

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:

EVENT TIME: Date _____ From _____ To _____

SET UP 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

_____ of Chairs (150) 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. If so, they will need the following information:

- **Location of event:** (The Pedro Point Firehouse, located at 1227 Danmann Ave.)
- **The date of event**
- **The amount to be covered:** (1 million dollars worth of coverage required)
- **Whom to name as additionally insured** (Pedro Point Community Association, or P.P.C.A.)

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: Pedro Point Firehouse c/o 1227 Danmann Ave, Pacifica, CA. 94044

Proof of coverage is due no later than THREE weeks prior to event date.

***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? _____

(cont.)

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 confirmed to be available by manager. (Please allow up to 2 weeks for refund of deposit if applicable.)

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!!