

The Ranch FACILITY RENTAL APPLICATION

THE RANCH Phone (415) 435-4355 Fax (415) 435-8157

www.TheRanchToday.org

This is an application only. Your application will be reviewed and confirmed or denied within ten (10) working days in writing. Please do not announce your event date(s) until your rental and event has been confirmed by The Ranch.

Name of Organization/Applicant: _____

Applicant serving as representative day of the event (if different than above): _____

If nonprofit, please list nonprofit tax id: _____

Type of Event: _____ Number of Attendees: _____

Address of Applicant _____ City _____

Zip Code _____ Email _____

Home Phone _____ Cell Phone _____

Desired Dates Of Use:

DAY	DATE	HOURS <small>(must include your setup and cleanup time)</small>		DAY	DATE	HOURS
		to				to
		to				to
		to				to
		to				to
		to				to
		to				to

Please circle the following questions relating to your event:

Is the event open to the public?

Yes No

Will food be served?

Name of Caterer _____

Phone Number _____

Will food be sold?

Will decorations be displayed?

Will alcoholic beverages be served?

Will alcoholic beverages be sold?

If so, ABC permit number

Please designate which facility you would like to rent.

<input type="checkbox"/> <u>Dairy Knoll Center</u> 600 Neds Way, Tiburon 2310 square feet for entire facility (2 room minimum on weekends) D Room 1 – 49 person Max D Room 2 - 49 person max D Room 3 – 49 person max D Entire Facility (2310 sq. ft.) D Kitchen – additional \$10 an hour D The Patio <table style="width:100%; border: none;"> <tr> <td style="width:50%;">Equipment Available</td> <td style="width:50%;">Amount Requested:</td> </tr> <tr> <td>8' x 30" tables (12)</td> <td>_____</td> </tr> <tr> <td>Chairs (150)</td> <td>_____</td> </tr> <tr> <td>Digital Projector</td> <td>_____</td> </tr> <tr> <td>Projection Screen</td> <td>_____</td> </tr> <tr> <td>PA System</td> <td>_____</td> </tr> <tr> <td>Children's Tables (5)</td> <td>_____</td> </tr> <tr> <td>Children's Chairs (40)</td> <td>_____</td> </tr> </table>	Equipment Available	Amount Requested:	8' x 30" tables (12)	_____	Chairs (150)	_____	Digital Projector	_____	Projection Screen	_____	PA System	_____	Children's Tables (5)	_____	Children's Chairs (40)	_____	<input type="checkbox"/> <u>Belvedere Community Center</u> Entrance to center on Community Rd. 450 San Rafael Ave., Belvedere 2330 sq. ft. for entire facility D Dance Room - 60 persons seated D Recreation Room - 60 persons seated D Founder's Room - 25 persons seated D Commercial Kitchen D Entire Facility (2330 sq ft) weekend requirement <table style="width:100%; border: none;"> <tr> <td style="width:50%;">Equipment Available:</td> <td style="width:50%;">Amount Requested:</td> </tr> <tr> <td>8' x 30" tables (12)</td> <td>_____</td> </tr> <tr> <td>5' round tables (10)</td> <td>_____</td> </tr> <tr> <td>Chairs (100)</td> <td>_____</td> </tr> <tr> <td>Projection Screen</td> <td>_____</td> </tr> <tr> <td>P.A. system</td> <td>_____</td> </tr> </table>	Equipment Available:	Amount Requested:	8' x 30" tables (12)	_____	5' round tables (10)	_____	Chairs (100)	_____	Projection Screen	_____	P.A. system	_____	<input type="checkbox"/> <u>Tiburon Community Room</u> Tiburon Town Hall, 2 nd Floor 1505 Tiburon Blvd, Tiburon D 40 persons seated Equipment Available: Amount Requested: 2.5 x 5 ft. tables (4) _____ 3 x 3 ft card tables (40) _____ Chairs (40) _____ *This facility is for Adult use only.
Equipment Available	Amount Requested:																													
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HOLD HARMLESS AGREEMENT

As an applicant for the use of City / Town facilities, I hereby agree to assume all risks for loss, damage, liability, cost or any expense that may arise during or be caused in any way by use or occupancy of any area or facility of the City / Town. I further agree that in consideration of being permitted to use said facility, I will hold the City of Belvedere, or Town of Tiburon and The Ranch its officials and employees free and harmless from any loss, claim, liabilities, damages, and/or injuries to persons and property occurring during applicant's use or occupancy of said facilities or nearby premises. **I further agree that I will provide public liability insurance as stated in "applicants understanding of responsibility" procedures with the City of Belvedere, or Town of Tiburon and The Ranch named as additional insured to be submitted no later than two weeks prior to the rental date.**

MANDATORY ARBITRATION OF CLAIMS AGAINST CITY

It is hereby expressly understood that any claim asserted against the City or Town by the undersigned participant, either on behalf of him/herself or on behalf of another person, on account of bodily injury, mental disturbance, death or property damage, sustained as a result of, or for any reason connected with the use of City, or Town, or Ranch property, facilities, or programs pursuant to this rental contract will be determined by submission to arbitration as provided by California law, and not by a lawsuit or resort to court proceedings.

The City, or Town, or The Ranch and the undersigned by execution of this contract are giving up their constitutional right to have any dispute decided in a court of law before a jury and instead are accepting the use of arbitration.

I HAVE READ THE ATTACHED PAGES OF RULES AND REGULATIONS AND AGREE TO ABIDE BY THEM AS STATED.

Signature of Applicant _____ Date _____

PAYMENT METHOD: FULL RENTAL PAYMENT PLUS DAMAGE DEPOSIT DUE AT TIME OF BOOKING

Deposits of \$550 is required for Special Event and Large Group rentals only. Checks only. Deposits will be returned in full after rental if no damages to facility or equipment have been reported.

Check Enclosed? Check Number: _____

Credit Card Number _____ Expiration Date: _____

Name on Credit Card _____ Security Code: _____

Please make checks payable to THE RANCH and mail or bring to: The Ranch 600 Ned's Way, Tiburon, CA 94920

FOR OFFICE USE ONLY

RECEIVED BY _____ ON (DATE) _____ / PROCESSED BY _____ / FACILITY ATTENDANT _____

PAYMENT _____ DEPOSIT _____ INSURANCE _____ CUSTODIAL _____



FACILITY RENTAL APPLICANT'S UNDERSTANDING OF RESPONSIBILITY

APPLICATION / RESERVATIONS

Please bear in mind that this is an application **only**. Your application will be reviewed and confirmed or denied within ten (10) working days. **Please do not announce your event date until The Ranch Staff has confirmed your event.** Reservations will be accepted up to one year in advance, but must be made at least one (1) month in advance to allow adequate time for processing.

RESERVE THE RIGHT TO CANCEL

The Ranch reserves the right to cancel any rental agreement if a use is misrepresented and/or if a use is determined to be inappropriate, a high risk liability exposure, or detrimental to the facility. Where there has been a violation of regulations, the entire deposit shall be forfeited.

NON-DISCRIMINATION

No qualified individual with a disability shall, by reason of such disability, be excluded from participation in or denied the benefits of the services, program, or activities offered by any group using the facilities.

APPLICANT

Applicant must be 21 years of age or older and understands that they or an appointed representative must be present at the beginning of the rental schedule and must be present at the end of the rental schedule for the final inspection.

PAYMENT OF RENTAL FEES

Full rental payment must be submitted along with the rental application to secure desired rental date. For weekend rentals, the total rental fee must be paid one month prior to the rental date. Failure to do so may result in cancellation of the rental or an additional late charge of 20% will be applied.

DAMAGE DEPOSIT *(required for Special Event and Large Groups only)*

A \$550 deposit (check or credit card charge) is required with your application. If the rental is confirmed, your deposit will be processed. The deposit will be returned within 7 days after the activity unless there are deductions for extra clean-up, additional time, or damage to the facility or equipment.

CANCELLATION POLICY

Meetings and Small Group Cancellations - If the applicant cancels after booking confirmation, there will be no refunds.

Special Events and Large Group Cancellations - If the applicant cancels after confirmation, half of the deposit will be refunded. If the cancellation occurs at least two (2) months prior to the rental date, the full deposit is forfeited. Transfer of rental dates is treated as a cancellation.

The Ranch reserves the right to cancel any rental agreement if a use is misrepresented and/or if a use is determined to be inappropriate, a high risk liability exposure, or detrimental to the facility. Where there has been a violation of regulations, future rights to use of the facility by the organization may be revoked.

INDEMNIFICATION

The USER/RENTER shall indemnify, defend, and hold harmless THE RANCH, its officers, employees, and agents from any and all losses, costs, expenses, claims, liabilities, actions, or damages, including liability for injuries to any person or persons or damage to property arising at any time out of or in any way related to the USER/RENTER's use or

occupancy of a facility or property controlled by THE RANCH, unless solely caused by the gross negligence or willful misconduct of THE RANCH, its officers, employees, or agents.

INSURANCE REQUIREMENTS

General liability insurance: The USER/RENTER shall procure and maintain, for the duration of the use period contemplated herein, commercial general liability insurance with coverage at least as broad as Insurance Services Office Form CG 00 01, in an amount not less than \$1,000,000 per occurrence, \$2,000,000 general aggregate, for bodily injury, personal injury, and property damage. The policy must include contractual liability that has not been amended. Any endorsement restricting standard ISO "insured contract" language will not be accepted. If alcohol is sold during the permitted activity, coverage must include full liquor liability.

1. Such insurance shall name THE RANCH, its officers, employees, agents, and volunteers as additional insureds prior to the use of the facility. The USER/RENTER shall file certificates of such insurance with THE RANCH, which shall be endorsed to provide thirty (30) days' notice to THE RANCH of cancellation or any change of coverage or limits. If a copy of the insurance certificate is not on file prior to the event, THE RANCH may deny access to the facility.
2. All insurance policies shall be issued by an insurance company currently authorized by the Insurance Commissioner to transact business of insurance or is on the List of Approved Surplus Line Insurers in the State of California, with an assigned policyholders' Rating of A- (or higher) and Financial Size Category Class VII (or larger) in accordance with the latest edition of Best's Key Rating Guide, unless otherwise approved by THE RANCH's self-insurance pool.
3. Requirements of specific coverage features or limits contained in this Section are not intended as a limitation on coverage, limits or other requirements, or a waiver of any coverage normally provided by any insurance. Specific reference to a given coverage feature is for purposes of clarification only as it pertains to a given issue and is not intended by any party or insured to be all inclusive, or to the exclusion of other coverage, or a waiver of any type. If the USER/RENTER maintains higher limits than the minimums shown above, THE RANCH requires and shall be entitled to coverage for the higher limits maintained by the USER/RENTER. Any available insurance proceeds in excess of the specified minimum limits of insurance and coverage shall be available to THE RANCH.

COMPLIANCE WITH ALL APPLICABLE LAW, RULES, & REGULATIONS

1. A USER/RENTER shall comply with all local, state, and federal laws and regulations related to the use of the facility and public gatherings.
2. The USER/RENTER agrees to abide by all applicable local, federal, and state accessibility standards and regulations.
3. The USER/RENTER further agrees that it is solely responsible for reviewing and ensuring compliance with all applicable public health rules, regulations, orders, and/or guidance in effect at the time of the use of the facility including, but not limited to, physical distancing, limits on the size of gatherings, use of appropriate sanitation practices, etc.
4. THE RANCH reserves the right to immediately revoke USER/RENTER's right to use of the facility under this agreement should USER/RENTER fail to comply with any provision of this section.

FORCE MAJEURE

Force Majeure Events: Notwithstanding anything to the contrary contained in this agreement, THE RANCH shall be excused from its obligations under this agreement to the extent and whenever it shall be prevented from the performance of such obligations by any Force Majeure Event. For purposes of this agreement, a "Force Majeure Event" includes but is not limited to fires, floods, earthquakes, pandemic, epidemic, civil disturbances, acts of terrorism, regulation of any public authority, and other causes beyond their control. The USER/RENTER waives any right of recovery against THE RANCH and the USER/RENTER shall not charge results of "acts of God" to THE RANCH, its officers, employees, or agents.

SET-UP / CLEAN-UP

Applicant understands that the scheduled rental hours are to include adequate time for set up by any hired professionals or helpers and set up of tables and chairs. One hour after the end of the event must be reserved to allow for guests/applicant to remove all personal items, clean off all tables, clean kitchen, clean up all food and spills, and put away tables and chairs. Facility shall be left in the condition it was rented. Trash shall be placed in dumpster. **Custodial Services are not always available. Custodial services for event rentals are an additional cost of \$75. Custodial services include; table and chair set up, breakdown of all tables and chairs, floor cleaning, bathroom cleaning and emptying of trash.** If you do not choose the Custodial Services, your group is responsible for setting up, breaking down, and cleaning up after your rental.

LATE FEES

Applicant understands that if event does not end or clean-up responsibilities are not completed by the time stated in the rental permit, the hourly rate is doubled.

MUSIC

Applicant understands that all music must end by 10:00pm at the Belvedere Community Center, and 10:00pm at the Dairy Knoll, in deference to residents near the facility, and the loudness will be controlled by the staff on duty. Live and/or amplified music must be at a volume that is contained inside the building.

ALCOHOL POLICY

Alcoholic beverages may be served *only* if the Ranch office has on file an Insurance Certificate that names The Ranch and the City of Belvedere or Town of Tiburon as an additional insured for \$500,000.00 to protect the applicant and City or Town from loss, claim, liabilities, or damages and/or injuries to property or persons attending the function.

The sale of alcoholic beverages also requires a license from the Alcohol Beverage Control (ABC) Commission and will be the responsibility of the renter to procure. If alcohol is being sold, (only nonprofit organizations are eligible), the permit to sell must be on file one month prior to your event.

Staff can provide you with information on how to procure insurance and an ABC license for your rental. Please ask for assistance NO RED WINE may be served in the Tiburon Community Room.

DECORATIONS

Decorations are limited to nonflammable materials that can be displayed without the use of thumbtacks, nails, bolts, screws, or cellophane tape. Decorations and equipment may not be stored prior to the reservation date and time. No crepe paper, confetti or silly string is allowed, and tablecloths may not be stapled to tables. Painters putty or painters tape is recommended.

NO SMOKING

Smoking is *not* permitted inside the facilities.

ANIMALS RESTRICTED

No animals, except those assisting people with disabilities, are allowed in the facilities.

I have read and understand the *Facility Rental Application Understanding of Responsibility*

Name: _____ Signature: _____ Date: _____



SPECIAL EVENT AND LARGE GROUP FACILITY RENTALS WITH The Ranch

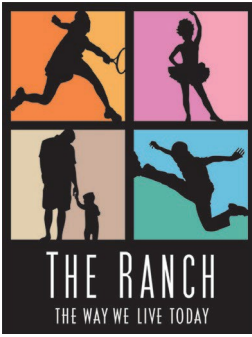
Including but not limited to; birthday parties, weddings, memorials services and religious celebrations.

Commercial Rates are applied to individuals or groups conducting an activity for profit or for profit companies.

<p>Belvedere Community Center 450 San Rafael Ave, Belvedere (entrance on Community Rd) 2330 sq ft, Moveable walls between Recreation and Dance rooms. Max 145 people THIS FACILITY REQUIRES A 4 HOUR MINIMUM</p> <p>Entire Center Rental Rates: \$120/hr (Resident/ Non-Profit) \$200/hr (Non-resident/ Commercial)</p>	<p>Dairy Knoll 600 Neds Way, Tiburon 2310 sq ft Moveable walls between all rooms Max 149 people (up to 250 w portable toilets) 23 parking spaces THIS FACILITY REQUIRES A 4 HOUR MINIMUM AND MINIMUM OF ROOM 1&2 RENTED</p> <p>2 Room Rental Rates: \$80/hr (Resident/ Non-Profit) \$90/hr (Non-resident/ Commercial)</p> <p>Entire Center Rental Rates: \$120/ hr (Resident/ Non-Profit) \$200/ hr (Non-resident/ Commercial)</p>	<p>Tiburon Community Room Tiburon Town Hall Second Floor 1505 Tiburon Blvd, Tiburon</p> <p>THIS ROOM REQUIRES A 2 HOUR MINIMUM Max 49 people Not intended for youth events or groups</p> <p>Rental Rates: \$40/hr (Resident/ Non-Profit) \$50/hr (Non-Resident/ Commercial)</p>
<p>Founders Room 25 max</p>	<p>Room 1 49 max</p>	<p>Community Room 40 seated</p>
<p>Recreation Room 60 max</p>	<p>Room 2 49 max</p>	
<p>Dance Room 60 max</p>	<p>Room 3 49 max</p>	
<p>Commercial Kitchen</p>	<p>Kitchen (free w/ Entire Center rental)</p>	

Use of the Dairy Knoll kitchen is free if all three rooms are rented.

All renters are responsible for set-up, break down and clean up after their rental.



MEETINGS AND SMALL GROUP FACILITY RENTALS WITH The Ranch

Minimum 2 hour rental for all facilities.

Commercial Rates are applied to individuals or groups conducting an activity for profit or for profit companies.

<p>Belvedere Community Center 450 San Rafael Ave, Belvedere (entrance on Community Rd) 2330 sq ft Moveable walls between Recreation and Dance rooms.</p> <p><u>Per Room Rental Rates:</u> \$25/hr (Resident/ Non-Profit) \$35/hr (Non-Resident/ Commercial)</p>	<p>Dairy Knoll 600 Neds Way, Tiburon 2310 sq ft Moveable walls between all rooms Max 149 (up to 250 w portable toilets) 23 parking spaces</p> <p><u>Per Room Rental Rates</u> \$35/hr (Resident/ Non-Profit) \$45/hr (Non-Resident/ Commercial)</p>	<p>Tiburon Community Room Tiburon Town Hall Second Floor 1505 Tiburon Blvd, Tiburon</p> <p><u>Room Rental Rate:</u> \$45/hr (Resident/ Non-Profit) \$60/hr (Non-Resident/ Commercial)</p>
<p>Founders Room 25 seated</p>	<p>Room 1 49 max</p>	<p>Community Room 40 seated</p>
<p>Recreation Room 60 max</p>	<p>Room 2 49 max</p>	
<p>Dance Room 60 max</p>	<p>Room 3 49 max</p>	
<p>Commercial Kitchen</p>	<p>Kitchen \$10/hr (w/Room 1)</p>	

All renters are responsible for set-up, breakdown and clean-up after their rental.