

## 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 "free" 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.  
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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](http://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 130 (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. Chaffing 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 a (blue) garbage housing outside of the hall on the grass near the deck and recycle bins on the deck. It is very important that all event trash is properly stored in bags and put securely in the housing with the doors locked. Because of raccoons and other animals no garbage is to be left out in any spot other than the garbage housing. We ask that all recyclables including glass, cans, plastic bottles, aluminum chaffing 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.

**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.

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### 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.

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### The following criteria must be strictly followed:

- NO SMOKING IN THE HALL AT ANY TIME
- NO ALCOHOL SALES WITHOUT PROPER STATE "ABC LICENSE"
- NO UNDER AGE 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!!)
- NO CANDLES OR OPEN FLAMES ARE ALLOWED INSIDE THE HALL (Catering sterno's are okay when used in chaffing dishes only. For candles etc. a one time fire permit may be obtained through the Pacifica Fire Department.) \_\_\_\_\_

### 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 (if needed).
- 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 sorted bins.
- 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.

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Printed name of person renting the Pedro Point Firehouse

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Signature of person renting the Pedro Point Firehouse