

Pedro Point Firehouse

Rental Protocol During Covid

Addendum to Contract

The Pedro Point Firehouse's goal is to remain a thoughtful and safe venue to hold events. All events will need to adhere to the San Mateo County Protocol for Covid safety under the guidelines of "Religious and Cultural Celebrations."

It is the responsibility of the renter to be clear on these guidelines, and host events accordingly.

Please read and initial that you agree to the expectations to use our facility.

- I/we (renter) understand that we will need to follow all of the San Mateo County guidelines for Covid safety, including but not limited to requiring mask wearing by attendees of an event, practicing social distancing, and taking extra precaution during food serving and cleaning procedures etc. under the criteria for "Religious and Cultural Celebrations." _____
- I/we (renter) also understand that as restrictions around Covid may change, we will need to abide by any necessary adjustments. This may include planned event attendance being limited to a lesser number of people, and the possibility of cancellation if it is deemed restricted by the county due to a change in the safety tiers of the county. In the unlikely case that SMC protocol completely restricts events, thereby forcing a Cancellation, a full refund of renter's deposit and rental fees will be given. _____
- I/ We (renter) are aware that The Pedro Point Community Association (PPCA) and The Firehouse, its officers or employees are not liable for any loss or fees incurred with the unplanned changes or cancellation of events. Further, it is our responsibility as renters to do our best to stay current with the SMC guidelines in the weeks leading up to our event to be best informed. Please discuss any questions or changes with the Firehouse manager, or by visiting the link to the San Mateo County Health website. A link to the SMC guidelines page can be found here: <https://www.smchealth.org/coronavirus> _____
- I /we (renter) understand that non-compliance with any county guidelines during event may result in event shutdown or cancellation without refund, as well as potential fines by County Health Officers. _____

We hope your event is a memorable success!

CONTRACT _____
DEPOSIT: _____
CHECK _____ PAYPAL _____
COPY OF ID _____
REQ. SIGNATURES _____
INSURANCE _____
CONFIRMATION _____
RENTAL FEES _____
DOOR CODE _____
EMERG. CONTACT _____
DEPOSIT REFUND _____
NOTES _____

APPLICATION/CONTRACT 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 _____

DOB: _____ Copy of ID provided _____ (Applicant must provide COPY OF ID for proof of age 25+)

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

3. TYPE OF EVENT: _____

4. DATE AND TIME OF USE : Standard=6 hrs (1 set up/4 event/1 cleanup) Wedding=10 (4 setup/4 event/2 cleanup)

SET UP TIME: Date _____ From _____ To _____ Additional @ \$25/hr # _____

ACTUAL EVENT TIME: Date _____ From _____ To _____ Additional @ \$50/hr# _____

CLEAN UP TIME: Date _____ From _____ To _____ Additional @ \$25/hr# _____

BUILDING MUST BE VACATED BY END OF BREAKDOWN TIME, TO ALLOW FOR JANITORIAL SERVICE ENTRY

5. FACILITIES AND EQUIPMENT REQUIRED:

_____ of Chairs (100) # _____ Tables (20- 6'X2.5') to be used # _____ of Cocktail Tables (7)

Playground area \$25 Projection Screen (\$25 for use — **screen only; no projector** or AV equipment)

6. EXPECTED ATTENDANCE: (100 attendees **MAX**): 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 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 (must be within your paid rental time or approved by manager)

Overnight Layover of rentals (if available \$50) _____

- 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:** Follow the link on our website to THEEVENTHELPER.COM to apply for the required coverage. The link will bring you to a pre-filled form that has all the information required, and names the Pedro Point Community Association as the additionally insured. THEEVENTHELPER's rates vary, but it is an affordable, easy-to-use option for acquiring the required event insurance. BE SURE TO FOLLOW OUR LINK FOR PROPER WORDING AND AUTOMATIC EMAIL OF PROOF.

— **IF YOU ARE A HOMEOWNER:** Contact your insurance provider and ask if a "Certificate of Special Event Coverage*" is available to you. **This Certificate is due no later than 1 MONTH prior to event date.**

They will need the following information: It is crucial that the wording on your certificate be as follows or it will not be accepted:

- **THE NAMED ADDITIONAL INSURED:** Pedro Point Community Association, or P.P.C.A., **NOT** the Firehouse)
- **Location of event:** (The Pedro Point Firehouse, 1227 Danmann Ave.)
- **The date of event**
- **The amount to be covered:** (\$1 million worth of coverage required)

***Please note that there may be fees involved in establishing special event coverage through your homeowner's policy, as well as processing time needed, prior to the event date. We advise you to contact your agent asap if you are planning to provide your own coverage. Our Umbrella Coverage through THEEVENTHELPER.COM is always an option.

HOW WILL YOU BE PROVIDING INSURANCE COVERAGE? _____

8. Designation of Alternate person on site (must be 25 or older and be present at all times during building use, if main applicant is away for any reason.)

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 THAT THE PEDRO POINT COMMUNITY ASSOCIATION (PPCA), ITS OFFICERS, DIRECTORS, MEMBERS, AGENTS OR EMPLOYEES WILL NOT BE RESPONSIBLE OR LIABLE IF THE FIREHOUSE IS UNUSABLE ON THE CONTRACTED DATE DUE TO CIRCUMSTANCES BEYOND THE PPCA'S CONTROL;

PROVIDED FURTHER THAT APPLICANT AGREES TO DEFEND, INDEMNIFY AND HOLD 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 APPLICANT'S USE OF THE FIREHOUSE; PROVIDED FURTHER THAT THE RESPONSIBLE REPRESENTATIVE(S) OR ALTERNATES DESIGNATED BY APPLICANT IN #8 (above) 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 ALTERNATE _____

DATE _____ **TITLE, IF ANY** _____
(EXAMPLE; CATERER, WEDDING PLANNER, FAMILY MEMBER ETC.)

C. RENTAL FEES/HOURS OF OPERATION

Hours of Operation: The Pedro Point Firehouse is available from 8am until 9pm Mon-Thurs., 8am until 11pm Fri. and Sat., and 10am until 9pm Sunday. **There is a reservation security deposit of \$400 (\$500 weddings).** This is fully refundable after your event, provided that the hall is left in the condition set forth in the building requirements, there is no damage or additional cleanup beyond the normal required, all garbage is properly contained, and all agreed-upon rules are followed. *(Please refer to the Pedro Point Firehouse Rental Guidelines document).* Any questions regarding cleanup should be discussed prior to rental.

Janitorial Cleaning fee: (\$150 standard events/ \$200 weddings DUE ALONG WITH RENTAL FEE) Building must be left in tidy condition as outlined in cleanup requirements. Janitorial fee is paid towards the sanitization and deep cleaning required between each event, and for trash and recycle utilities. Any cleanup required beyond the ordinary, will be in addition to the janitorial fee and be deducted from security deposit.

CANCELLATION: With 30 or more days' notice, PRIOR to event, a full refund will be given. If less than 30 days' notice is given, HALF OF THE DEPOSIT WILL BE RETAINED and the other half refunded (along with any rental fees and cleaning fees paid).

Deposit may be forfeited if applicant cancels without notice, or does not use the facility, or if use differs from that sanctioned by application. The deposit is separate from all rental fees and is payable at time of reservation along with submission of contract (if availability confirmed by manager). Please allow up to 4 weeks for refund of deposit if paid by check.

FIREHOUSE RENTAL RATES				
Building curfew: Inclusive of any extra time purchased.				
FRI/SAT.: End event by 10, 10-11pm quiet cleanup only; vacant by 11pm				
Weekdays/Sunday: End event by 8, quiet cleanup only 8-9pm; vacant by 9pm				
WEEKDAYS (until 8/9pm): priced hourly				
	<50	>50		
	\$50/hr	\$75/hr		
WEEKENDS (non-weddings)				
Rates are for 6 hours: 1 set up, 4 event, 1 cleanup				
No. of people	1-25	26-50	51-75	76-100
Friday eve.	\$300	\$400	\$450	\$500
Saturday DAY (out by 3pm)	250	350	450	550
Saturday EVE. (after 4pm)	600	750	900	1,000
Sunday (any 6 hours until 8pm)	300	400	475	550
WEDDINGS				
Rates are for 10 hours: 4 set up, 4 event, 1-2 cleanup				
No. of people	1-25	26-50	51-75	76-100
Weekday	\$500	\$600	\$700	\$800
Saturday	800	1,000	1,100	1,400
Sunday	450	600	800	1,000
	Standard	Wedding		
Deposit (fully refundable if guidelines are followed for cleanup)	\$400	\$500		
Janitorial/Sanitation fee (separate from deposit & required)	150	200		
Other - Weekday				
Classes / Meetings (up to 3hrs)	<25	26-50		
	\$25/hr	\$40/hr		
Seminars (3-8hrs)	<50	<100		
	\$40/hr	\$60/hr		
Playground (non-exclusive) Use (up to 20 kids)	\$25			
Projection Screen (screen only, no projector)	25			
Discounts: We offer 20% off of base rate for non-profits/fundraisers/memorials and "Frequent Flyers" (if rented annually or 3 times within 5 years)				

Building Use Fees

Regular Rental (base rate)	Time (6 hrs)	_____ to _____	\$ _____
Wedding rental (base rate)	Time (10 hrs)	_____ to _____	\$ _____

EXTRA TIME (if adding):

Setup and cleanup	_____	@ \$25/hr= _____
Event time	_____	@ \$50/hr= _____
Playground Use fee	_____	_____
Projection Screen Use fee	_____	_____
Janitorial Cleaning fee	_____	_____

Total Rental Amount \$ _____

Deposit Paid by: **Check # _____ or Paypal Inv. # _____**

Remit deposit ASAP to reserve your date. This can be done via Paypal thru our weblink, or by check. Final payments (payable to PPCA) are due 1 month prior to event), along with proof of insurance. lease make a copy of this 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!!

FIREHOUSE RENTAL RULES AND REQUIREMENTS

**PLEASE READ THESE RULES AND INITIAL INDICATING 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 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 1 hour each for setup and breakdown/cleanup. Weddings have 10 hours. You can schedule extra time for an additional fee of \$25/hour for set up or cleanup 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 10pm quiet, and 11pm complete vacancy on Fridays and Saturdays, and curfew of 8pm quiet and 9pm vacancy on Sundays and weekdays.**

***NON-SCHEDULED OVERTIME WILL BE BILLED AT \$50.00 PER EVERY 15 MINUTES PAST RENTAL TIME OR CUREFEW AND/OR TAKEN FROM THE DEPOSIT. LOCAL AUTHORITIES MAY ENFORCE THE BUILDING CURFEW.**

*We are happy to accommodate the needs for your event, but due to the nature of our small neighborhood, we request respectful quiet time and building shut down at curfew. Please be sure your guests are also respectful and not lingering outside the building past curfew. Discuss any overtime questions with the manager prior to the date of your event.

PAYMENT PROCEDURE: A deposit of \$400 (\$500 weddings) is due at the time of scheduling an event to confirm your rental. (Payable by check or Paypal link thru our website) This is a completely separate fee from the rental charge and is fully refundable after the event if no damage occurs, no additional cleanup is required, or no non-scheduled overtime is used. **RENTAL FEE and JANITORIAL SERVICE FEE 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 NOTICE of cancellation occurs with AT LEAST 30 days from the date of the rental, then rental/janitorial fees and full deposit will be refunded. If NOTICE of cancellation occurs less than 30 days before the scheduled date of the event, then HALF of your deposit will be withheld,, and the remaining half refunded.

BUILDING ACCESS: The week of your event, you will be given a combination number to the front door lock and/or a key for building access for 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. _____

CLEANUP REQUIREMENTS: The property must be left in tidy condition; building secured, and left undamaged. This means at the end of your scheduled rental time the building must be VACANT to allow for the janitorial staff to come in. Tables and chairs must be PROPERLY returned to their (labeled) storage drawers, decorations taken down, garbage and sorted recycle disposed in outside garbage housing. Floors should be free of major debris, and outside of hall should show no sign of your event. Detailed cleanup 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 100 (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. (We recommend bringing "surge protecting" outlet plugs. as most heating and cooling appliances use a lot of power.) The surge protector will eliminate circuit-outs. If caterers will be performing the building cleanup and table/chair

breakdown please be sure the lead caterer has a copy, and follows, all of the rental cleanup 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 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 trash and recycle cans inside the hall during your event, and then empty these into the large trash and recycling containers outside during your cleanup. Garbage bags are provided; however, extras are great to have on hand.

Each event is provided 1 Large labeled garbage can within the garbage housing; use of extra cans (if available) and/or extra bagged garbage left inside the garbage housing will incur a charge of \$10 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 /CIGAR AND LITTER REMAINING AFTER YOUR EVENT WILL RESULT IN ADDITIONAL DEDUCTIONS FROM DEPOSIT. **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 before your event time, usually during set up, and picked up at the end of the event. Any other circumstances for rental dropoff, or pickup, must be confirmed with manger prior to event. Any cases where rentals have delivery or pickup times outside of your rental must be approved by manager, and may be charged a layover fee of \$50/day. We are not liable for any rentals left without notice after event time, or for scheduling with your rental company. Any layover of rentals must also be aligned with the date(s) provided on the certificate of insurance.

The following criteria must be strictly followed:

- HALL MUST BE VACANT AT THE END OF YOUR SCHEDULED CLEANUP. NO LOITERING PAST CURFEW.
- NO SMOKING IN THE HALL AT ANY TIME.
- NO GLITTER or CONFETTI; of any sort, tissue or metallic. This means no confetti filled balloons or decorations.
- NO HOLES IN WALLS, NO PUSH PINS, STAPLES OR NAILS.
- NO TAPE OTHER THAN EASILY REMOVABLE PAINTER'S TAPE.
- NO SELLING OF ALCOHOL WITHOUT PROVIDING PPCA/MANAGER, 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, OR USE AFTER DARK.
- NO LOUD MUSIC AFTER 9:00pm* on Fri/Sat or 8pm on weekdays.
*Volume should not be heard outside of the building (please close the front and side doors by 9pm to prevent music and noise spillage.)
- NO TRESPASSING OR LITTERING INTO NEIGHBOR'S PROPERTY (the driveways located on both sides of the Firehouse and near the playground are PRIVATE. Please be respectful of our neighbors!!)
- CANDLES OR OPEN FLAMES USAGE: **NO UNATTENDED FLAMES OF ANY SORT!**
- NO COOKING FLAMES OR DEEP FRYERS ALLOWED INSIDE (Use of sternos for chafing dishes permitted, with caution and attendance of representative).
- LED candles preferred. Use of flame candles require glass-enclosed votives and must be set atop a secondary flame-resistant plate/mirror/trivet.

CLEANUP REQUIREMENTS: The following cleanup criteria and fee schedule will be used to determine the refund of your deposit. Hall must be left in tidy condition inside and out, without major messes left behind.

ADDITIONAL CLEANUP REQUIRED AFTER YOUR EVENT WILL BE CHARGED A MINIMUM OF \$50/HOUR The janitorial fee paid takes care of the sanitization and detailed cleanup required, to prepare the hall between each event. This fee includes mopping of floors, and cleaning and sanitizing the restrooms and bar area. This does not include cleaning above and beyond the normal. For example, the janitorial fee does not cover frosting or food/wax spills on walls or floors, restrooms left in exceptionally poor condition, or cigarette butts or debris left outside the street or playground etc. Please make sure that:

- All decorations including balloons and ceiling decor are removed, including any signs or decor outside or on streets.
- Floors are left free of debris. ("Blue" (dry) dust mop recommended for basic sweep)
- Tables and chairs are properly stored & stacked neatly in carts. PLEASE FOLLOW DIRECTIONS IN EACH CART
- Counters are wiped and free of debris.
- Sink and wet bar area, including the microwave oven, refrigerator and freezer are left clean and empty. NO FOOD OR GARBAGE DISPOSAL IN SINK. Trash is bagged and stored inside of your labeled can inside garbage housing.
- Recycling material is separated and contained inside of bins **inside of garbage housing. NO PLASTIC BAGS IN RECYCLE.**
- Street area, sidewalk, deck and playground are free of cigarette butts and debris from your event.

By initialing each section above, and below, I confirm that I have read the rental and cleaning responsibilities, and agree to abide by the detailed "cleanup requirements" list. I understand that not fulfilling these requirements may result in a withholding beyond the standard janitorial fee portion and may be withheld from the deposit, refund and/or forfeiture of the entire deposit amount.

Printed name of person renting the Pedro Point Firehouse

Signature of person renting the Pedro Point Firehouse

PLEASE KEEP FOR YOUR REFERENCE

PEDRO POINT FIREHOUSE QUICK CHECK LIST

- DECORATIONS REMOVED AND PROPERLY DISCARDED
- ANY BALLOONS OR EVENT SIGNAGE OUTSIDE OR ON STREET SIGNS PROPERLY DISCARDED
- FLOORS SWEPT AND FREE OF DEBRIS OR SPILLS
- TABLES AND CHAIRS PROPELRY REPLACED IN STORAGE DRAWERS
- COUNTERS, FRIDGE, BAR AND SINK AREA FREE OF FOOD AND DEBRIS
- RESTROOMS CHECKED FOR TIDYNESS AND TRASH REMOVAL
- TRASH BAGGED AND CANNED IN OUTSIDE HOUSING. RECYCLE SEPARATED AND CONTAINED IN OUTSIDE HOUSING
- PLAYGROUND (IF USED) AND SIDEWALK OUTSIDE CHECKED FOR DEBRIS/CIGARETTE BUTTS
- HEATER, SINK AND LIGHTS TURNED OFF. ** PLEASE DOUBLE CHECK THAT DECK LIGHT IS ALSO OFF
- SIDE AND FRONT DOOR LEFT SECURED AND LOCKED
- ANY ORANGE CONES OR CIGARETTE RECEPTACLES LEFT TUCKED INTO ENTRYWAY, FREE FROM SIDEWALK TRAFFIC