

Date of Event: _____
 Area Rented: _____
 Hours: _____

**Golden Umbrella
 Use Application
 200 Mercy Oaks Drive
 Redding, CA 96003
 530.223.6034 Fax 530.242.5393**

Name of Organization	Address	Phone #
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Name of Applicant	Address	Phone #
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*Responsible Party *(Must be 21 years old and attending the event)	Address	Phone # User Initials
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Fees:	Board Room	\$25.00 per hr. - 2 hr. minimum	_____
	Large Hall	100.00 per hr. - 3 hr. minimum	_____
	Large Hall w/Kitchen	150.00 per hr. - 3 hr. minimum	_____
	Large Hall w/small kitchen	500.00 all day	_____
	Large Hall w/Large Kitchen	600.00 all day	_____
	Large Hall (Friday only)	100.00 4:00 p.m. to 12:00 Midnight - 3 hr minimum	_____
	Large Hall w/Kitchen & Parlor	650.00 all day* Saturday/Sunday	_____

Security Deposit 250.00
 (Cleaning, Access, Kitchen Equipment, Removal of Tables) You will receive a full refund if the facility is left clean, tables don't have to be moved, and all kitchen equipment is replaced.

Weekday functions including "all day" rentals may not begin until 3:00 p.m., at the conclusion of Golden Umbrella's Programs normal business schedule. Hourly rentals held after Golden Umbrella's business hours will pay a \$35.00 facility access fee. See page 3 for renter's cleaning responsibilities.

A \$250.00 deposit will reserve the date. All fees are due 60 days prior to event. If you cancel your reservation prior to 120 days, a \$50.00 processing fee will be charged, after 120 days your entire deposit will be forfeited. Any refund due the renter will be returned within 21 days. **A \$50.00 fee will be charged for any returned checks.**

Adequate liability insurance coverage is required pursuant to Golden Umbrella requirements as listed on Page 2. Certificate of insurance must be forwarded to Golden Umbrella 30 days prior to event.

Ins. Co. _____ Policy# _____ Date Received _____

Rental Amount Due _____ (Less Deposit) Due Date _____ Check # _____ \$ _____

Rental Amount Balance _____ Date Due _____ Date Paid _____

Security Deposit Amount \$250.00 Date Paid _____ Check # _____

Nature of planned activity _____ Time of event _____

Will any special equipment be brought in? Yes _____ No _____ If so, what? _____

Anticipated Attendance _____ Will alcohol be served or sold? Yes _____ No _____

RENTAL RULES FOR GOLDEN UMBRELLA

INSURANCE:

Proof of insurance is required thirty days before the commencement of the event. Renter shall provide Golden Umbrella with a certificate of insurance evidencing the required coverage and an additional insured endorsement signed by the insurer.

The renter shall purchase and maintain in force for the period the renter will occupy the premises including time spent installing and removing decorations:

1. Commercial General Liability coverage with a combined single limit of not less than \$1 Million per occurrence/\$1,000,000 general policy aggregate.
2. Liquor law liability coverage or host liquor liability with a limit of not less than \$1,000,000 per occurrence. This is required if alcohol is served or sold to guests.
3. Contractors or vendors hired by the renter will comply with the same coverage/limits and regulations as required by the renter.
4. Commercial General Liability and liquor or Host Liquor Liability policies will include an endorsement naming Golden Umbrella, Inc. as an additional insured. This additional insured requirement applies to any contractors or vendors hired by the renter.
5. All insurance purchased by the renter will be primary and shall not contribute with or be in excess of any insurance or self insurance maintained by Catholic Healthcare West or Golden Umbrella.

INDEMNIFICATION/HOLD HARMLESS:

Renter will protect, defend, indemnify, and hold Golden Umbrella harmless from any and all claims, losses, actions, suits, liabilities, judgments, cost, and expenses (including attorney's fees) arising from Renter's use of the premises, including the serving or sale of alcohol.

LICENSES:

Renter and its Contractors/Vendors will maintain appropriate licenses to comply with State regulations.

BUILDING:

1. The facilities rented at Golden Umbrella **will be available to the Renter on the day or days of the rental only**. Rental rates are effective 8:00 a.m. to 12:00 midnights, Monday - Saturday for Board Room meetings, Friday from 4:00 p.m. to 12:00 midnight. Sunday rental hours are 12:30 p.m. - 10:00 p.m. (Discounted: all day rates for Sunday rentals).
2. The event for which the facilities are rented must be concluded and all participants must vacate the facility by 12:00 midnight on the day of the rental for Monday - Saturday rentals, and 10:00 p.m. for Sunday rentals. An additional per hour charge will be made for use after set vacated hours and the rental agent must give permission. Such use must be covered under insurance provided by Renter.
3. No smoking is allowed in the building.
4. On said rental date, the responsible party (over 21 years of age) must stay with the building at all times.
5. Children under 12 must be supervised at all times by an adult.
6. Animals and pets are not allowed in the building. Trained guide dogs for the safety enhancement of the Renters and guests may be permitted.
7. Rental equipment must be removed by midnight unless previous arrangements have been approved by Golden Umbrella. Golden Umbrella assumes no liability for items left on the premises.
8. The \$250.00 security deposit, less any charges as specified, shall be returned within 21 days after end of rental or with due diligence in cases where repairs require additional time to complete. Any special instructions for returning the security deposit must be given at the time the rental is paid.
9. An additional security deposit may be required on rentals.
10. Music may not be played outside on patio after 10:00 p.m.
11. All Fire Marshall, City and Police regulations shall be respected and followed by Renter.
12. Seminars by non-CHW related organizations are not in any way endorsed or sponsored by Golden Umbrella.

DECORATING RESPONSIBILITY:

1. Decorations may be used by the renter with the following provisions:
 - A. **Do Not** affix anything to the inside of windows or doors. No staples, nails, thumbtacks, or any type of tape other than special masking tape may be used on walls, floors, ceiling, or furniture. (Tape may be purchased from rental agent).
 - B. All existing items on walls and ceilings are not to be removed.
 - C. No rice, confetti, birdseed, popcorn, glitter or any materials of any kind shall be thrown in the building, or on the grounds. "Catchable" bubbles may not be used in the building or on the grounds. No unprotected candles or "floor" glitter may be used as decorations.
2. All decoration brought by the renter including boxes, empty bottles, etc. shall be removed before the hall is vacated. All trash shall be collected by the renter and placed in the dumpster. **All rental facilities and grounds are to be left clean and in the same condition as when rented.**
3. If the facility, grounds, or its contents are **damaged, unclean** or there are any missing items, funds from the renter's security deposit shall be used to pay for replacement, cleaning or repairing. Charges shall include \$25.00 per hour for labor, plus the cost of materials required and/or cost of work done by specialized people and any cost collection charges will be paid by renter.

Rental Equipment

Responsible Party must meet with Rental Co-coordinator ten days prior to the event.

- _____ Coffeemaker
- _____ Ice Machine
- _____ Ovens
- _____ Overhead Monitor
- _____ PA System/Microphone
- _____ Patio Tables & Chairs
- _____ Piano
- _____ Projection Screen
- _____ Sanitizer
- _____ Serving Carts
- _____ Stereo System/Television
- _____ VCR/DVD Player

Renter's Clean Up Responsibilities

1. Sweep and mop Kitchen and Dish room
2. Wipe down surface areas
3. Clean and sweep all rooms used
4. Remove trash
5. All leftover food must be in your containers by 10:00 p.m. and taken from the premises. Return all items to original location.
6. Remove your leftover foods and beverages from refrigerator and oven
7. Leave kitchen clean and in the same condition as when rented.

Optional Kitchen Cleaning

Parties up to 100	\$100.00
Parties over 101	\$150.00

Additional Rental Equipment

I have received training and/or instructions on the proper usage of checked items _____

I understand that I am responsible for event caterer's actions and outside rental equipment.

I will be using the following catering service

Name Phone#

Patio

Remove trash and return chairs and tables original position.

Board Room

Remove trash and return chairs and tables to original position.

I understand clean up responsibilities as outlined

(Initial) Responsible Party

My signature certifies that I have read and will comply with the Rental Rules and Conditions as set forth by Golden Umbrella, governing the use of the areas specified above. I take full responsibility that the use of these facilities by the organization or me is in full adherence and compliance with these conditions.

I will be using _____ Rental Service Phone # _____

I understand full replacement cost will be charged for missing or damaged items.

Responsible Party _____ Date _____ Phone# _____

Inventory check-In

All rental items are accounted for: _____ Yes _____ No Initialed by _____