



# Pine Grove Civic Improvement Club Rental Agreement

Date(s) of Rental \_\_\_\_\_ Hours of Use \_\_\_\_\_

Name of Renter (Organization or Person) \_\_\_\_\_

Address \_\_\_\_\_

Telephone Numbers: Work \_\_\_\_\_ Home \_\_\_\_\_ Cell \_\_\_\_\_

Insurance Carrier & Policy Number \_\_\_\_\_

Type of Activity \_\_\_\_\_

Please initial each item as acceptance of rental terms:

\_\_\_\_\_ **Rates for Use of Hall** - \$300.00 per day

\_\_\_\_\_ **Alcoholic Beverages** are permitted but you must have an Alcohol Beverage Control license if you will be selling alcohol.

\_\_\_\_\_ **Cleaning Deposit** - A cleaning deposit of One Hundred Dollars (\$150.00) is required on ALL Rentals. The Cleaning Deposit will be refunded within fifteen (15) days after inspection. Any costs incurred by the Club to restore the rented area to pre-rental condition will be deducted from the Cleaning Deposit.

\_\_\_\_\_ **Insurance** - A Certificate of Public Liability and Property Damage Insurance, indemnifying both the Pine Grove Civic Improvement Club and Amador County in the amount of \$1,000,000 shall be submitted to the Pine Grove Civic Improvement Club; P.O. Box 284, Pine Grove, California 95665; no less than 15 days prior to use of the rented facilities. This is a requirement of our Insurance Carrier and Amador County.

\_\_\_\_\_ **Cancellation** - A Fifty (\$50.00) cancellation fee will be charged if the event is canceled less than ten (10) calendar days before the event.

\_\_\_\_\_ **Damage/Hall Property** - The undersigned is responsible for **any** damage to the building, its facilities, property, and for proper cleaning of all rented areas, inside and outside, and for material used. All property shall be replaced/restored to their proper storage place. The piano, if moved, shall be returned to its original location. All restrictive signs shall be adhered to. Hall property will not be removed from the Hall at any time. All lights, heat, stoves and coolers shall be turned off after facility use.

\_\_\_\_\_ **Keys** - Keys to the facility are a part of this agreement. All keys issued are to be returned at the conclusion of the rental agreement. A \$20.00 charge will be made for each lost key. Keys may be picked up 1/2 hour before the rental period. Other arrangements are at the discretion of the rental agent.

\_\_\_\_\_ **Parking** - The property adjacent to the hall on either side is NOT Hall Property. The Emergency Exit east and rear of the building is NOT HALL PROPERTY. "Emergency" is defined as fire or persons needing ambulance service. Disabled persons only may enter and exit via the lift at the front of the building. The driveway is private property: it shall be kept clear at all times. **Remove vehicles after unloading.** Parking is permitted on the side of the highway or in the Community Park parking lot. Vehicles parked in the east or west sides of the building may be towed at the owner's expense.

\_\_\_\_\_ **Wood Floor** - The hall floor is highly finished at great expense. To clean, use the brooms or oiled dust mops stored in the broom room. Use a damp mop to clean spills. Do not wet mop the hall floor. Use NO Detergents to clean the hall floor.

\_\_\_\_\_ **Plumbing** - This building uses a septic tank. Kleenex, cigarettes, feminine hygiene products, or any other items not intended to be flushed down the toilet may plug the system. If the plumbing becomes clogged during the rental period, you will be responsible to obtain and pay for a plumber to perform the needed repairs. You will also be responsible for any water damage repairs.

\_\_\_\_\_ **Garbage** - All Hall users are required to remove their garbage and trash. Any remaining on the premises or back yard after expiration of the rental shall be charged at the rate of \$5.00 per can or fraction thereof. This charge will be deducted from the cleaning deposit.

\_\_\_\_\_ **Decorations** No nails or sharp objects will be placed in or on the walls, floor, ceiling, or fixtures of the building. Use removable tape only.

Cleaning Deposit, insurance rider, and rental fee to be mailed to:  
Pine Grove Civic Improvement Club  
P.O. Box 284  
Pine Grove, CA 95665

The street address is: 19889 Highway 88.

Renters Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Rental Agent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Address for deposit refund: \_\_\_\_\_

## **PGCIC Rental Agent: Jan Houghton 209-296-7626**

**You are required to contact the Rental Agent at the above number to discuss your rental needs prior to submitting the Rental Agreement Form. Applications will not be processed until you have spoken with the Rental Agent. Your Rental Agreement Form must be reviewed and approved by Rental Agent, plus receipt of cleaning deposit, prior to reserving the hall for your desired date.**