

## PEDRO POINT FIREHOUSE RESERVATION POLICY, PROCEDURES & RENTAL AGREEMENT

***Please carefully read through this entire document —renters are responsible for following the rules and policies outlined below. To submit, there are a number of places that require signatures.***

### APPLICATION PROCESS

1. You are welcome to visit and tour the Pedro Point Firehouse during hours of operation, provided an event is not in progress. Please call or e-mail ahead before making a site visit.
2. In order to reserve the Firehouse, a person 25 years or older must submit both a complete rental application and a reservation deposit. You may submit your application by mail or by email (info@pedropoint.org).
3. Applications are accepted on a first-come, first-served basis. Applications will be accepted up to one year in advance.
4. Rental requests will be reviewed and processed in the order in which they were received. Renters will be notified by phone, mail, or e-mail as to the status of their application. The booking deposit will be refunded in full if the application is not approved.
5. Rental contracts are not finalized until the manager has contacted you and provided you with an approved rental contract.

### GENERAL INFORMATION

1. The applicant whose name and signature appears on the rental contract should be present for the full length of the event. If the applicant cannot be present, he/she must designate an Alternate, an individual who will be present and submit their name and phone number on the application. The designated person is responsible for following and helping to enforce the policies/regulations. Application permits are non-transferable, and applicants must be 25 years of age or older.
2. Hours stated on rental application must include set-up, decorating, main event and clean-up, which are the responsibilities of the renter. All renters, guests, vendors, and rented equipment must leave the property by the end time listed on the rental agreement.
3. Reservations will be confirmed and considered complete only after all required forms are signed and submitted, and deposit has been received. No dates are tentatively held for any group who has not submitted a rental form and booking deposit.
4. Incomplete or inaccurate information by the renter on the contract may result in cancellation of the contract and loss of fees paid.
5. The applicant's name and signature that appears on the rental contract must match the name on the proof of insurance and payment.
6. Only the renter(s) whose name is on the rental application can submit changes. Changes are subject to approval and must be made in writing (email preferred) or directly with the manager. All rental changes are tentative until confirmed by the manager and any/all additional fees have been paid.
7. Renter acknowledges that the facility may be rendered unusable or otherwise unavailable due to circumstances beyond the Pedro Point Community Association's (PPCA) control, including but not limited to flooding, fire, natural disaster, power outages, public health emergencies, criminal acts or acts of war or terrorism. In the event that the facility should become unavailable due to any such circumstances, the PPCA will refund any fees received from renter and such refund will constitute the limit of PPCA's liability to renter in connection with the unavailability of the facility. The PPCA, its officers, directors, members, agents or employees shall not be liable to renter for any actual or renter's consequential damages, including but not limited to other costs incurred in connection with renter's event, lost profits, and lost opportunity.

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 deportment and conduct of those attending the function, or activity for which the Firehouse is requested; provided further that applicant agrees that the 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 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 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.

8. Reservations may be revoked at any time whenever there has been a violation of approved regulations.
9. Reservations may be revoked or terminated, and additional guests will not be allowed in the building if it is determined that the event is different or larger than represented on the rental application.
10. The PPCA reserves the right to make any physical or furniture changes to the building.

### THE PEDRO POINT FIREHOUSE CAPACITY/MEASUREMENTS

The Pedro Point Firehouse can accommodate up to 100 guests for indoor events. The room is approximately 1600 square feet.

#### INCLUDED FURNITURE

- Chairs: 80 folding chairs.
- Rectangular Tables: 19 - 6' x 2 ½' tables.
- Round Cocktail Tables: 7

#### ADDITIONAL AMENITIES

- Piano, \$25
- Playground use fee, \$25
- Commercial refrigerator
- Free Wi-Fi available; network information listed on the side of refrigerator.
- The Firehouse *does not* have a stove or oven.

<b>FIREHOUSE RENTAL RATES</b>				
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				
<b>WEEKDAYS (until 8/9pm): priced hourly</b>				
	<b>&lt;50</b>	<b>&gt;50</b>		
	\$50/hr	\$75/hr		
<b>WEEKENDS (non-weddings)</b>				
Rates are for 6 hours: 1 set up, 4 event, 1 cleanup				
<b>No. of people</b>	<b>1-25</b>	<b>26-50</b>	<b>51-75</b>	<b>76-100</b>
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
<b>WEDDINGS</b>				
Rates are for 10 hours: 4 set up, 4 event, 1-2 cleanup				
<b>No. of people</b>	<b>1-25</b>	<b>26-50</b>	<b>51-75</b>	<b>76-100</b>
Weekday	\$500	\$600	\$700	\$800
Saturday	800	1,000	1,100	1,400
Sunday	450	600	800	1,000
	<b>Standard</b>	<b>Wedding</b>		
<b>Deposit</b> (fully refundable if guidelines are followed for cleanup)	\$400	\$500		
<b>Janitorial/Sanitation fee</b> (separate from deposit & required)	150	200		
<b>Other - Weekday</b>				
Classes / Meetings (up to 3hrs)	<b>&lt;25</b>	<b>26-50</b>		
	\$25/hr	\$40/hr		
Seminars (3-8hrs)	<b>&lt;50</b>	<b>&lt;100</b>		
	\$40/hr	\$60/hr		
Playground (non-exclusive) Use (up to 20 kids)	\$25			
Projection Screen (screen only, no projector)	25			
Piano	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)				

### Payment Procedures/Deposit

To schedule and confirm your event, a deposit is required: \$400 for all events except weddings, which are \$500. The deposit must be paid in full, payable by check or via the PayPal link on our website, at the time of booking and is separate from rental fees. It will not be applied toward the rental balance. The rental and janitorial fee are due 1 month prior to the event or at time of booking. Payments may be in the form of check, money order, cash, or via PayPal (we do not accept credit cards). All checks should be made payable to "PPCA" and sent to Pedro Point Firehouse, 1227 Danmann Ave, Pacifica, CA 94044.

The deposit is fully refundable except:

1. If money is withheld due to cancellations (see Cancellation and Refunds section for details).
2. The deposit refund will be reduced to cover any extra costs due to cleaning, damage to facility or grounds, overtime hours, additional equipment used during event, if event exceeds estimated capacity, or is in violation of any facility rules or policies.
3. The entire deposit will be retained and event may be shut down if attendance exceeds the amount specified on the application.

**CANCELLATION AND REFUNDS**

Confirmed reservations that are canceled will be subject to penalties. Cancellation fees are determined by the amount of notice given prior to the scheduled event. See table below.

- Refunds will be processed within 30 days after your event.
- Fees will not be refunded for reserved time not used. Reserved time should be chosen carefully; once fees are paid, there will be no refund for decreased reserved or actual use time.
- If the PPCA cancels an activity, all fees will be returned.
- Only the applicant named on the contract can make cancellations.

**Refund Schedule**

Confirmed reservations that are cancelled or rescheduled are subject to the following penalties:

Time Frame — Calendar Days before Event	Penalty
More than 90	0
45 – 90	25% of deposit fee, rental fee and cleaning fee (less the PayPal service fee if deposit made via PayPal)
30-44	50% of deposit fee, rental fee and cleaning fee (less the PayPal service fee if deposit made via PayPal)
15-29	75% of deposit fee, rental fee and cleaning fee (less the PayPal service fee if deposit made via PayPal).
Less than 14	100% of deposit fee, rental fee and cleaning fee (less the PayPal service fee if deposit made via PayPal).

**Rescheduling Fees**

- Events rescheduled 30 or more calendar days before the original date of the event — no penalty.
- Events rescheduled less than 30 calendar days before the original date of the event — 25% of deposit fee, rental fee, and cleaning fee (less the Pay Pal service fee if deposit made via PayPal).

**Forfeiture of Fees**

- One hundred percent (100%) of deposit fee, rental fee and cleaning fee will be forfeited if the applicant cancels without notice, does not use the facility, or if the actual use differs from that stated in the application.

**INSURANCE**

All rentals are required to provide a Certificate of Insurance for liability for a minimum of \$1,000,000, with required endorsements, location of event: (The Pedro Point Firehouse, 1227 Danmann Ave.), date of event, and the amount to be covered: (\$1 million). The name on the Certificate of Insurance must match the applicant’s name on the rental contract.

*If you are not a homeowner:* Follow the link on our website to [THEEVENTHELPER.COM](http://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. 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. Rental insurance certificates must be received by the manager at least 30 days prior to the event.

**FACILITY CONDITIONS OF USE**

**1. Care of the Pedro Point Firehouse**

All groups using the Firehouse shall be responsible for proper use and care of all property, equipment, and facilities.

**2. Rental Time**

A minimum of six hours is required for rentals. This includes 4 hours of event time, with 1 hour each for set-up and breakdown/clean-up. Weddings are allotted 10 hours. You can schedule extra event time for an additional fee of \$50/hour. This scheduled extra time 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. 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 respectful and not lingering outside the building past curfew. Discuss any overtime questions with the manager prior to the date of your event.

### 3. Building Access

You will be given a combination number to the front door lock for building access the week prior to 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.

### 4. Preparation and Clean-up

Rental space must be left in the condition in which it was found. Any items, including all decorations, brought in during the rental must be removed by the end of the rental time.

Preparation and clean up shall be completed by the renter including removal of decorations and other items brought by the renters. A facility-specific clean-up checklist will be provided. Decorations must abide by the following regulations:

- a. No adhesives, nails, screws, staples, tacks, etc., in walls, woodwork, on windows or any other surface are allowed. Painters tape is allowed.
- b. All decorations must be fireproof or of fire-retardant materials.
- c. At no time shall exits be covered or obstructed.
- d. No candles or open flame are allowed (except STERNO, which is frequently used by caterers).
- e. Barbecues and open-flame cook-tops are not allowed inside. Barbecues are allowed only on the deck.
- f. Portable air conditioning units are not allowed.
- g. Outdoor heat lamps are not allowed.
- h. Rice, birdseed, confetti, glitter, rose or other flower petals, and open flames are not allowed, indoors or outdoors, on any part of the Pedro Point Firehouse property.
- i. Balloons and/or balloon string are permitted but must be removed by the end of the event.

### 5. Party Rental Supplies Dropoff and Pickup

In most cases, party rental supplies can be delivered to the Firehouse before your event time, usually during set-up, and picked up at the end of the event. Any cases where rentals have delivery or pickup times outside of your rental time must be approved by manager and may be charged a layover fee of \$50/day. We are not liable for any rental items 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 renting party shall remove such property within a predetermined and agreed-upon time after the scheduled event. Any rental items installed without prior approval will be removed at the renting party's expense. The PPCA is not responsible for lost or stolen items and will not be responsible for any items delivered before or left after an event.

### 6. Use of Alcohol

Renters must comply with all the rules and regulations of the State Department of Alcoholic Beverage Control. PPCA Alcohol Management Policy must be read, signed, and adhered to by renter.

Events involving exchange of any type of monetary consideration (example: purchase of meal ticket with alcohol being served as part of that meal) require the renter to obtain a permit from the State Alcoholic Beverage Control Department. A permit is only required if the user is planning on selling alcohol. A copy of the permit shall be submitted to the manager two weeks prior to the event. State law prohibits the serving of alcoholic beverages to minors or to anyone who is or appears to be under the influence of alcohol. Alcohol must be served by an adult, over 21, from a bar or staffed beverage table.

Renter is responsible for any of their guests who bring alcohol into the facility without obtaining the proper insurance and security requirements. Events may immediately be cancelled if alcohol is consumed without meeting these requirements.

### 7. Exits

All exit doors must always be kept clear. At no time can exits be covered or obstructed by tables, chairs, or equipment. Fire code requires 3 ft. clearance to be maintained around all exit doors throughout the event. The PPCA reserves the right to cancel or stop an event that does not meet exit door clearance requirements.

### 8. Catering and Kitchen Use

Renters may provide their own food and beverages, or they may utilize professional caterers for their event. Renters are responsible for arranging their own catering, linens, dishes, and catering supplies. Any equipment or decorations brought on site must be delivered and picked up within your reserved time.

There is a counter 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 on the stainless-steel counter area.

Renter is responsible for ensuring that all vendors and caterers have a current business license and any other required food handling license. Renter is responsible for the condition of the kitchen and for the caterer in charge of the event. Failure to comply with kitchen regulations will result in a deduction or forfeiture of the deposit. Kitchen must be returned to the same condition in which it was found at beginning of event. Barbecuing requires pre-approval and is restricted to the deck outside the Firehouse.

Renter is responsible for communicating facility policies and cleanup requirements with vendors they contract with. The Firehouse  
Pedro Point Firehouse

manager should communicate with only the renter/designated representative.

**9. Parking**

Street parking availability is not guaranteed and may be limited. Parking spaces may not be reserved. Renters are responsible for notifying their guests and vendors of parking restrictions around the Pedro Point Firehouse prior to and on the day of the event. The Pedro Point Firehouse has no jurisdiction over parking enforcement and is not responsible for parking tickets.

**10. Amplified Sound**

Renters must bring their own equipment. Amplified sound must be turned off by 10:00pm on Fridays and Saturdays and by 8:00pm on weekdays and Sundays. Volume should not be heard outside of the building (please close the front and side doors by 9:00pm to prevent music and noise outside.)

**11. Smoking**

Smoking is not permitted in or outside the Firehouse or the playground. Renter is responsible for adhering to and enforcing the non-smoking ordinance.

**12. Playground**

If you wish to use the Firehouse playground during your event (\$25 extra fee), please make sure there are no unsupervised children under 12 years old, and that it is not used after dark. Please, no glass inside playground area.

**13. Respect for Neighbors**

There are private residences on either side of the Firehouse. Renters may not trespass, litter or park on the driveways located on both sides of the Firehouse and near the playground. Please be respectful of our neighbors.

**14. Garbage and Recycle**

There are garbage and recycling cabinets outside the Firehouse on the deck. It is very important that all event trash is properly stored in bags and put securely inside the bins within the cabinets. Please close cabinet doors and secure latches. Because of raccoons and other animals, no garbage is to be left out in any spot other than inside the garbage cabinets. All recyclables including glass, cans, plastic bottles, aluminum chafing dishes, and *flattened cardboard* are to 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 bin within the garbage cabinet. Any extra bagged garbage must be removed by the renter. Any garbage bags left inside or outside the building will result in a reduction in your security deposit of \$50.

Please note, there is no smoking allowed. If for some reason there are cigarette and cigar butts, these are garbage and need to be properly discarded of in the ashtrays that look like chess pieces (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.*

**15. Public Health Guidelines**

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 current San Mateo County Protocol for Covid safety under the guidelines of “Religious and Cultural Celebrations.”

I have read the terms and provisions on this application and the rules and regulations which are incorporated herein by reference and agree to be bound thereto.

I have read and agree to abide by the Cleaning Requirements Checklist, Evening Noise Policy, and Alcohol Management Policy

I understand that the entire deposit will be retained, and the event shut down, if attendance exceeds the amount specified on the application or is in violation of any facility rules or policies.

Declared by (applicant) \_\_\_\_\_ Date \_\_\_\_\_

Address \_\_\_\_\_ Telephone \_\_\_\_\_

Signature of Alternate \_\_\_\_\_ Date \_\_\_\_\_

Title, if any \_\_\_\_\_  
(Example; caterer, wedding planner, family member etc.)

**CLEAN-UP REQUIREMENTS CHECKLIST**

All renters and vendors must follow this checklist to be eligible for full refund on deposit.

*By signing the Rental Agreement, you confirm you have reviewed and will follow the Pedro Point Firehouse Clean-up Requirements Checklist.*

**Rented Equipment**

\_\_\_ All rental equipment should be removed/picked up by end of contracted rental time or a \$50 layover fee will be charged.

**Bar Area/Kitchen Cleaning**

\_\_\_ Both sinks cleaned.

\_\_\_ Refrigerator emptied & cleaned of all food particles, spills, etc.

\_\_\_ Floor swept and clear of major debris and food particles—mop if needed.

\_\_\_ Trash bins emptied in bins in the outside cabinets on the deck and returned to kitchen area. Recycling placed in blue bins in outside cabinets.

**Interior Spaces**

\_\_\_ Decorations and equipment removed.

\_\_\_ Tables wiped down and all surfaces cleared of items and clean.

\_\_\_ Floors cleared of all food particles, debris, and event décor.

\_\_\_ Restrooms checked for tidiness and trash removal. Toilets flushed.

\_\_\_ Heater, water at sinks and lights turned off. (including deck light).

\_\_\_ Side and front door left secured and locked.

**Exterior Spaces**

\_\_\_ Any balloons or event signage outside or on street signs properly discarded.

\_\_\_ Deck cleared, spillage, food particles, debris cleaned or swept up. Garbage and recycling placed in bins in outside cabinets.

\_\_\_ Playground (if used) and sidewalk outside checked for debris/cigarette butts.

\_\_\_ Any orange cones or cigarette receptacles left tucked into entryway, free from sidewalk traffic.

**Pedro Point Firehouse Equipment Returned**

\_\_\_ Tables and chairs put away in storage drawers.

Renter's Name: \_\_\_\_\_ Type of Event: \_\_\_\_\_

Day & Date of Rental: \_\_\_\_\_

**EVENING NOISE POLICY**

I understand that when renting the Pedro Point Firehouse, all music and activities must end at 10:00pm on Fridays and Saturdays, and 8:00pm on Sundays and weekdays. Event rental items must be cleaned up and out of the facility by the end of the rental period.

I agree to adhere to the manager's instructions to lower the volume or terminate any music and activities that do not comply with the above restrictions.

I understand that the failure to end the music and/or activities by the specified time and/or lower the volume as requested by the manager will result in a violation of the facility rental contract and result in termination of the rental agreement at that time. The music and/or activities will subsequently be stopped, and the clean-up process will need to begin.

Should the event be terminated early due to a violation of the contract, there will be no refund for unused time, because as the renter I understand this condition of the rental contract. Additionally, should the renter violate the noise policy, the PPCA will retain the rental deposit.

**I have read the above, understand and agree to abide by the PPCA's policies and rules regarding music, noise, and hours of use.**

\_\_\_\_\_  
Renter's Signature

\_\_\_\_\_  
Date Signed

\_\_\_\_\_  
PPCA Staff: Name (Print) & Signature

\_\_\_\_\_  
Date Signed

**ALCOHOL MANAGEMENT POLICY:**

*The serving and consumption of alcohol must be indicated on the rental application.*

**Summary of Pertinent California State Laws Regarding Alcohol**

1. It is illegal to give, serve, or sell alcoholic beverages to any person under age 21. This law includes parents and other family members of minors.
2. Identification as evidence of age must be issued by a government agency (state or federal).
3. It is illegal to serve or sell alcoholic beverages to an obviously intoxicated person.
4. It is illegal to be intoxicated in public.
5. It is illegal to drive under the influence of alcohol or with a blood alcohol level of .08% or higher.
6. One-day licensed alcohol servers/sellers must be 21 years of age or older.
7. Beverage servers/sellers have the right to refuse service/sale to anyone who appears to be intoxicated or under age 21.

**Responsible Beverage Service Policies and Procedures**

1. Firehouse facility management reserves the right to withhold the rental deposit and close any event which violates the Alcohol Management Policy or poses an unidentified health or safety risk.
2. If alcoholic beverages are to be sold, the PPCA requires the user to obtain a permit from the State Alcoholic Beverage Control Department. A copy of the permit shall be submitted to the manager 2 weeks prior to the event.
3. Alcoholic beverages will not be promoted in such manner as to encourage over consumption. Self-service bars, drink contests, discounted drinks, and "all you can drink" offers are prohibited.

**Service to Minors**

1. Proof of age will be required for anyone appearing to be 30 years of age or younger. Age identification must include date of birth, physical description, and photograph. Servers will confirm that the I.D. is that of the presenter.
2. It is recommended that when the majority of event attendees are under age 21 alcoholic beverages not be served.

**Food and Beverages Service**

1. Admission fees which entitle guests to alcoholic beverages must also entitle guests to food and non-alcoholic beverages.
2. Food will be promoted and available for the duration of any event where alcoholic beverages are sold and served.
3. Non-alcoholic beverages (sodas, juices, water etc.) will be promoted and made available for the duration of any event where alcoholic beverages are sold and served.
4. No alcoholic beverages may be brought into or taken out of the facility by the guests or participants.

**Alcoholic beverages may not be consumed outside of the rental area.**

**I understand and agree to abide by the ALCOHOL MANAGEMENT POLICY.**

\_\_\_\_\_  
Renter's Signature

\_\_\_\_\_  
Date Signed

\_\_\_\_\_  
PPCA Staff: Name (Print) & Signature

\_\_\_\_\_  
Date Signed