



FACILITY/ PARK USE CONTRACT AGREEMENT

RENTER INFORMATION

Name: _____

Organization: _____

Address: _____

City/State/Zip: _____

Email: _____

Home Phone: _____

Cell Phone: _____

(Circle One)

Tam Valley Resident Non-Resident Tam Valley Non-Profit Non-Profit Commercial (charging admission)

Event Type: _____

FACILITY RENTAL INFORMATION

Rental Date: _____

Facility Renting (circle one):

*Community Center Cabin Tot Lot
Eastwood Park Kay Park Flamingo Park*

Start Time: _____ End Time: _____

Total Hours: _____

(Please include setup & cleanup time in your rental hours)

Estimated Attendance: _____

(Comm Ctr-Max 192; All others-Max 30)

Serving Alcohol: ____ Yes ____ Form ____ No

OFFICE TO COMPLETE SECTION BELOW

Insurance (*Comm Ctr rentals only*): _____

Key # (*Cabin only*): _____ Returned: _____

Total Hours: _____ @ \$____/hr = \$_____

Attendant (*Comm Ctr only*) _____ @ \$37 = \$_____

Any event needing an attendant for more than 8 hours
will pay \$47/hr for additional attendant's time

CLEANING: \$_____

TOTAL RENTAL CHARGES: \$_____

CLEANING REQUIREMENTS

____ I understand that I am responsible for removing all decorations and personal property. TCSD is not responsible for items left behind.

____ As a result of COVID-19, the Applicant must use TCSD's cleaning service for the Community Center (\$235) and the Cabin (\$177).

HOLD HARMLESS AGREEMENT

(Please initial next to each statement)

____ I understand that a 1 day, \$1 Million **Certificate of Insurance** adding TCSD as an additional insured is required for *all* events at the **Community Center**.

____ I understand that smoking is not permitted at any time within 30 feet of any facility and I will be responsible for informing my guests.

____ It is distinctly understood and agreed that the Applicant assumes all risks for loss, damages, liability, cost or expense that may arise during or be caused in any way by such use of occupancy of the facility of the Tamalpais Community Services District. The Applicant further agrees that in consideration of being permitted to use said facility, they will save and hold harmless the TCSD and said Parks and Recreation Department and/or their employees, officers, volunteers, and agents from any loss, claims, liabilities, or damages and/or injuries of persons and property that in any way may be caused by Applicant's use of occupancy of said facility. I have read the rental conditions and requirements carefully and the COVID-19 specific Liability Waiver and agree to them as written. By signing this Contract for Facility Use, I hereby agree to abide by and enforce all obligations set forth in the attached rental conditions and requirements. Violation of any requirement or condition therein shall constitute a breach of this contract and entitles TCSD, in addition to other remedies, to recover damages and/or to immediately terminate my continued use of the facility. The provisions of the rental conditions and requirements are hereby incorporated into and made a part of this contract for facility use.

Signature of Applicant or Representative

Date

PAYMENT INFORMATION

(MC/VISA): _____ EXP DATE: _____ V-CODE: _____ ZIP CODE: _____

<u>CABIN: RENTAL FEES & DEPOSITS</u>	<u>THE COMMUNITY CENTER RENTAL FEES AND DEPOSITS</u>
Residents of Tam Valley: \$42/hour	Tam Valley Residents: \$94/hour
Non-Residents: \$53/hour	Non-Residents: \$124/hour
Tam Valley Non-Profits: \$42/hour	Tam Valley Non-Profits: \$106/hour
Non-Profits: \$47/hour	Non-Profits: \$116/hour
Public Agencies: \$37/hour	Public Agencies: \$83/hour
Commercial: (any event charging admission-profit or non-profit) \$71/hour	Commercial: (any event charging admission-profit or non-profit) \$142/hour
2 hour minimum	3 hour minimum
Maximum Capacity: 30 people in/outside of the cabin, including children	Maximum Capacity: 192
Cleaning Service fee: \$177	Cleaning Service Fee: \$235
Parking: Availability for 20 Cars	Parking: Availability for 47 regular spaces
Jumpees: Permitted outside	Attendant Fee: \$37/hour required for <i>all</i> events, NO EXCEPTIONS. Any events over 8 hours will pay \$47/hr for the attendant.
Amplified music: Until 8:00pm (no louder than 50 decibels)	Location: 203 Marin Avenue, Mill Valley, CA 94941
Location: 60 Tennessee Valley Road, Mill Valley, CA 94941	Damage Deposit: A refundable deposit of \$500 (check or credit card) is required and held to cover any damages to the property beyond normal wear and tear requiring repairs, additional cleaning, staff time to manage, and/or for violations of the terms of the rental agreement. Full or partial refunds will be issued after staff have inspected the property.
Damage Deposit: A refundable deposit of \$150 (check or credit card) is required and held to cover any damages to the property beyond normal wear and tear requiring repairs, additional cleaning, staff time to manage, and/or for violations of the terms of the rental agreement. Full or partial refunds will be issued after staff have inspected the property.	Renters must also secure a \$1 million one-day insurance certificate naming TCSD as an additional insured.
Pony parties or laser tag are NOT permitted.	<i>PA/Speaker sound systems are not available with this rental.</i>
	Music is permitted inside only with the doors and windows closed.
	Teen events require the submittal of a security plan prior to booking the center.

<u>*NEW: FULL DAY RATE (For Community Center):</u>	<u>*NEW: FULL DAY RATE (For Cabin):</u>
Any 8 hours per day Saturday or Sunday (save 10% from standard rate)	Any 8 hours per day Saturday or Sunday (save 10% from standard rate)
Tam Valley Residents: \$677	Tam Valley Residents: \$304
Non-Residents: \$892	Non-Residents: \$383
Tam Valley Non-Profits: \$765	Tam Valley Non-Profits: \$304
Non-Profits: \$830	Non-Profits: \$343
Public Agencies: \$599	Public Agencies: \$264
Commercial (any event charging admission-profit or non-profit) \$1,021	Commercial (any event charging admission-profit or non-profit) \$510
Attendant Fee: \$37/hour required for <u>all</u> events, NO EXCEPTIONS.	

<u>Eastwood, Kay, Flamingo and Tot Lot Park Rentals</u>
Residents of Tam Valley: \$30/hour
Tam Valley Non-Profits: \$30/hour
Non-Residents/Commercial: \$44/hour
Non-Profits/Public Agencies: \$38/hour

Parks Maximum Capacity: 30 people
Parking: Availability for 12 Cars
Jumpee houses, food trucks, generators and organized sports are NOT permitted in TCSD parks including park parking lots and adjacent street parking.

Damage Deposit: A refundable deposit of \$100 (check or credit card) is required and held to cover any damages to the property beyond normal wear and tear requiring repairs, additional cleaning, staff time to manage, and/or for violations of the terms of the rental agreement. Full or partial refunds will be issued after staff have inspected the property.

Reservations are not confirmed until payment in full is received.