



City of Hermosa Beach
COMMUNITY RESOURCES DEPARTMENT
 710 PIER AVENUE, HERMOSA BEACH, CA 90254
 310.318.0280 ♦ FAX 310.372.4333

CONTRACT #

FACILITY RENTAL APPLICATION

- Once a completed application and fees are received in the Community Resources office, all documents will be reviewed and the renter will be notified within two (2) weeks if the application is approved.
- Facility rental applications take two (2) weeks to process. Any applications or payments received less than two (2) weeks prior to rental day will be considered and accepted on a case by case basis.

THE DEPARTMENT OF COMMUNITY RESOURCES SHALL HAVE THE FINAL AUTHORITY TO APPROVE OR DENY ANY RENTAL REQUEST.

ORGANIZATION'S NAME: _____

Non Profit: No _____ Yes _____ Non-Profit I.D. Number _____

Address: _____

_____ City _____ State _____ Zip

Email Address: _____

Phone Numbers: _____ Day () _____ Evening ()

CONTACT PERSON'S NAME: _____

Address: _____

_____ City _____ State _____ Zip

Email Address: _____

Phone Numbers: _____ Day () _____ Evening ()

Brief Description of Event: _____

FACILITY AND ROOM # REQUESTED: _____

DATE OF RENTAL: _____

Please note that you will not be allowed into the facility earlier than your time requested.

: am/pm to : am/pm

RENTAL TIME

Any additional time spent in the facility will be taken from your security deposit.

Will food be served? Yes _____ No _____ Describe: _____

Will there be amplified music? Yes _____ No _____ **NOTE: MUSIC MUST BE TURNED OFF BY 10:00PM PER CITY ORDINANCE.**

Number of People Expected: _____ Average Age? _____

Special Instructions/Equipment Needed: _____

Number of Tables: _____ Number of Chairs: _____

FACILITY USE RULES AND REGULATIONS

By initialing, I agree to abide by and enforce the rules and regulations of the City of Hermosa Beach and certify that I have read the rules, regulations and agreements listed for my chosen facility. I will assume full responsibility for my group and will ensure all policies and procedures are followed.

*Please
Initial
Here*

Pricing & Fees

COMMUNITY CENTER	NON-PROFIT RATE	COMMERCIAL RATE
Application Fee	\$20	\$20
Hourly Rental Fee	\$20	\$25
Security Deposit (refundable)	\$50	\$50

CLARK BUILDING	NON-PROFIT RATE	COMMERCIAL RATE
Application Fee	\$20	\$20
Hourly Rental Fee	\$25 Staff Fee (required) \$10	Resident:\$30 Non-Resident:.....\$60 Staff Fee (required):\$10
Security Deposit (refundable)	\$100	\$250

GYMNASIUM	NON-PROFIT RATE	COMMERCIAL RATE
Application Fee	\$20	\$20
Hourly Rental Fee	\$25	\$50
Security Deposit (refundable)	\$100	\$100

ORGANIZATION ASSUMPTION OF RISK AND RELEASE OF LIABILITY

On behalf of our organization, we agree to assume all risks for injuries arising out of or resulting from the use of the Clark Building/Community Center and/or personal property located thereon, and further agree to make no claim whatsoever for injuries against the City of Hermosa Beach, its agents or employees, arising out of or resulting from the use of any City building, grounds, real property or personal property located thereon. We shall be personally responsible, on behalf of our organization, for any damage sustained to the City premises, furniture or equipment because of the occupancy of said premises by our organization. We agree to abide by and enforce the rules, regulations and policies of the City of Hermosa Beach.

I HAVE READ AND AGREE TO THE ATTACHED RENTAL POLICY AND LISTED RULES.

_____ Signature of Applicant		_____ Date	
APPROVED BY: _____ Department Representative		_____ Date	
Insurance Required:	Yes _____	No	_____
Certificate of Insurance Received	_____	_____	_____
	Date		Staff Initials

CONTRACT #

ROOM DIAGRAM

Please provide us with a rough diagram that will include the set up of the tables and chairs that you are requesting for your rental. This will help us in preparing for your rental.

RENTAL LOCATION

Please include room number if applicable _____

RENTAL DATE _____

RENTAL TIME _____

X = Chair

 = 6 ft. Table

 = 8 ft. Table

Please note where the entrance to the room will be to ensure we set up the equipment in the correct direction.

