn: 72' x 30'

Rose Garden: Unusual Dimensions – accommodates up to 125 (See sample layout)

Veranda: 36' x 18'

Mansion Spaces

Parlor: roughly 25'8" x 23' x 16' x 23' (see details in sample layout)

Veranda: 36' x 18'

Side Porch: 30' x 6'

Front Porch: 10' x 10'

3. Furniture Included

- Chairs: (100) folding chairs, mahogany
- Rectangular Tables: (9) 6' x 2-1/2', brown; (4) 6' x 2-1/2', white; and (1) 5' x 2-1/2', brown
- Dining Room Table: 8' x 4'
- Round Table (dining room): 52" diameter
- Side Table (dining room): 62.5" x 20"
- Foyer Table (entry hall): 51" x 26"
- Bar Table (solarium): 6' x 2'
- Parlor Carpet: 12' 8-1/2" x 14' 7"

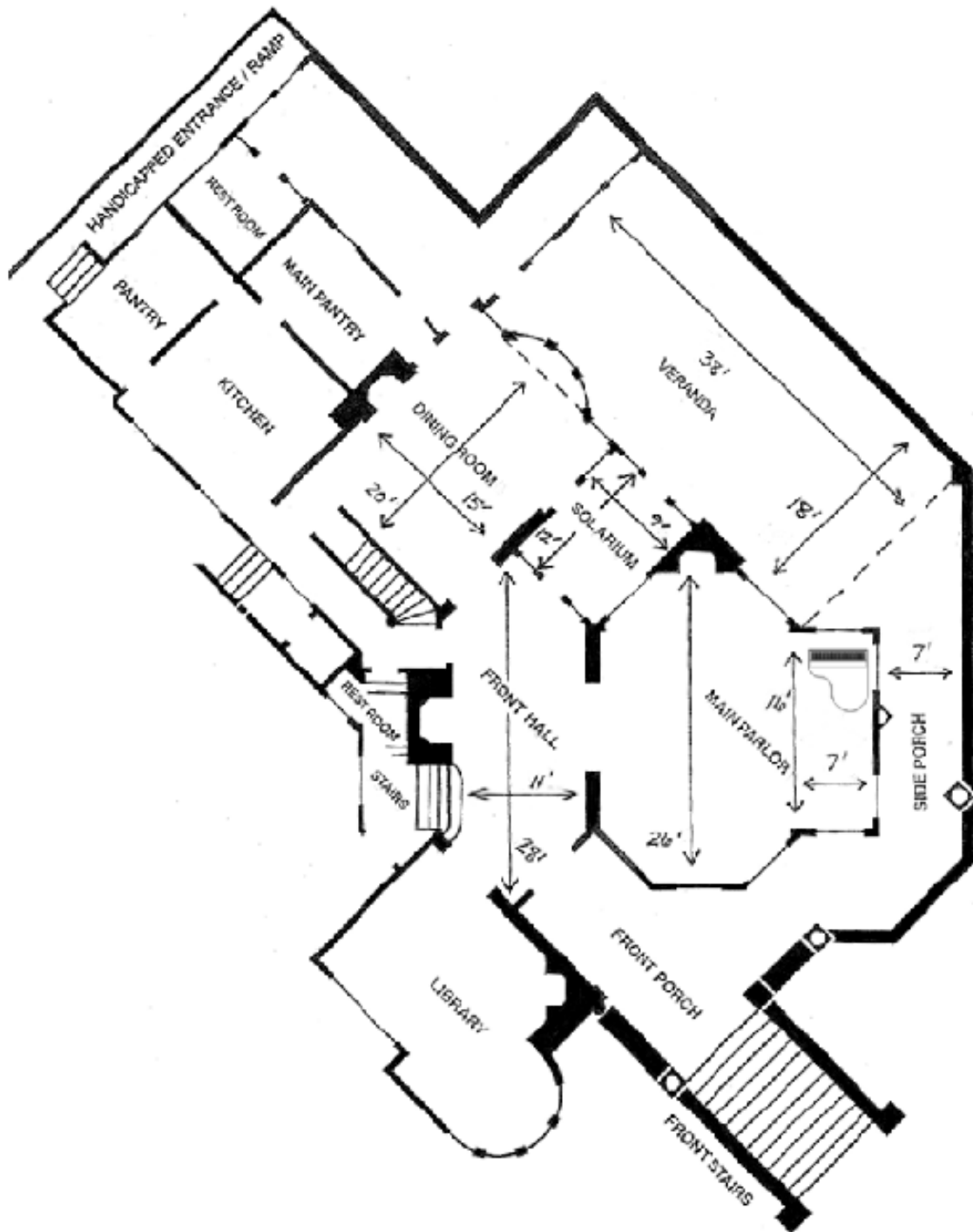
4. Additional Amenities

- Baby Grand Piano
- Projector Screen: 52" wide
- Sofas: Parlor (3) and Dining Room (1)
- Wooden Lectern: 18" x 12" x 52"
- Fans: (3) small fans and (5) standing oscillating fans
- Easels: (8) Basic easels available upon request for additional signage.
- Extension cords available upon request
- 2 prong adaptors for outlets available upon request
- Kitchen Oven: 2 racks; 22 1/2" x 29"
- Stove top- 6 gas burners
- Commercial refrigerator
- **Free Wi-Fi** available within the Mansion. No password required. Please ask staff for network information.

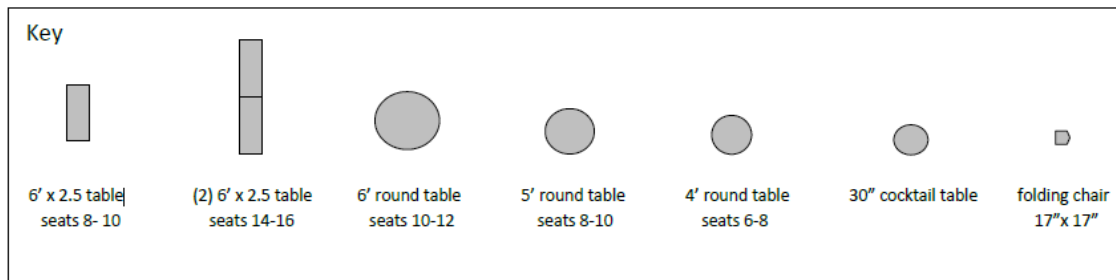
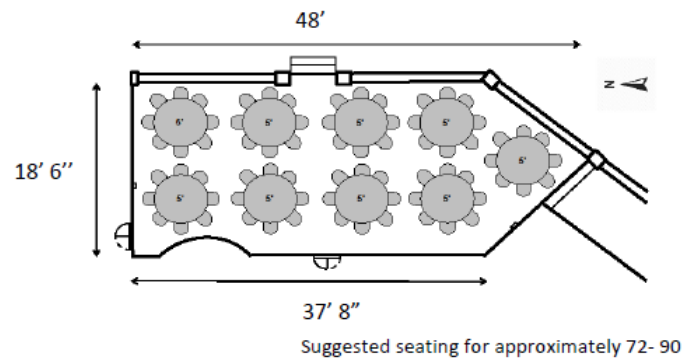
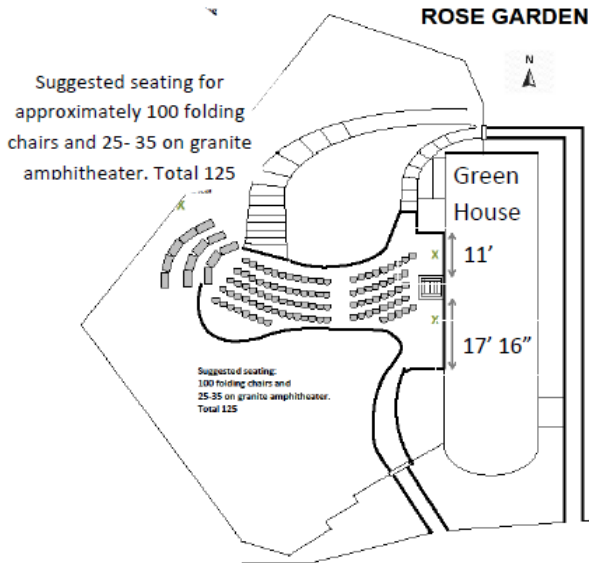
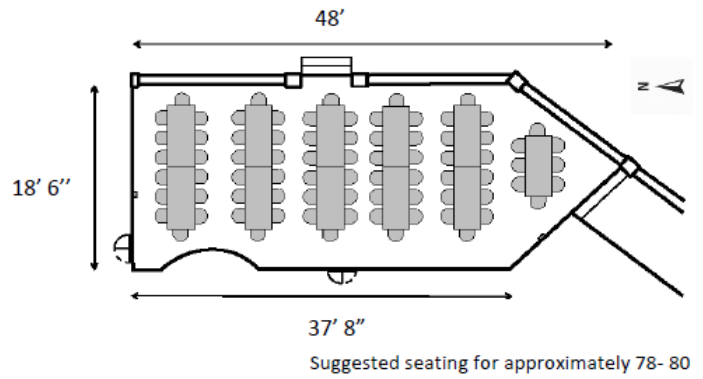
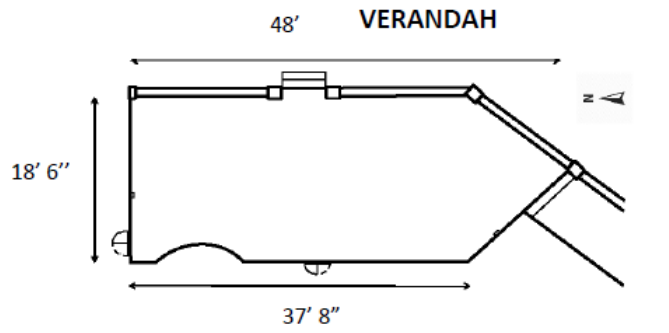
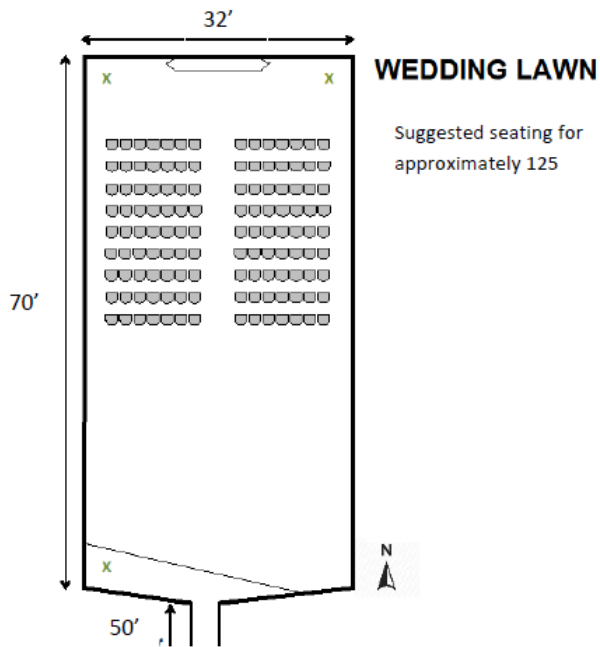
Note: Falkirk does not have freezer or ice maker

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MANSION FLOOR PLANS

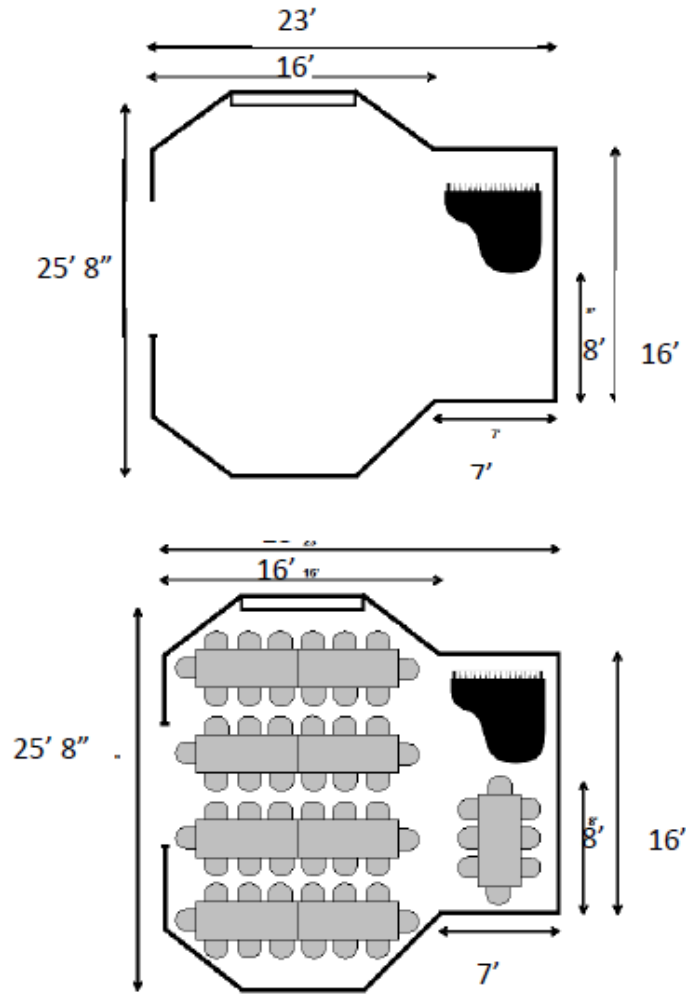


Falkirk Cultural Center

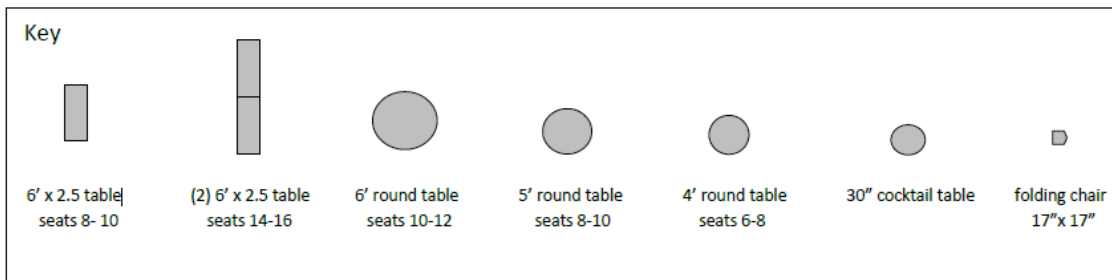


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PARLOR

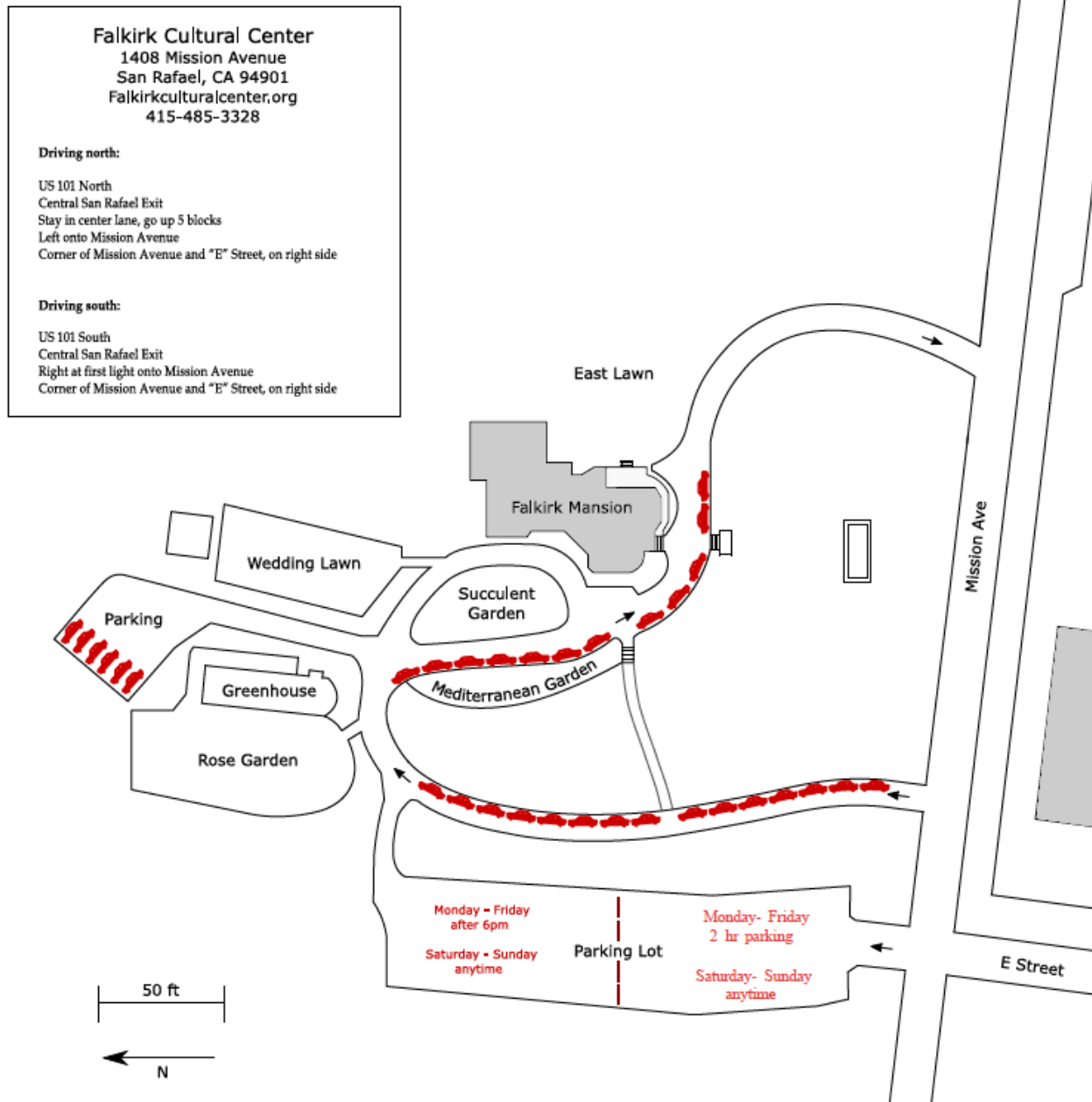


Recommended Maximum
Seating in parlor 50- 55



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Parking Map & Driving Directions



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Facility Rules & Regulations

1. Rental Applicant as stated on Rental Application must be 21 years of age.
2. If the Rental Applicant whose signature appears on the Rental Application cannot be present during the event, he/she must indicate a Designated Representative on the Rental Application who will be present during the entire event and responsible for checking in with staff at the beginning and end of the rental.
3. Rental Contracts are non-transferable between persons.
4. At the discretion of the Falkirk Supervisor, additional security officers, Falkirk staff, or bonds or insurance may be required at the renter's expense.
5. There is no smoking, of either cigarettes or e-cigarettes, permitted indoors or outdoors on Falkirk Cultural Center property or anywhere within the City of San Rafael. See City Municipal Code [SRMC 09.04](#)
6. In adherence to Fire Code, at no time shall exits be covered or obstructed.
7. Barbecues and open-flame cook-tops are not allowed.
8. Portable air conditioning units are not allowed.
9. Outdoor heat lamps are not allowed.
10. No candles or open flame are allowed (except STERNO, which is frequently used by caterers).
11. No adhesives, nails, screws, staples, tacks, etc., in walls, woodwork, on windows or any other surface throughout the Mansion or on the property are allowed.
12. Rice, birdseed, confetti, rose or other flower petals, and open flames are not allowed, indoors or outdoors, on any part of Falkirk Cultural Center property.
13. Approval in advance is **REQUIRED** for any of the following: Additional indoor or outdoor lighting; outdoor tent on Veranda or Wedding Lawn; Dance Floors; Food Trucks.
14. Balloons and/or balloon string are permitted but must be to be removed by the end of the event.
15. Curtains, shades, drapes and windows are not to be rearranged or opened except by Falkirk Staff.
16. Most interior furnishings (including the piano) are not to be moved except with Falkirk Staff approval. Exceptions are the red chairs in the dining room and the sofas in the parlor, which may be moved to other locations within the Mansion. The bar table in the solarium may be moved within the Mansion or taken outside onto to the Veranda.
17. All posted parking restrictions in parking lots located next to and across from Falkirk Cultural Center will apply.
18. A **Clean-Up Requirements Checklist** will be provided day of rental and **MUST** be completed by Rental Applicant or Designated Representative, and by Falkirk Staff, to be eligible for refund of deposit.
19. All decorations must be removed as part of clean-up after the event.
20. All facilities must be returned to the same condition as before the event.
21. All outdoor events and activities must conclude by 9:00 pm. All indoor events and activities must conclude by 11:00pm. Rental and all clean-up must conclude by no later than 12:00 am.
22. Hours stated on Rental Application **MUST** include set-up and cleanup, which are the responsibilities of the applicant.
23. Rentals that exceed stated hours on contract **may be charged double** the hourly rate.

Reservations may be revoked at any time whenever the use of buildings or facilities may interfere with Department program activities or where there has been a violation of approved regulations. In such circumstances, all monies paid to Falkirk Cultural Center/City of San Rafael will be refunded in full.

The City of San Rafael reserves the right to make any physical or furniture changes to the building as well as update rental policies and fees. Fee changes will not be applied to rentals with existing contracts.

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Clean-up Requirements Checklist

Falkirk Staff will perform walk through at start and end of rental with this sheet. All renters and vendors must follow this checklist to be eligible for full refund on deposit.

By signing the Rental Application, you confirm you have reviewed and will follow the Falkirk Cultural Center Clean-up Requirements Checklist.

Minimum \$50 FEE for improper waste disposal.

Trash & Recycling Disposal

- BROWN BINS= GLASS & PLASTIC ONLY**
- BLUE BINS= CARDBOARD & PAPER ONLY**
- GREEN BINS= COMPOST**
- BLACK & GREY BINS= GARBAGE**

Bags to Use in receptacle:

- No bag
- No bag
- GREEN Bio bag**
- BLACK Bag**

Rented Equipment

- All rental equipment should be neatly placed for pick-up on back porch or Falkirk staff approved area.
- Rental Equipment Vendor Company Name and Telephone Number should be supplied by day of event.
- Rental Equipment Vendor Pick-up Date and Time should be supplied by day of event.

Kitchen Cleaning

- Both sinks cleaned.
- Refrigerator emptied & cleaned of all food particles, spills, etc.
- Floor swept and clear of major debris and food particles- mop if needed.
- Oven cleared of all trays, food & food particles.
- Trash bins emptied & returned to kitchen area. Fresh green & black trash bags in appropriate receptacles.

Interior Spaces & Veranda Deck

- Decorations and equipment removed.
- Tables wiped down and all surfaces cleared of items and clean.
- Floors cleared of all food particles, debris, and event décor- vacuum if needed.
- Veranda/Deck cleared, spillage, food particles, debris cleaned or swept up.
- Final sweep of ALL rooms used: Parlor, Dining, Bridal Suite, restrooms, etc. Clean & no items left behind.
- Trash bins emptied & returned to kitchen area (where tables and chairs are stored)

Wedding Lawn & Rose Garden

- Decorations & trash removed.
- All Falkirk equipment & rented equipment removed from event spaces and stowed neatly.
- Trash bins emptied & returned to kitchen area (where tables and chairs are stored)

Falkirk Equipment Returned

- 100 x chairs & 13 x tables returned to storage (kitchen storage area).
- Extension cords, easels, signs, etc. returned to Falkirk Staff/put away.

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Sample Caterers

Falkirk Cultural Center has no exclusivity with any vendors.

<p>ALL SEASONS CATERING Stan Vail 201 Seminary Drive, Mill Valley, CA 94941 415-383-9355 allseasonscatering.com</p>	<p>D'ANGELO CATERING Mary Wilson 22 Miller Avenue, Mill Valley, CA 94941 415-388-3468 piazzadangelo.com</p>
<p>ALTA CUISINE Alta Ridley 1555 South Novato Boulevard, Novato, CA 94947 415-898-3230 altacuisine.com</p>	<p>DELICIOUS! CATERING Jan Goldberg 26 Medway Road, San Rafael, CA 94901 415-453-3710 deliciouscatering.com</p>
<p>AN AFFAIR TO REMEMBER Marcus Lee 196 Market Street, San Rafael, CA 94901 415-459-6505 remembercatering.com</p>	<p>FORKS & FINGERS Matt Fvette/Maryellen Osmer 372 Bel Martin Keys Boulevard, Novato, CA 94949 415-883-1900 forksandfingers.com</p>
<p>ANN WALKER CATERING Ann Walker 40 Kensington Road, San Anselmo, CA 94960 415-460-9885 annwalkercatering.com</p>	<p>INSALATA'S Chris Engel 120 Sir Francis Drake Blvd., San Anselmo, CA 94960 415-332-3277 insalatas.com</p>
<p>CATERMARIN Terry Eberle 936-B Seventh Street #354, Novato, CA 94945 415-892-2777 catermarin.com</p>	<p>MANGIA/NOSH Robert Meyer 4340 Redwood Hwy., Ste. F-110, San Rafael, CA 94903 415-472-2894 mangianosh.com</p>
<p>CORNUCOPIA CATERING Pierre Auroy 48 Paul Drive #8, San Rafael, CA 94903 415-472-7666 cornucopia-catering.com</p>	<p>RAY'S CATERING Roger & Sidra Offenback 118 Hamilton Drive #A, Novato, CA 94949 415-883-4939 rayscatering.com</p>
<p>COMFORTS TOO Glenn Miwa 335 San Anselmo Ave., San Anselmo, CA 94960 415-454-9840 comfortscafe.com</p>	<p>RED ROBIN CATERING Linda & Steve Nicol 489 Magnolia Avenue, Larkspur, CA 94939 415-924-0956 redrobincatering.com</p>
<p>CREATIVE CATERING Kathy Ford & Steve Homeister 128 Carlos Drive #A, San Rafael, CA 94903 415-472-4484 kathie@creativecatering1.com sales@creativecatering1.com</p>	<p>SAGE CATERING Scott Anderson 35 Mitchell Boulevard, Ste. 12, San Rafael, CA 94903 415-491-2222 sage-catering.com</p>



Falkirk Cultural Center

Hotels in Marin	Party Rental Services
<i>Falkirk Cultural Center has no exclusivity with any vendors.</i>	
<p><u>EMBASSY SUITES SAN RAFAEL</u> 101 McInnis Parkway San Rafael, CA 94903 415-499-9222</p>	<p><u>JRB EVENT SERVICES</u> 1150 Industrial Avenue, Suite J Petaluma, CA 94952 (707) 778-1078 Toll-Free (866) 778-1078 heidi@jrbeventservices.com http://www.jrbeventservices.com/ * No additional charge for Saturday or Sunday pick-up/delivery JRB has mahogany folding chairs that match Falkirk's</p> <p><u>A PARTY CENTER</u> 824 Francisco Blvd W San Rafael, CA 94901 (415) 456-5970 http://www.apartycenter.net Mon - Fri 8:30 am - 5 pm Sat 9 am - 3 pm</p> <p><u>BIG 4 PARTY RENTALS</u> 5764 Paradise Dr Corte Madera, CA 94925 (415) 927-9100 http://www.big4party.com Mon - Fri 8 am - 5 pm Saturday 8 am - 4 pm</p> <p><u>HARTMANN STUDIOS</u> 70 West Ohio Avenue, Ste. H Richmond, CA 94804 p. (510) 232-5030 f. (510) 232-1350 sales@hartmannstudios.com Mon – Fri 8:30am - 5:30pm Saturday 9am - 4pm (by appointment only)</p>
<p><u>FOUR POINTS SHERATON SAN RAFAEL</u> 1010 Northgate Drive San Rafael, CA 94903 415-479-8800 www.fourpointssanrafael.com</p>	
<p><u>PANAMA HOTEL SAN RAFAEL</u> 4 Bayview Street San Rafael, CA 94901 415-457-3993 www.panamahotel.com</p>	
<p><u>COURTYARD BY MARRIOTT NOVATO</u> 1400 N. Hamilton Parkway Novato, CA 94949 415-883-8950 www.marriott.com</p>	
<p><u>CASA MADRONA HOTEL AND SPA SAUSALITO</u> 801 Bridgeway Sausalito, CA 94965 415-332-0502 www.casamadrona.com</p>	
<p><u>CAVALLO POINT RESORT AND SPA SAUSALITO</u> 601 Murray Circle Sausalito, CA 94965 415-339-4700 www.cavallopoint.com</p>	
<p><u>ACQUA HOTEL MILL VALLEY</u> 555 Redwood Highway Mill Valley, CA 94941 415-380-9696 www.marinhotels.com/acqua-hotel/home</p>	



Falkirk Cultural Center

The History of Falkirk Cultural Center

1408 Mission Avenue, San Rafael, California
(415) 485-3328 www.FalkirkCulturalCenter.org

Falkirk, a California Victorian, was built in 1888 in the Mission city of San Rafael. An excellent example of the Queen Anne style, it captures the spirit of early California. It has a complex, picturesque roof-line of gables and chimneys, variously shaped bays and decorative details that relate playfully to the different levels as was common of the style. A celebration of country living with seventeen rooms, three floors, and a large porch with oversized turned posts, Falkirk's open floor plan was not common in Victorians. The home and the history of its occupants reflect both the emergence of San Rafael as a fashionable suburb of San Francisco and the growth of rail and shipping industries in the west.

Ella Nichols Park, born in Vermont in 1847, travelled with her parents via the Isthmus of Panama to San Francisco in 1850. Summers were spent at Violet Terrace; a portion of the property includes San Rafael's Gerstle Park. A wealthy and reclusive young widow, she returned to San Rafael in 1882 after the death of her husband, Trenor Park; but it was not until October 1886 that she purchased the 11-acre estate from railroad magnate James D. Walker and had his house removed. In February 1888 she commissioned E. F. Chisholm to build her home, designed by architect Clinton Day. He is best known for the original chapel on the Stanford University campus and the City of Paris Department Store on Union Square in San Francisco. By August of that year this elegant country home was completed for a cost of \$30,000. A devout Presbyterian, Ella donated the land and a matching grant to build the original stone church at Fifth Avenue and E Street.

After Ella's death in 1905, the estate was purchased by Captain Robert Dollar in 1906. Captain Dollar was born in 1844 in Falkirk, Scotland and became very wealthy, first through the timber industry and later in the shipping business. He founded the Dollar Steamship Company, established trade with the Orient, and began the first regularly scheduled round-the-world passenger/freight line. Captain Dollar is often credited with founding the Merchant Marine. Also a devout Presbyterian, Dollar donated the bells and stained glass windows to the same church. An active member of civic life in San Rafael and one of the drafters of the City Charter, Dollar donated much of the city's adjacent open space on San Rafael Hill. He also gave lavishly to his hometown of Falkirk, Scotland, where he is fondly remembered today. In October 1988 San Rafael and Falkirk became sister cities.

Many alterations occurred during the Dollar years. The rear addition was built to house the family of Dollar's son Harold when they returned from Shanghai, China. Agnes (Mrs. Harold) Dollar then undertook the renovation of the grounds in 1927. The brick steps, pond, and rolling lawns replaced what had once been a Victorian garden. The picnic terrace and garage were also part of this renovation. The newly defined grounds became a showcase for the new wonder and toy of the wealthy – the automobile. A Gatsby garden.

In February 1972, an attempt was made to secure the property from the Dollar family for development. The plans included destruction of the mansion and all out buildings. In December the estate was placed on the National Register of Historic Places and a grassroots citizen's group, Marin Heritage, began a three-year struggle to save the estate for the people of the City of San Rafael. In November 1974 voters approved a 4-cent tax to allow for the purchase and maintenance of the estate. Shortly after the mortgage was paid California State Proposition 13 disallowed the tax, leaving the City to maintain Falkirk Cultural Center from the General Operating Fund. Falkirk now operates as an historic site with tours available upon request. The house and grounds are available for receptions, weddings, and meetings. The center houses a contemporary art gallery and an educational center for cultural arts.





FACILITY RENTAL APPLICATION – FALKIRK CULTURAL CENTER

1408 Mission Avenue at E Street, San Rafael, CA 94901 • (415) 485-3328 • www.FalkirkCulturalCenter.org

Please review all rules and regulations in our Rental Information Packet & Clean-up Requirements Checklist prior to completing application. Return your completed and signed Rental Application & Clean-up Requirements Checklist to Falkirk Cultural Center by email at Falkirk.rentals@cityofsanrafael.org, by USPS mail, or drop-off in-person at Falkirk.

Name of Rental Applicant (please print clearly)		Home Phone	Work Phone	Cell Phone #
Address	Street	City		Zip Code
Organization Name (if applicable)		Address	Phone	

If your event is a wedding, first & last names of couple

Primary e-mail address of Rental Applicant (To receive copy of contract by email): _____

Designated Event Representative (Person attending the day of event as point of contact for Falkirk staff, if Rental Applicant will not be present):

Name _____ Phone _____

Type of Event (e.g., Wedding, Reception, and Family Reunion; if Party, Celebration, Workshop, etc., please be specific when describing):

Date(s) of Event: _____ Day (check one): Mon Tues Wed Thurs Fri Sat Sun

Rental Hours (include set-up & clean-up time): Start of Rental: _____ End of Rental: _____

Start time of event: _____ End time of event: _____

Minimum Number of Attendees: _____ Maximum Number of Attendees: _____ # Minors: _____

PAYMENT INFORMATION FOR \$500 DEPOSIT: Credit Card Info (check one): Visa MasterCard Discover

Credit Card Number _____ Expiration Date: _____ CVC# _____

REQUIRED INFORMATION (check Y or N)	YES	NO	INFORMATION REGARDING YOUR TENTATIVE PLANS (not required)			
Are you a non-profit?	<input type="checkbox"/>	<input type="checkbox"/>	Optional Falkirk equipment you would like to use:			
If YES. Non-profit # _____			<input type="checkbox"/> Projection Screen <input type="checkbox"/> Grand Piano <input type="checkbox"/> #_____ Fans			
Is the event a fundraiser?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Falkirk Chairs <input type="checkbox"/> Falkirk Banquet Tables <input type="checkbox"/> #_____ Easels			
Will you sell any items?	<input type="checkbox"/>	<input type="checkbox"/>	Intended Use of Event Space:			
Admission fee/donation requested?	<input type="checkbox"/>	<input type="checkbox"/>	(Check box and check which type of use)			
Is the event open to the general public?	<input type="checkbox"/>	<input type="checkbox"/>	Ceremony Seated Dining Buffet Reception			
Will alcoholic beverages be sold?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Wedding Lawn			
→If yes, ABC License will be required. Please ask Falkirk staff for letter to submit to ABC Board of California. License must be received by Falkirk staff no later than 2 weeks prior to event date.			<input type="checkbox"/> Rose Garden			
Will you have amplified music?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Verandah			
Will alcoholic beverages be served?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Parlor			
Insurance (please check one)			<input type="checkbox"/> Formal Dining Room Buffet Dessert Other			
<input type="checkbox"/> Will provide own insurance			Will outdoor electricity be required for your event?			
<input type="checkbox"/> Will purchase insurance through City of San Rafael			<input type="checkbox"/> Wedding Lawn Front of Lawn Back of Lawn Both			
			<input type="checkbox"/> Rose Garden			

RELEASE AND HOLD HARMLESS AGREEMENT

The applicant, in consideration of the rental aforementioned facilities and equipment, agrees to indemnify and hold harmless, and to release, waive and discharge the City of San Rafael and its officers and employees, from any and all liability for any injury or property damage arising out of or in any way connected with the rental of the facilities and equipment under this contract, including injuries and property damage due to the active or passive negligence of the City, its officers and employees. I HAVE READ THE ABOVE RELEASE AND HOLD HARMLESS AGREEMENT AND FULLY UNDERSTAND THAT I ASSUME ALL RISKS FOR ANY INJURIES AND PROPERTY DAMAGE SUFFERED.

I have read the terms and provisions on this application and the rules and regulations which are incorporated herein by reference and agree to be bound thereto.

I have read and agree to abide by the Cleaning Requirements Checklist

Applicant Signature _____ Date _____