



# City of Plymouth CALIFORNIA

LODGE HILL  
18565 EMPIRE STREET  
PLYMOUTH, CA 95669

## RENTAL AGREEMENT

NAME OF ORGANIZATION: \_\_\_\_\_

AGREEMENT MADE WITH: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

TELEPHONE: \_\_\_\_\_ EMAIL: \_\_\_\_\_

DATE & TIME FOR USE OF HALL: \_\_\_\_\_

TYPE OF EVENT: \_\_\_\_\_

ARE YOU GOING TO: CHARGE ADMISSION: \_\_\_\_\_  
SOLICIT FUNDS: \_\_\_\_\_  
DUES: \_\_\_\_\_

PROCEEDS USED FOR: EXPENSE: \_\_\_\_\_  
ORGANIZATION: \_\_\_\_\_  
OTHER: \_\_\_\_\_

KEY TO HALL TO BE CHECKED OUT PRIOR TO EVENT TO:

NAME: \_\_\_\_\_  
DATE: \_\_\_\_\_

### REQUESTING:

TABLES (10 AVAILABLE): \_\_\_\_\_  
CHAIRS (60 AVAILABLE): \_\_\_\_\_  
CAKE TABLE (2 AVAILABLE): \_\_\_\_\_

# LODGE HILL RENTAL FEES

HALL RENTAL- \$100.00 PER DAY

SECURITY DEPOSIT-\$100.00

INDIVIDUALS/ORGANIZATIONS MUST HAVE AN INSURANCE POLICY FOR \$1 MILLION DOLLARS IN COVERAGE. THE CITY MUST BE GIVEN AN ENDORSEMENT NAMING THE CITY AS ADDITIONALLY INSURED, OR SPECIAL INSURANCE COVERAGE IS AVAILABLE THROUGH CITY HALL. **SPECIAL REQUIREMENTS AND ADDITIONAL INSURANCE ARE REQUIRED FOR ALCOHOL OF ANY TYPE ON THE PREMISES.**

TOTAL CHARGES: \$100.00

CLEANING/DAMAGE DEPOSIT: \$100.00  
(SEPARATE CHECK, REFUNDABLE IF THE HALL IS LEFT CLEAN AND IN ORDER.)

SIGNATURE OF LESSEE(S): \_\_\_\_\_

(INSURANCE COVERAGE MUST BE HELD BY A LESSEE.)

ADDRESS: \_\_\_\_\_

PHONE #: \_\_\_\_\_

DATE: \_\_\_\_\_

## **FOR STAFF USE**

I, \_\_\_\_\_, CERTIFY THAT THE ABOVE APPLICANT HAS RETURNED THE KEY AND HAS FULFILLED THE REQUIREMENTS OF THE CITY FOR USE OF HALL.

RETAINED: \_\_\_\_\_

RETURNED: \_\_\_\_\_

ADDITIONAL CHARGES: \_\_\_\_\_

EXPLANATION OF DISPOSITION:  
\_\_\_\_\_

TOTAL REFUND: \_\_\_\_\_

DATE: \_\_\_\_\_

## LODGE HILL RENTAL CHECK LIST

1. Wipe off tables and chairs if needed.
2. Floor to be dust mopped and damp mopped if necessary. Do whatever is necessary to leave the floor in the same condition as you found it. Dust mop and wet mop are available under staircase.
3. All garbage and trash must be removed. Please bag garbage and remove it from City property.
4. Turn off lights.
5. Upstairs is not available to the public.
6. Replace furniture into original form.
7. Decorations may not be attached to the walls in any way. (No tape, painter's tape, adhesive putty, nails, push pins, etc.) Suggestions: table decorations, balloons with weights attached, free standing cut-outs or items attached to railings with ties.
8. Lock all doors.
9. Be respectful of the gravesite on the grounds. Do not enter the fenced in area.
10. Lodge Hill and its grounds are **NO SMOKING/VAPING AREAS.**
11. ***Alcohol is not allowed on the premises without approval of the City, proper insurance, and clearance through the California Department of Alcoholic Beverage Control if necessary.***

Failure to comply with items on check list will result in loss of cleaning/damage deposit. Final charges for which the lessee is responsible will be determined after the event. I.E., vandalism, lack of cleaning, etc.

The applicant hereby agrees to hold the City of Plymouth free and harmless from any injury to any person, loss, damage, liability, cost, or expense that may arise during or be caused in any way by such use or occupancy of the property.

I, the undersigned, hereby certify that I will be personally responsible on behalf of the applicant for any damage sustained by the building, furniture or equipment accruing through the occupancy or use of said property or equipment by the applicant. Lessee is to leave facilities in a neat and clean order.

I have read the above agreement and fully understand it.

Signature of lessee(s): \_\_\_\_\_

# **LODGE HILL REQUEST FOR ALCOHOL ON PREMISES**

**REQUESTS FOR ALCOHOL ON PREMISES MUST BE SUBMITTED AT  
LEAST 21 CALENDAR DAYS PRIOR TO THE SCHEDULED EVENT.**

DATE OF RENTAL: \_\_\_\_\_

TIME OF EVENT: FROM \_\_\_\_\_ TO \_\_\_\_\_

DESCRIPTION OF EVENT: \_\_\_\_\_

HOW ALCOHOL WILL BE SERVED:

Type of alcohol to be served:

Beer

Wine

Champagne

Other: \_\_\_\_\_

How will underage drinking be addressed. (Adult only event, wristbands, etc.)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

ESTIMATED ATTENDANCE: \_\_\_\_\_

PROOF OF INSURANCE STATING ALCOHOL TO BE SERVED OR CITY SPECIAL INSURANCE WITH ADDITIONAL ALCOHOL COVERAGE MUST BE ATTACHED TO THIS REQUEST. ANY SALES, OR "NO HOST/CASH BAR" AT AN EVENT ADDITIONALLY REQUIRES A SPECIAL DAILY LICENSE OBTAINED FROM THE CALIFORNIA DEPARTMENT OF ALCOHOLIC BEVERAGE CONTROL. (FORM ABC-221)

SIGNATURE OF LESSEE(S): \_\_\_\_\_

ADDRESS: \_\_\_\_\_

DATE: \_\_\_\_\_

\_\_\_\_\_

APPROVED BY: \_\_\_\_\_

DATE: \_\_\_\_\_