Adult Community Center  
Banquet and Meeting Rooms Permit Policies

Hours:
1. The facility hours you request must include time for any of your group’s special setups and cleanup needs (e.g., decorations, caterers, bands). All individuals associated with the event must vacate the facility by the contracted ending time.
2. Music and activity is not permitted past 10:30 pm. Individuals associated with your event will not be admitted to the facility before the time contracted.
3. Delivery of supplies or equipment will not be accepted at the center prior to the contracted permit time unless approved by Rental Coordinator.
4. Overtime charges of twice the hourly rental rate will be assessed for events when the building is not vacated by the contract ending time. Overtime is charged in hour increments for any hour or part thereof beyond the contracted ending time that the facility is not vacated by the permittee.
5. At times, groups desire to change the hours of their function. The department will attempt to accommodate these changes, however, reserves the discretion to deny such requests. All requests for modifications of the rental contract times must be requested and approved at least 5 business days in advance of the event date.

Setup and Cleanup Responsibilities
1. Center staff will ensure that the facility is ready for use and will set up tables and chairs to your specifications, within Center and fire code guidelines.
2. Setup requests for tables and chairs must be submitted at least 10 calendar days prior to the event. Rental Coordinator must approve all set up requests.
3. All additional setups or decorations are the responsibility of the permittee. The removal of these setups or decorations is also the responsibility of the permittee.
4. If music is desired a 2-8 piece band (maximum) or D.J. is permitted. When a band/DJ and dance floor are included maximum dining occupancy in the room may change. The piano in the Parkview Room is available for use.
5. The permittee is responsible for clearing all tables and for placing all garbage in outside trash bins. The Center will supply plastic trash bags.
6. All decorations must be approved by the Rental Coordinator in advance and set up under staff supervision. Decorations may be attached with blue masking tape only, NOT cellophane tape, tacks, brads, or nails. All tape must be removed by the permittee.
7. Heat, spark or flame producing devices, including candles, may NOT be used. Chaffing dishes are acceptable if Sterno is used for heat.

Food and Kitchen Use
1. Rental Coordinator reserves the right to approve all caterers to be used by permittee. Caterers must provide a business license.
2. All kitchen supplies and equipment must be provided by the permit user. Permittees may, however, use Center provided stoves, refrigerators, and sinks.
3. The permittee is responsible for ensuring caterer restores kitchen to clean condition in which they found it.
**Alcohol and Smoking**

1. Permittees serving alcoholic beverages (Beer/Wine/Champagne Only) must request and receive City approval to do so at the time of application.
2. Permittee accepts the responsibility for the use of alcohol in the facility and agrees to prohibit the use of alcohol by minors.
3. Permittees who charge a fee to serve alcohol, or charge an admission fee and serve alcohol, must obtain a temporary alcohol sales permit from the State of California Alcoholic Beverage Control Board (ABC License). Evidence of such a permit must be presented at time of final payment. Smoking is **NOT** permitted inside or outside the facility. It is the responsibility of the permittee to maintain compliance of this regulation by their guests/attendees.

**Payment of Fees and Deposit Return**

1. Up to $500 Refundable Security Deposit is required to book an event depending on room choice. The payment of all remaining fees and completion of all conditions of approval must be completed one month in advance of the scheduled use. Failure to meet this deadline may result in cancellation of the permit and forfeiture of deposit.
2. Rental payments and security deposits may be made in one of the following forms: Visa/MasterCard, Cash or Cashiers Check.
3. The Security Deposit may be used to cover additional fees for exceeding permitted time, damage to the facility or equipment or additional cleanup needs.
4. The permittee shall be liable for all costs for restoring or replacing damage or loss.
5. Please allow two to four weeks after your event for the return of any deposits made by check. All credit card deposits will be refunded back to the credit card within 3-5 days after event.

**Changes and Cancellations**

1. All communication for requesting modifications of the rental contract shall be between the permit applicant and the Rental Coordinator. No requests for changes to the rental contract or setup arrangements will be accepted from any person other than the permittee named on the permit.
2. If the nature of the event changes or if the number of participants changes, the Rental Coordinator must be notified at least 10 calendar days in advance, and if necessary, fees will be changed in accordance with applicable rates. The Center reserves the right to disapprove any such requests.
3. If cancellation of the permit is necessary, the Rental Coordinator must be notified immediately. If the permit group cancels the activity at least 90 days prior to the activity date, all fees will be refunded in full. If the permit group cancels 89-60 days before the activity 1/2 of the deposit will be refunded, plus the entire rental fee. If the permit group cancels 59 days or less before the activity the entire deposit will be retained by the City.

**Permit Revocation**

1. A permit may be revoked for failure to observe any rules, regulations, and ordinances of the City of San Carlos.
2. Fights, vandalism or other unacceptable behavior occurring during a permit use shall cause immediate cancellation of the permit and forfeiture of all fees or deposits.
3. Any publication of the proposed activity for which this permit is desired, which occurs prior to the permit being granted, shall cause the permit to be denied.
4. Events which exceed the attendance allowed, as indicated on the contract, may be immediately cancelled with forfeiture of all fees or deposits.
5. If incomplete or incorrect information regarding either the nature of the event or the expected number in attendance is given, the City may immediately cancel the permit with no refund of fees or deposits.
Liability and Insurance Coverage

1. The City of San Carlos requires all renters to provide a $1 Million Liability Insurance policy. This insurance can be purchased through the City for a fee or if you have personal homeowners insurance you can provide us with a “Certificate of Insurance” listing the City of San Carlos as the co-insured just for the day of your event and must be submitted prior to your event date.

Regulations and Reasons for Loss of Deposit
(Please initial 1-9 and Sign Below)

1. _____If permittee cancels their event less than 60 days prior to date of the event, security deposit is forfeited.
2. _____Only beer, wine and champagne are allowed at approved events. NO HARD ALCOHOL ALLOWED.
3. _____Under aged drinking at any event is strictly prohibited. If this occurs, your party will be stopped immediately. Permittee is personally responsible for making sure that under-age drinking does not take place.
4. _____If the police are called for a disturbance at your event, you may be at risk of losing your security deposit and the possibility of your event being closed immediately at that time.
5. ______Permittee will lose their security deposit if they extend their rental time past the times listed on their permit, fights, vandalism or other unacceptable behavior occurs during event.
6. _____The rental is limited to the number of people on your application. Please provide us with the final number count at least 2 weeks prior to the event. If you have more people at your event than are listed on the application, it could result in the loss of your security deposit.
7. _____If Permittee ends an event early no partial refunds will be given.
8. _____If the facility is left in an unacceptable condition (based on staff review), all or a portion of your deposit will be forfeited and you may not be permitted to rent the facility in the future.
9. ______Permittee agrees to notify Rental Coordinator immediately if you change address and/or phone number after making facility reservations.

Signature_____________________________Date__________________