



City of Plymouth CALIFORNIA

LODGE HILL
18565 EMPIRE STREET
PLYMOUTH, CA 95669

RENTAL AGREEMENT

NAME OR ORGANIZATION: _____

AGREEMENT MADE WITH: _____

ADDRESS: _____

E-MAIL: _____ TELEPHONE: _____

DATE & TIME FOR USE OF HALL: _____

PURPOSE/ACTIVITIES: _____

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 6FT (9 AVAILABLE): _____
CHAIRS (55 AVAILABLE): _____
SMALL TABLE 4FT (1 AVAILABLE): _____

LODGE HILL RENTAL FEES AND INSURANCE

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.**

ADDITIONALLY INSURED MUST BE LISTED ON POLICY AS FOLLOWS:

**CITY OF PLYMOUTH
LODGE HILL
18565 EMPIRE STREET
PLYMOUTH, CA 95669**

TOTAL CHARGES (must be made by cash or check): \$100.00

CLEANING/DAMAGE DEPOSIT (must be made by cash or check): \$100.00

- SEPARATE PAYMENT, REFUNDABLE IF HALL IS LEFT CLEAN AND IN ORDER
- ALL CHECKS CAN BE MADE OUT TO : City of Plymouth

SIGNATURE OF LESSEE(S): _____

(INSURANCE COVERAGE MUST BE HELD BY LESSEE)

MAILING ADDRESS: _____

PHONE #: _____

E-MAIL: _____

DATE: _____

STAFF USE ONLY:

I, _____, HEREBY CERTIFY THAT THE ABOVE APPLICANT HAS RETURNED THE KEY AND HAS FULFILLED REQUIREMENTS OF THE CITY FOR USE OF HALL, ETC.

DEPOSIT RETAINED: _____

DEPOSIT RETURNED: _____

ADDITIONAL CHARGES: _____

EXPLANATION OF DISPOSITION:

TOTAL REFUND: _____

DATE: _____

LODGE HILL INFORMATION & RENTAL CHECK LIST

1. Lodge Hill and its grounds are **NO SMOKING AREAS**
2. No animals, unless it is a registered Service Animal, and please clean up after it.
3. No bounce houses, slides, sprinklers, pools or water features of any kind are allowed.
4. Kitchen is a "caterers" kitchen. It is not commercial and is only for warming and serving, not to cook or prepare food.
5. Rental covers downstairs only-no one is permitted upstairs for any reason, even if the door is unlocked.
6. Please be respectful to neighbors when it comes to noise level and follow the city's 9pm noise ordinance.
7. Be respectful of the grave site on the grounds. Do not enter the fenced in area.
8. 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.

After your event has concluded...

9. Wipe off tables and chairs.
10. Floor to be dust mopped and damp mopped if necessary. Do whatever is necessary to leave floor in the same condition as you found it. Dust mop and wet mop are available in kitchen & under stairs.
11. All garbage and trash must be removed. Please bag garbage and remove from City property.
12. Fold tables & chairs and stack neatly.
13. Turn off lights and heating or air.
14. Lock all doors.
15. Drop rental keys in the drop box on the front of the City Hall building.

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 carry out 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, cleaning is excess of deposit, etc.

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. All facilities are to be left in a neat and clean order.

I have read the above agreement and fully understand it.

Signature of lessee(s): _____

Date: _____

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.

PLEASE CHECK THIS BOX IF YOU ARE **NOT** HAVING ALCOHOL AT YOUR EVENT ☐

PLEASE FILL OUT BELOW IF YOU ARE REQUESTING TO HAVE ALCOHOL AT YOUR EVENT:

DATE/S OF RENTAL: _____

TIME OF EVENT: FROM _____ TO _____

DESCRIPTION OF EVENT/HOW ALCOHOL WILL BE SERVED:

TYPE OF ALCOHOL TO BE SERVED: _____

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): _____

MAILING ADDRESS: _____

DATE: _____

STAFF USE ONLY:

APPROVED BY: _____ DATE: _____