



City of Delano Recreation Department  
 925 Ellington Street, Delano, California 93215 • Phone 661-721-3335 ~ Fax: 661-720-9760

# BUILDING REQUEST FORM

FOR USE OF (CHECK ONE):

**CIVIC CENTER -1009 11<sup>TH</sup> AVE.**  
 RENTAL FEE: \$200.00 CAPACITY: 115  
 \$15 HOURLY FOR MEETINGS ONLY  
 \$30 HOURLY WITH USE OF KITCHEN  
 DEPOSIT: \$150 (REFUNDABLE)  
 Key Release: Friday at 12:00 pm  
 Note: Saturday Event –Cleaned and Out by 12:00AM

**JEFFERSON CENTER - 436 JEFFERSON STREET**  
 RENTAL FEE: \$650.00 (DELANO RESIDENTS) CAPACITY: 240  
 \$850 (NON-DELANO RESIDENTS) DEPOSIT: \$500.00 (REFUNDABLE)  
 FULL PAYMENT & PAID SECURITY CONTRACT: 60 DAYS BEFORE EVENT  
 FRIDAY SET UP: 2PM-6PM  OR 5PM-9PM   
 NOTE: 7 HOURS USE ON THE DAY OF EVENT and should  
 end at 10PM. Initial: \_\_\_\_\_

**GENERAL INFORMATION (PLEASE PRINT)**

Primary Contact Person: \_\_\_\_\_ Birth date: \_\_\_\_\_

Date of Application: \_\_\_\_\_ Organization (if applicable)/Renter (Name): \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

E-mail: \_\_\_\_\_ Day Phone: \_\_\_\_\_ Evening Phone: \_\_\_\_\_ Cell: \_\_\_\_\_

**EVENT INFORMATION (PLEASE PRINT)**

**PLEASE INCLUDE SET UP AND CLEAN UP TIME IN CALCULATION**

Date(s): \_\_\_\_\_ Time in Facility: From: \_\_\_\_\_ a.m./p.m. To: \_\_\_\_\_ a.m./p.m.

Estimated Attendance: \_\_\_\_\_ If facility is not vacated by scheduled time, I understand that \$50/hour will be deducted from deposit \_\_\_\_\_ (initial)

**DESCRIPTION OF EVENT/ACTIVITIES (CHECK ALL THAT APPLY):**

Note: Describe topics for Lecture and Meeting if applicable on the **other** line below.

- Anniversary  Quinceneara  Debut  Reunion
- Baby Shower  Baptism  Funeral  Wedding
- Engagement  Retirement  Lecture  Wedding Shower
- Graduation  Birthday Age \_\_\_\_\_  Meeting
- Other Event Info/Describe Lecture/Meeting/Outdoor Activities: \_\_\_\_\_

**CHECK THE BOXES THAT APPLY TO YOUR EVENT:**

- Food or Beverage (Non-alcoholic):  Served  Sold  N/A
- If a meal is being served, will it be catered:  Yes  No
- Alcoholic Beverages:  Served  Sold  N/A
- If Alcoholic Beverages will be served or sold, please check all that apply:  Beer  Wine  Liquor
- Is there a charge to attend the Event:  Yes  No
- Is the Event open to the public:  Yes  No
- Is any part of the Event being held outdoors:  Yes  No
- Will there be Amplified Sound and/or Dancing:  Yes  No



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If there will be amplified sound, please check all that apply: [ ] Live Music [ ] Disc Jockey [ ] Stereo/CD/MP3 Player

ALCOHOL:

If the Renter intends to sell alcohol, the Renter will need to do the following:

- Obtain approval letter from the Chief of Police to sell alcohol (\$15 fee)
Submit the letter to the California State Department of Alcoholic Beverage Control, located at:
4800 Stockdale Hwy, Suite #213, Bakersfield, CA 93309
Phone: (661) 395-2731
Email: BKF.Direct@abc.ca.gov
Submit proof of permit with this application

KEYS:

Civic Center-Before keys are issued, a copy of the Renter's proof of security guard contract / receipts must be submitted to the Community Services Department Keys will be issued on the Friday preceding the rental date. It is the Renter's responsibility to meet City staff at the appointed time.

Jefferson Center-Staff will open the building on Friday and Saturday, as scheduled for your event. Closure of the building will be at 11:00 PM on Saturday. Wall decorations are strictly prohibited.

DEPOSITS:

All deposits will be returned to the Renter by mail within 30 days after the date of the event. If City staff has to clean the facility, a \$25 per hour per staff member will be charged and deducted from the deposit. (Initial)
Any decorations and/or equipment left at the facility will not be the responsibility of the City of Delano.

ACKNOWLEDGEMENT:

I hereby certify that I have read and understand all terms and conditions in the rules and regulations booklet regarding use of the facility that I am renting. I further agree to hold the City of Delano, its governing board, the individual members thereof, and all officers, agents, and employees free and harmless from any loss, damage, liability, costs or expenses that may arise during (or caused in any way) such use or occupancy of City property.

RENTER'S SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

OFFICE USE ONLY

ABC LETTER: [ ] Yes [ ] No \$15.00
DANCE / AMPLIFIED SOUND PERMIT: [ ] Yes [ ] No \$10.00
SECURITY REQUIRED: [ ] Yes [ ] No
If yes, number of guards: \_\_\_\_\_; Time Security on site: From \_\_\_\_\_ To \_\_\_\_\_
Paid Security Contract provided on \_\_\_\_\_.
(1-50 attendees = 1 Guard; 51-100 attendees = 2 Guards, etc.)
LIABILITY INSURANCE: [ ] Provided their own on \_\_\_\_\_ [ ] Purchased through City's Insurance Carrier
RENTAL RATE: \_\_\_\_\_ Insurance Fee: \_\_\_\_\_ Alcohol Insurance Fee: \_\_\_\_\_
DEPOSIT AMOUNT: \_\_\_\_\_ Sound permit: \_\_\_\_\_ Total Due: \_\_\_\_\_

PAYMENTS:

AMOUNT: \$ \_\_\_\_\_ RECEIPT: # \_\_\_\_\_ BALANCE DUE: \$ \_\_\_\_\_ Date: \_\_\_\_\_
AMOUNT: \$ \_\_\_\_\_ RECEIPT: # \_\_\_\_\_ BALANCE DUE: \$ \_\_\_\_\_ Date: \_\_\_\_\_
AMOUNT: \$ \_\_\_\_\_ RECEIPT: # \_\_\_\_\_ BALANCE DUE: \$ \_\_\_\_\_ Date: \_\_\_\_\_
AMOUNT: \$ \_\_\_\_\_ RECEIPT: # \_\_\_\_\_ BALANCE DUE: \$ \_\_\_\_\_ Date: \_\_\_\_\_
[ ] DEPOSIT RETURNED AMOUNT RETURNED: \$ \_\_\_\_\_ DATE: \_\_\_\_\_



INSURANCE AND PERMIT REQUIREMENTS

ORGANIZATION (IF APPLICABLE)/RENTER (NAME): \_\_\_\_\_

DATE OF EVENT: \_\_\_\_\_

REQUIREMENTS:

- 1. The items checked below are required for your rental at the: [ ] Civic Center [ ] Jefferson Center
2. The Certificate of Insurance and necessary permits are due no later than 60 days prior to the event.
3. The Certificate of Insurance must be in the name of the person / organization who signs the permit. It must also clearly show the liability limits and policy dates to be valid.
4. A Homeowner's or Tenants Insurance Policy can usually provide insurance for your rental. Check with your insurance agent.
5. A Renter that is unable to secure an appropriate Certificate of Insurance will be required to purchase Special Event Liability Insurance from the City's insurance carrier. Contact the Community Services Department at (661) 721-3335 for more information.

CHECKED ITEMS ARE REQUIRED FOR YOUR EVENT:

\_\_\_\_\_ Certificate of Insurance for Commercial General Liability coverage for a minimum of:

Table with 2 columns: Coverage Type and Amount. Rows include: Each Occurrence (\$1,000,000), Medical Payments (\$ 5,000), Personal and Advertising Injury (\$1,000,000), General Aggregate (\$2,000,000), Products/Completed Operations Aggregate (\$2,000,000), Damage to Premises Rented to you (\$ 500,000)

The City of Delano, its officers, agents, employees, successors and assigns must be named as additional insured on the Certificate of Insurance. Shall indemnify, defend, and hold harmless the City of Delano It's Officers, agents, employees, successors and assigns against any and all liability, claims, and actions. Also must attach an Endorsement.

\_\_\_\_\_ Liquor Liability Endorsement. This is required on the Certificate of Insurance when the Renter provides alcoholic beverages. (Require Alcohol Permit and additional fee if alcohol is being sold.)

- 6. If alcohol will be sold, the renter will need to do the following:
a. Obtain an approval letter from the Chief of Police to sell alcohol
b. Submit the letter to the California State Department of Alcoholic Beverage Control:
4800 Stockdale Hwy, Suite # 213
Bakersfield CA 93309
(661) 395-2731
BKF.Direct@abc.ca.gov

\_\_\_\_\_ Submit Proof of Alcohol Permit with this application

7. Your event will require the following number of security guards:

\_\_\_\_\_ Copy of Security Contract listing \_\_\_\_\_ number of security guards from \_\_\_\_\_ to \_\_\_\_\_ for the date of event.



## HALL RENTAL CHECK LIST

- Applicant has received City of Delano policy manual rules and regulations governing use of the Civic Center and Jefferson Center.
- Applicant has been advised about the cancellation policy wherein 10% of the total amount will be charged if cancellation occurs the day after the facility was rented. If less than 30 days prior to the event 25% of the total amount will be charged.
- Civic Center:** Applicant understands that the balance due must be paid 30 days prior to the event; not doing so will result in forfeiture of event.
- Jefferson Center:** Applicant understands that the balance due must be paid 60 days prior to the event together with the submittal of paid security contract, not doing so will result in forfeiture of event.
- If applicant is serving alcohol and/or having a dance, a dance permit and security guards are required.
- Civic Center:** Before keys are issued, a copy of the applicants Certificate of Insurance, and proof of security guard contract/receipt must be submitted to Community Services Department.
- Jefferson Center:** No keys will be issued. Staff will be assigned for your event .
- Applicant is responsible for the removal of all personal items left in the building by midnight on the day of the rental. Items left in the building will be assessed a storage charge at the rate of \$50 a day, starting the day after the rental. If items are removed from the building by the City, an additional cost of \$25/hr. will also be added. The City is not responsible for any personal items left inside the building – regardless of who owns them.
- If applicant is selling alcohol, an Alcoholic Beverage Control (ABC) license will be required along with a letter of approval from the Chief of Police.
- If applicant is self- insured, applicant will need to provide the City of Delano, Community Services Department, a copy their Certificate of Insurance naming the City of Delano as an additional insured, and the general liability amount must be \$1,000,000.00

I have read, understood and agree to all the terms and conditions listed above.

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**Applicant's Signature**

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**Date**



## LISTA DE VERIFICACION DE ALQUILER DE INSTALACIONES

- Solicitante ha recibido Ciudad de Delano politica manuales normas y reglamentos que rigen el uso del Centro Civico y Centro Jefferson.
- El solicitante ha sido asesorado sobre la póliza de cancelación, 10% del monto total será cobrado, si cancela después del día en que la instalación fue alquilada, si es inferior a 30 días antes del evento se le cobrara el 25% del monto total.
- Civic Center:** Solicitante entiende que el saldo debe pagarse 30 dias antes del evento; No hacerlo resultara en la canselacion del evento.
- Jefferson Center:** : El solicitante entiende que el saldo adeudado debe ser pagado 60 días antes del evento junto con la presentación del contrato de seguridad pagado, no hacerlo dará lugar a la pérdida del evento.
- Si el solicitante es server alcohol o un baile, se require un permiso de baile y guardias de seguridad.
- Antes de que las llaves son emitidas, una copia del certificado de seguro de los solicitantes y prueba de contrato o guardia de seguridad del recibo deben presentarse al Departamento de servicios comunitarios.
- Solicitante es responsable por remover artículos personales antes de la medianoche del dia de la renta. Elementos de la izquierda en el edificio será evaluado un cargo de almacenamiento a una velocidad de 50 dolares al dia, comenzando el dia después de la renta. Si los artículos se retiran del edificio por la ciudad, también se agregara un costo adicional de \$25/hr. La ciudad no es responsable por cualquier objetos personales dejados dentro del edificio – sin importar quien es el propietario.
- Civic Center:** Antes de la entrega de llaves, una copia del permiso de baile aprobado y la prueba de contrato de los guardias de seguridad, deberá ser presentada al Departamento de Servicios Comunitarios. Si van a vender bebidas alcohólicas necesitaran presentar su licencia (ABC) y la carta de aprobación.
- Jefferson Center:** No se emitirán llaves. Se asignará personal para su evento.
- Si el solicitante vendo alcohol, se requerira una licencia de Control de bebidas alcoholicas (ABC) junto con una carta de aprobacion de la jefatura de policia..
- Si el solicitante esta asegurada pro uno mismo, solicitante tendrá que presentar su certificado de seguro nombrando la Ciudad de Delano como asegurado adicional la Ciudad de Delano, Departamento de servicios comunitarios, una copia, y el monto de la obligación general debe ser \$1,000,000.00

He leído y entendido los términos y condiciones en la lista de verificación de alquiler de instalaciones.

\_\_\_\_\_  
**Firma**

\_\_\_\_\_  
**Fecha**



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