



CITY OF BEAUMONT
 1310 Oak Valley Pkwy
 Phone (951) 769-8524
 BeaumontCa.gov

FACILITY RENTAL APPLICATION

Location:

CHATIGNY REC CENTER

CIVIC CENTER

Room(s) number:

Gym

Date(s) of Use: March 7, 2020 Period of use: One Time Weekly Monthly
 Other: _____

Open Building: 8:00 am/pm Close Building: 4:30 am/pm

Starting Time: _____ am/pm Ending Time: _____ am/pm

Equipment Needed for Meeting/Usage: Chairs Tables Other: Essels

Name of Organization/Group: Notary Club of Beaumont - Cherry Valley

Purpose of Meeting/Usage: Celebrate Reading Parts

Expected Attendance: 2,000 Open to the Public? Yes No

ALL PERSONS UTILIZING CITY FACILITIES SHALL ABIDE BY ALL CITY RULES AND ORDINANCES INCLUDING BUT NOT LIMITED TO THE FOLLOWING:

1. Applicant is responsible for leaving facilities in the same conditions as received: for cleanliness; and turning off all utilities.
2. It is understood and agreed that the applicant shall be solely responsible for the activities conducted by it or subject to its controls, and applicant agrees to and does here hold the City harmless from any and all liability or alleged liability arising out of, or in any way related to, the activities by said applicant: and in the event suit is brought arising out of any such activities, applicant will defend the City and pay any and all attorney fees and Court cost incurred in such suit.
3. Alcohol is not permitted in the Civic Center/CRC facilities unless you have provided proof of security. Security guards must be present entire time alcohol is being served.
4. Night and weekend use of the Beaumont Facilities will be by special arrangement only, with additional payment required for a City employee to be present in the building for the full length of your use.
5. A cleaning and damage deposit is required.
6. Events at the CRC that use the overflow parking lot at night will be required to rent a light tower for their event. The light must be turned off by 10pm.

Special Notes: Set up Fri 3pm-6pm



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Print Name: ROTARY CLUB OF BEAUMONT - CHERRY VALLEY
Street Address: PO BOX 3006 City: BEAUMONT
Zip: 92223 Telephone: 951-769-9005 Date: 8/30/19

Margt Brubaker
Signature of Person Responsible (must be 18 years of age)

The City reserves the right to revoke this permit at any time

YOUR DEPOSIT IS REQUIRED TO RESERVE YOUR DATE. FEE BALANCE (IF APPLICABLE) WILL BE DUE AT TIME OF KEY PICK UP - CHECK OR CREDIT CARDS ONLY.

Please initial to accept below terms:

Staff: (Civic Center, CRC)

MFB There will be a charge of \$20.00 per hour of use for a City employee to open the building, be present during your activity and to close the building when your activity is finished. **THIS EMPLOYEE IS NOT RESPONSIBLE FOR CLEAN UP.**

Deposit:

MFB A deposit to hold the facility is required of \$500.00 for the GYM: \$45.00 for the Meeting Rooms.

This deposit must be paid, and the application form submitted to reserve the date for your event

MFB \$500.00 cleaning deposit which is refundable when the facility is left clean and no damage occurs. If you do not clean the facility, and there are damages, your deposit will be retained to cover the cost, and you will be liable for any expenses incurred over and above the deposit paid. Cleaning includes the hallway and the restrooms.

Security Guards:

MFB Security Guards are required, the number to be determined by the Beaumont Police Department for Civic Center or CRC. (# of guards on all facility rentals are subject to approval by the Beaumont Police Department). Arrangements may be made with a private security firm. A copy of the contract must be provided to this office.

THE GUARD MUST BE LICENSED, BONDED AND IN UNIFORM.

Alcoholic Beverages:

MFB Special arrangements can be made to sell alcohol in the Civic Center for nonprofit agencies with approval from the Community Service Department and /or the Chief of Police. **ALCOHOL IS NOT ALLOWED FOR PARTIES OF UNDER AGED PERSON(S) (21 & OLDER ONLY).**



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MFB If you plan to sell drinks, a one-day permit is required from ABC. You must first contact the Police Department for a letter to the ABC to obtain a permit. NOTE: ABC will not issue a permit to a private party, only nonprofit service clubs or organizations.

Decoration and Set-Up:

MFB Large events which may take longer to set up can make special arrangements beforehand. If your event falls on a Saturday, and there is nothing scheduled in the gym on the Friday prior to the event, you may come in to set up between the hours of 8am-12pm for a flat rate of \$100.00. You must be finished and out of the building by 12pm.

Chairs and Tables:

MFB The City has 150 - 200 chairs, and 25 6-foot tables. These are available free of charge. If additional are needed, you will need to rent them from another organization.

Special Events:

MFB By initialing you are stating you have read and are complying by all rules of the ordinance.

MFB All Parties in the City facilities must end at 10:00p.m. There may be no alcohol served after this time. Everyone must be off the premises by 12:00am.

CANCELLATION:

_____ Should the applicant desire to cancel the facility reservation, notification of the cancellation must be received no later than two weeks prior to the scheduled event. Should cancellation notice not be received by this time limit, a \$100.00 cancellation fee will be charged and taken from the deposit paid.

-----STAFF USE ONLY-----

Fees: See attached fees page

Heather Harwood

Date: 8/30/19

Customer Service Coordinator

 Community Services Director

Date: _____

Received by: HH
 Date: 8-30-19

Available : YES NO
 In Book: YES NO
 Staff Needed: YES NO

Mary Brubaker - Rotary

RENTAL RATES

CATEGORY:	1	2	3	4
Auditorium/gym \$500.00 Deposit	N/A	N/A	\$120.00	\$220.00 First 2 hours
	N/A	N/A	\$40.00	\$100.00 Extra hours
Kitchen:	N/A	N/A	\$150.00	\$150.00 Flat rate
Meeting Rooms \$45.00 Deposit	N/A	N/A	\$50.00	\$100.00 First 2 hours
	N/A	N/A	\$15.00	\$40.00 Extra hours
Friday set up 8am-12pm	N/A	N/A	TBD	\$100.00 Flat rate
Ball field:	N/A	N/A	N/A	\$40.00 First 2 hours
	N/A	N/A	N/A	\$15.00 Extra hours
Lights Hr:	N/A	N/A	\$30.00	\$60.00
Pavilion: \$40.00 Deposit	N/A	N/A	\$25.00	\$50.00 First 2 hours
	N/A	N/A	\$10.00	\$15.00 Extra hours
Park restroom deposit	N/A	N/A	\$ 40.00	\$ 40.00 Flat rate
Staff Fee per Hour:	TBD	\$20 PER HR	\$20 PER HR	\$20 PER HR

CATEGORIES

1. City sponsored activities and use by departments and divisions of the City of Beaumont.
2. Local schools.
3. Civic groups; non-profit organizations, clubs and associations; other governmental agencies.
4. Wedding, receptions, and private parties. Commercially sponsored activities; use by business, groups, associations or individuals for any type of profit-making activity or event.

CITY OF BEAUMONT FACILITY REQUEST WORK OUT FORM

LOCATION CRC FACILITY Gym

FIRST 2 HRS \$ 120 *8.5 hrs.* *THIS IS ONLY A WORK SHEET AND DOES NOT RENT FACILITY*

ADD. HRS \$ 260

KITCHEN \$ 150. *RATES ARE SUBJECT TO CHANGE, BEFORE PERMIT IS SIGNED*

SET UP *3 hrs* \$ 160.

STAFF FEES \$ 170.

SUB TOTAL \$ 860. TOTAL \$ 1,360.00

DEPOSIT \$ 500.00 STAFF INT. ##

*3-6 Fri
Set up
8-4:30
Sat
event*

*Set up
\$160.
3 hrs.*