

FIREHOUSE RENTAL RULES AND REQUIREMENTS

PLEASE READ THESE RULES AND INITIAL YOUR AGREEMENT TO ABIDE BY THEM. RETURN THIS FORM WITH YOUR APPLICATION.

Dear Renter: Thank you for choosing our historic venue for your special event. The following are requirements for renting the hall. Complying with these rules will ensure that you will receive a full refund of your deposit. You are completely responsible for the hall during your rental time and the condition of the building at the end of your event.

RENTAL TIME*: the hall is rented for a minimum window of time totaling 6 hours. This includes 4 hours of event time with one hour each for set up and clean up. You can schedule extra time for an additional fee of \$25/hour for set up or clean up and \$50/hour for extra event time. This scheduled overtime must be paid in advance as well as confirmed with the manager. All events must comply with the curfew of 10-11pm quiet, and 11-midnight complete closure, depending on day of rental (weekday vs. weekend).

NON-SCHEDULED OVERTIME WILL BE BILLED AT \$50.00 PER HOUR TO RENTER AND/OR TAKEN FROM THE DEPOSIT. LOCAL AUTHORITIES MAY ENFORCE THE BUILDING CURFEW.

*We are happy to accommodate the needs for your event. Please discuss any overtime questions with the manager prior to the date of your event. Occasionally, if no one is renting the hall directly before your event, the manager can allow you to have one hour of paid set up time at an earlier time of day or the night before the event if the hall is available. _____

PAYMENT PROCEDURE: a deposit of \$250 is due at the time of scheduling an event, to confirm your rental. This is a completely separate fee from the rental charge and is only refundable following the event if no damage occurs, no additional clean up is required, or no non-scheduled overtime is used. **RENTAL FEES ARE DUE IN FULL ONE MONTH PRIOR TO THE EVENT.** Payment should be made to the PPCA (Pedro Point Community Association) and sent to Pedro Point Firehouse, 1227 Danmann Ave, Pacifica, CA 94044. We accept checks or money orders. Sorry, but we do not accept credit cards.

CANCELLATION: If cancellation occurs within 30 days of the date of the rental then rental fees and full deposit will be refunded. If cancellation occurs less than 30 days before the scheduled date of the event then the rental fees will be refunded but the deposit will be withheld.

BUILDING ACCESS: You will be given a combination number to the front door lock and/or a key for building access on the day of your event. You will also be given a phone number in case you need to reach the manager for any rental emergencies. Please be sure that all lights, heater, running water, etc. are OFF and that the door is securely closed and locked when you leave. The "lock icon" on the front door keypad should be pressed to ensure the door is locked. _____

CLEAN UP REQUIREMENTS: the property must be left in its original condition, that is, clean and undamaged at the end of your rental. This means at the end of your scheduled rental time the building must be in good shape for the next rental. Next day cleanup is not permitted. Detailed clean up requirements are listed separately and can also be downloaded from our website at www.pedropoint.org_____

CATERING AND RENTAL WARE: You may use professional catering and/or equipment rentals. The Firehouse provides tables and chairs to seat up to 125 (located under the stage area in large pull-out drawers). We have a wet bar area with an ice chest freezer, large professional size refrigerator, and double deep sink. There are **NO COOKING APPLIANCES PROVIDED** except for a microwave oven. Chafing dishes, hot plates, and coffee urns may be brought in and used in the wet bar area, with special attention to

using "surge protecting" outlet plugs. (Most heating and cooling appliances use a lot of power.) The surge protector will eliminate circuit-outs. If caterers will be performing the building clean up and table/chair breakdown please be sure the lead caterer has a copy of the rental clean up requirements, as you will ultimately be responsible for how the hall is left. _____

GARBAGE AND RECYCLE: We have garbage and recycle housing outside of the hall on the grass near the deck. It is very important that all event trash is properly stored in bags and put securely inside the housing with the doors locked. Because of raccoons and other animals no garbage is to be left out in any spot other than inside the garbage housing. We ask that all recyclables including glass, cans, plastic bottles, aluminum chafing dishes, and flattened cardboard be separated from garbage to limit trash and to help our environment. Please take advantage of the recycle cans inside the hall during your event, and then empty these into the large recycling containers outside during your clean up. Garbage bags are provided, however extras are great to have on hand.

Each event is allocated 2 garbage cans within the garbage housing; use of extra cans and/or extra bagged garbage left inside the garbage housing will incur a charge of \$8 per can or bag.

CIGARETTE AND CIGAR BUTTS ARE GARBAGE AND NEED TO BE PROPERLY DISCARDED OF IN THE ASHTRAYS (to be later dumped in the trash). CIGARETTE AND CIGAR LITTER REMAINING AFTER YOUR EVENT WILL RESULT IN PARTIAL DEPOSIT WITHHOLDING. The front street area, deck, playground, and private driveway must be left free of debris. _____

PARTY RENTAL SUPPLIES DROP OFF AND PICK UP: In most cases, party rental supplies can be delivered to the hall just before your rental time, usually during set up time, and picked up at the end of the event. In some cases rental equipment is dropped off only on Fridays and picked up only on Mondays. To help accommodate your rentals we can offer a layover of rental equipment (if neatly stacked out of the way) for \$25 per day. Be sure to confirm with the manager and your rental ware company for this extra usage, as there are times when a layover of equipment is not possible.

ACOUSTIC PANELS The PPCA has upgraded the hall acoustics with the installation of blue acoustic panels located on the walls of the Firehouse. These panels help with noise reduction and echo suppression, thereby improving the experience of conversation and music. Please take care not to touch, disturb, remove, decorate over, or manipulate the panels.

The following criteria must be strictly followed:

- NO SMOKING IN THE HALL AT ANY TIME
- NO ALCOHOL SALES WITHOUT PROPER STATE "ABC LICENSE"
- NO UNDERAGE DRINKING WILL BE ALLOWED
- NO GLASS INSIDE THE PLAYGROUND AREA
- NO UNSUPERVISED CHILDREN UNDER 12 YEARS ALLOWED IN THE PLAYGROUND
- NO PLAYGROUND USE AFTER 9PM
- NO USE OF DECORATIVE CONFETTI
- NO LOUD MUSIC AFTER 10 pm*

*Volume should not be heard outside of the building (please close the front and side doors at 10pm to prevent noise spillage, if music is used.)

-NO TRESPASSING OR LITTERING INTO NEIGHBOR'S PROPERTY (the driveway located near the playground is PRIVATE. Please be respectful of our neighbors!!)

- CANDLES OR OPEN FLAMES USAGE: Use only glass-enclosed votives when set atop a secondary flame-resistant plate/mirror/trivet. Use of sternos for catering permitted.

CLEANUP REQUIREMENTS: The following clean up criteria and fee schedule will be used to determine the refund of your deposit.

ADDITIONAL CLEANUP REQUIRED AFTER YOUR EVENT WILL BE CHARGED A MINIMUM OF \$50/HOUR

- All decorations including balloons removed.
- Floors swept and mopped.
- Tables and chairs properly stored in drawers.
- Counters wiped and clean.
- Sink and wet bar area including microwave oven, refrigerator and freezer left clean and empty. Garbage bagged and stored inside of garbage housing.
- Recycling material is separated and contained inside of bins inside of garbage housing.
- Street area, sidewalk, deck and playground free of cigarette butts and debris.
- Ashtrays dumped into trash cans and replaced in the hall.

By initialing at each section above, and below, I confirm that I have read the expectations of rental and cleaning responsibility, and agree to abide by the detailed "cleanup requirements" list. I understand that not fulfilling these requirements will result in a withholding, and/or forfeiture of the original deposit amount.

Printed name of person renting the Pedro Point Firehouse

Signature of person renting the Pedro Point Firehouse

APPLICATION FOR USE OF THE HISTORIC PEDRO POINT FIREHOUSE

A. APPLICANT/EVENT INFORMATION:

1. NAME OF APPLICANT(S): _____

Address: _____ City/zip code: _____

Telephone: _____ Alternate phone# _____

Email address _____

2. HOW DID YOU HEAR ABOUT THE FIREHOUSE?: _____

3. TYPE OF EVENT: _____

4. DATE(S) AND TIME(S) OF USE INCLUDING PREPARATION AND CLEAN-UP TIME:

SET UP TIME: Date _____ From _____ To _____

EVENT TIME: Date _____ From _____ To _____

CLEANUP TIME: Date _____ From _____ To _____

CLEANUP MUST BE COMPLETED AT END OF EVENT – no exceptions!

5. FACILITIES AND EQUIPMENT REQUIRED:

Main floor meeting room Playground area

Projection Screen (\$45 for use — screen only; no projector or AV equipment)

_____ of Chairs (125) and # _____ Tables (25- 6'X2.5') to be used

6. EXPECTED ATTENDANCE: Adults (over 21 yrs.) _____ Youths _____

7. EVENT INFORMATION:

YES

NO

a) Event limited to invitees only?

b) Event is open to the public?

c) Event is free to the public?

d) Fee to be charged or donation expected?

e) Refreshments to be served?

f) Commercial use of catering to be used?

If yes, caterer's name _____ Telephone _____

- g) Outside rentals to be used?
 If yes, rental company name _____ Telephone _____
 Rental drop-off and pickup times _____
- h) Wine or beer to be served?
- i) Hard liquor to be served?
- j) Any liquor to be sold as part of a fundraiser?
 If yes on "j", you must obtain and provide a copy of your license approved by the
 California Department of Alcoholic Beverage Control (Form ABC-221).
- k) If applicable, how will service of alcoholic beverages be
 handled? _____

- l) What will be done to ensure that absolutely no minors (under the age of 21) will be
 served alcohol? _____

B. INSURANCE COVERAGE: THE INDIVIDUAL APPLYING MUST CARRY LIABILITY INSURANCE

There are two ways of providing insurance:

— **IF YOU ARE NOT A HOMEOWNER**, or do not carry liability insurance, The Pedro Point Firehouse offers "umbrella coverage" that insures your event for a fee of \$125. This must be arranged through the Firehouse Manager **TWO** weeks prior to event.

— **IF YOU ARE A HOMEOWNER**, contact your insurance provider and ask if "Special Event Coverage*" is available to you. **Proof of coverage is due no later than THREE weeks prior to event date.**

They will need the following information:

- **Whom to name as additionally insured** (Pedro Point Community Association, or P.P.C.A., **NOT** the Firehouse)
- **Location of event:** (The Pedro Point Firehouse, located at 1227 Danmann Ave.)
- **The date of event**
- **The amount to be covered:** (\$1 million worth of coverage required)

The actual Homeowner's Policy is NOT needed, just the Certificate of Special Event Coverage. This can be sent from you, or your agent, to: Firehouse c/o 1227 Danmann Ave., Pacifica, CA. 94044

***Please note that there may be fees involved in establishing special event coverage through your homeowner's policy. Our Umbrella Coverage is always an option.

**HOW WILL YOU BE PROVIDING INSURANCE
COVERAGE?** _____

8. Designation of responsible representatives (one or both of representatives must be present at all times when building is in use). APPLICANT MUST BE 25 YEARS OR OLDER TO RENT AND MUST PROVIDE PROOF OF AGE, SUCH AS COPY OF DRIVER'S LICENSE.

Name and signature of representative:

Signature _____

DOB: ___/___/___ Copy of license provided? _____

Name, address, telephone, and signature of Alternate:

Name: _____

Address: _____ Telephone: _____

Signature of Alternate: _____

9. DECLARATION:

UPON APPROVAL OF THIS APPLICATION, APPLICANT HEREBY ACCEPTS FULL RESPONSIBILITY FOR ANY AND ALL BREAKAGE OR DAMAGE TO THE FIREHOUSE, ITS FACILITIES, OR EQUIPMENT AND FOR THE DEPARTMENT AND CONDUCT OF THOSE ATTENDING THE FUNCTION, OR ACTIVITY FOR WHICH THE FIREHOUSE IS REQUESTED; PROVIDED FURTHER THAT APPLICANT AGREES THAT THE PEDRO POINT COMMUNITY ASSOCIATION (PPCA), ITS OFFICERS, DIRECTORS, MEMBERS, AGENTS OR EMPLOYEES WILL NOT BE RESPONSIBLE OR LIABLE FOR ANY CLAIMS, LOSS OR DAMAGE TO ANY PERSON OR THING, UNLESS SUCH A CLAIMS, LOSS OR DAMAGE TO ANY PERSON OR THING, IS CAUSED BY NEGLIGENCE OR UNLAWFUL ACT OF PPCA;

PROVIDED FURTHER THAT APPLICANT AGREES TO DEFEND, INDEMNIFY AND SAVE HARMLESS THE PPCA, ITS OFFICERS, DIRECTORS, MEMBERS, AGENTS OR EMPLOYEES, FROM AND AGAINST ANY AND ALL CLAIMS, INJURY, LOSS, OR DAMAGE REAL, ALLEGED, ARISING, OUT OF APPLICANTS USE OF THE FIREHOUSE; PROVIDED FURTHER THAT THE RESPONSIBLE REPRESENTATIVE(S) OR ALTERNATES DESIGNATED BY APPLICANT IN #9 (previous page) WILL BE PHYSICALLY PRESENT DURING THE ENTIRE TIME OF USE OF THE FIREHOUSE; AND PROVIDED FURTHER THAT THE APPLICANT AGREES TO COMPLY FULLY WITH ALL CONDITIONS OF APPROVAL SET FORTH HEREIN BY THE REPRESENTATIVE OF THE PPCA, AND TO PAY FOR ALL FEES REQUIRED FOR BUILDING USE.

DECLARED BY (applicant) _____ **DATE** _____

ADDRESS _____ **TELEPHONE** _____

SIGNATURE OF REPRESENTATIVE _____

DATE _____ **TITLE, IF ANY** _____

There is a security deposit of \$250 for cleaning, damages and to guarantee building use. This is refundable after your event provided that; the hall is left in the same condition it was received, there is no damage or additional cleanup required, all garbage properly contained, and that all agreed upon rules were followed (Please refer to the Pedro Point Firehouse Rental Guidelines document). Any questions regarding cleanup should be discussed prior to rental.

Deposit may be forfeited if applicant cancels or does not use the facility, or if use differs from that sanctioned by application. The deposit is separate from all rental fees and should be sent with application as soon as date is chosen and said to be available by manager. (Please allow up to 2 weeks for refund of deposit if applicable.)

C. RENTAL FEES/HOURS OF OPERATION

Hours of Operation: The Pedro Point Firehouse is available from 7am until 9pm every weekday, and until 11pm on weekends.

There is a block of 6 hours allocated to each event. This includes 1 hour of set up, 4 hours of event time and 1 hour of clean up. Extra set-up and clean-up time can be arranged for \$25 per hour, and extra event time is \$50 per hour. Please contact manager to arrange for extra time.

No. of people	1-40	41-90	90+
WEEKEND EVENINGS (after 3pm)			
Friday	\$500	\$550	\$600
Saturday	550	650	750
WEEKEND DAYTIME (Out of hall by 3pm)			
Friday	200	250	350
Saturday	250	300	400
Sunday (available all day until 9pm; no 3pm cutoff)	300	400	475
WEEKDAY (MON.-THURS.) EVENINGS			
50 or fewer	\$50/hr.		
Over 50	\$75/hr.		
DEPOSIT – Required for all events	\$250		
OTHER RATES			
Extra event time	\$50/hr		
Extra cleanup/setup	\$25/hr.		
Umbrella Insurance (provided thru Firehouse)	\$125 one-time fee		
Regular Renter's Discount	25% discount after 3 rentals		
Fundraiser Rate	25% discount if PPCA is named as Donor		
Memorial Rate	25% off published rates		
Class Rate	\$20/hr. under 20 people; \$30/hr. over 20; up to 3 hours		
Seminar Rate	\$25/hr. under 20 people; \$50/hr. over 20; 3 to 8 hours		
Projection Screen	\$45 (let manager know if you plan to use)		
Extra Trash (>2cans)	\$8/can or bag		

Building Use Fees	Hours	\$
Regular Rental Time	___ 6 ___	-----

Extra time: setup and clean up (\$25/hr) = ___ Event time ___ (\$50/hr)

Total Rental Amount \$ _____ **check #** _____ **date** ___ / ___ / ___

- **SEND DEPOSIT ASAP TO HOLD YOUR DATE. INCLUDE A SELF-ADDRESSED, STAMPED ENVELOPE FOR RETURN OF ORIGINAL DEPOSIT CHECK.**

- **CHECKS ARE PAYABLE TO PPCA AND DUE 3 WEEKS PRIOR TO EVENT, ALONG WITH PROOF OF INSURANCE AND COPY OF DRIVER'S LICENSE (applicant must show proof of age (25+ years)).**

For rates for special events, such as classes or workshops, please contact Firehouse manager.

Please make a copy of application before submission.

Send deposit and all paperwork to.

The Pedro Point Firehouse
1227 Danmann Ave.
Pacifica, CA 94044

On Behalf of the Pedro Point Community Association –
Thanks for choosing the Firehouse for your special event!!

PEDRO POINT FIREHOUSE RENTAL GUIDELINES

--PLEASE KEEP FOR YOUR REFERENCE--

Dear Renter: Thank you for booking your event with us. To ensure that the Firehouse will be as ready for the event following yours as it is for your event, we ask your cooperation with the following guidelines. You are completely responsible for the Pedro Point Firehouse during your rental time. You must make certain that the building is left clean, and in the condition that it was originally in, to insure full refund of your deposit.

PLEASE FOLLOW ALL OF THE CLEAN-UP REQUIREMENTS LISTED BELOW :

- TRASH AND RECYCLE*****THIS IS VERY IMPORTANT*******WE PRACTICE RECYCLING AT THE FIREHOUSE. PLEASE SEPARATE ALL TRASH FROM RECYCLABLE MATERIALS. Please put trash bags in the trash containers located in the garbage housing outside by the front sidewalk. Make sure the doors on the refuse container are closed and locked securely. This will keep the raccoons from making a big mess. If you use more than 2 trash cans, \$8.00 per additional can or bag will be deducted from your rental deposit.
RECYCLE -- ALL RECYCLABLE CONTAINERS: (GLASS BOTTLES, ALUMINUM CANS, PLASTIC BOTTLES AND CARDBOARD) MUST BE COLLECTED IN THE BLUE RECYCLE CONTAINERS LOCATED INSIDE THE GARBAGE HOUSING (2 LEFTHAND DOORS).
PLEASE SEE LAMINATED GARBAGE/RECYCLE INSTRUCTIONS INSIDE BAR OR ON GABAGE HOUSING DOOR IF YOU ARE UNSURE ABOUT HOW TO SEPARATE.
There are smaller blue recycle cans inside the hall for use during the event, but these MUST be emptied into the larger outside containers. A \$50 FINE MAY BE ASSESSED IF RECYCLABLE MATERIALS ARE NOT SEPARATED FROM GARBAGE!! We appreciate your help to reduce waste and help keep our environment clean. Do not leave any debris on premises or the grounds outside of the building.
- Smoking in the hall is prohibited. Please make sure that ashtrays are placed in front of the building and on the deck. Make sure that the deck and the sidewalks are swept clean of leftover butts when you leave. Ashtrays should be dumped into the trashcans and replaced inside the hall.
- Remove all decorations, ribbon and tape from the walls. Please use only masking tape for easier removal and do not use tacks or staples in the walls.
- Acoustic Panels: The Firehouse has begun its sound upgrade with the implementation of blue acoustic panels located on the walls of the Firehouse. These panels help with noise reduction and echo suppression, thereby improving the experience of conversation and music. Please take care not to touch, disturb, remove, decorate over, or manipulate these panels.
- The floors and stage: Our hardwood floors are a great asset. Please make sure that objects are not dragged across the hardwood floors. Lift and carry objects during set up and clean up. Sweep all floors and mop up with a damp mop. Use as little water as possible on wood floors.
- Restack all folding chairs in carts carefully **as described inside the front of each cart**. Tables should be wiped clean and replaced in the rear of the carts. **Carts are very heavy so please use caution when moving them**. Please push them slowly to not bump the sides. Neatly stack non-folding wooden chairs in 'twos' on the stage.
- Check restrooms for cleanliness: remove paper from floor, turn faucets off, toilets must be flushed and the water not running, lights turned off. (The light switch is near the thermostat on the wall behind the bar.) Please report any problems that you have with the bathroom plumbing.
- Kitchen area: wipe all counters and make sure that sinks are clean. Wipe splatters and make sure the freezer and refrigerator doors are completely shut.
- Turn off all light switches completely until they "click." Make sure that the thermostat is set to 'OFF.' Restroom lights located behind bar near sink. Main lights on opposite wall. Deck light near deck door. Front lights in entryway.
- For the consideration of neighbors, please keep the side door closed after 10:00 pm if music is used.
- The driveway across from the Firehouse playground is private. Please do not park, or congregate, in the driveway area.

PLAYGROUND CURFEW IS 9 PM. PLEASE ADVISE GUESTS TO COME INSIDE AFTER THIS TIME. ANY DAMAGE THAT OCCURS DURING YOUR RENTAL TIME WILL RESULT IN DEPOSIT DEDUCTIONS OR FORFEITURE. NON-SCHEDULED OVERTIME WILL RESULT IN PARTIAL DEDUCTION OF DEPOSIT. THE BUILDING MUST BE QUIET BY 10 PM AND VACATED BY MIDNIGHT. We thank you for your consideration.

QUICK CHECK LIST:

- RECYCLE** — separate from trash, put in containers outside in garbage housing. Trash gathered in bags and put in cans inside of garbage housing by sidewalk. LOCK DOORS OF GARBAGE HOUSING. Each event is given 2 garbage cans for use. Use of more than 2 cans will be charged \$8 per can or bag.
- ASHTRAYS** — empty, clean and replace inside.
- FLOORS AND STAGE** — sweep, wipe or mop sticky spots. PLEASE DON'T DRAG FURNITURE ACROSS FLOORS.
- TABLES & CHAIRS** — wipe and replace in carts below the stage. **See inside the front of the carts for descriptions of contents. Caution: the carts are very heavy.**
- RESTROOMS** — pick up paper, flush toilets, and turn off faucets and lights.
- KITCHEN** — Wipe all counters. Close refrigerator and freezer doors completely.
- POWER** — Turn lights completely out and thermostat off.
- DECORATIONS** — completely remove decorations and ensure that walls are free of tape.
- OUTSIDE** — leave clean and free of debris and cigarette butts.

WE HOPE YOU HAVE A VERY PLEASANT EXPERIENCE AT THE HISTORIC PEDRO POINT FIREHOUSE. ENJOY YOUR MEMORIES!