



San Benito  
Community Center  
Facility Rental Form

REQUESTED DAY OF USE

Day of the Week \_\_\_\_\_ Date \_\_\_\_\_ To \_\_\_\_\_  
Actual Time of Use \_\_\_\_\_

Requested Room(s) - Check the Appropriate Box(s)

- San Benito Room with Kitchen    San Benito Room only    Kitchen Only  
 Gabilan Room    Calaveras Room

CONTACT PERSON

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_  
Home Number: \_\_\_\_\_  
Work Number: \_\_\_\_\_  
Cell Number: \_\_\_\_\_  
EMAIL: \_\_\_\_\_

EVENT INFORMATION

Type of Event: \_\_\_\_\_  
Setup time: \_\_\_\_\_ to \_\_\_\_\_  
Time of use: \_\_\_\_\_ to \_\_\_\_\_  
Cleanup time: \_\_\_\_\_ to \_\_\_\_\_  
Total # of hours in use: \_\_\_\_\_  
Number of Guests: \_\_\_\_\_  
Number of Adults: \_\_\_\_\_  
Number of Youths: \_\_\_\_\_

CLUB/ORGANIZATION INFORMATION

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_  
Contact Person and Title: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_  
Home Number: \_\_\_\_\_  
Work Number: \_\_\_\_\_  
EMAIL: \_\_\_\_\_

- Will food be served?    Yes  No   
Will alcohol be served?    Yes  No  \_\_\_\_\_ initials  
Admission charge?    Yes  No   
Are Tables Needed?    Yes  No   
Are Chairs Needed?    Yes  No

**I understand, I will need to pay the total due 10 business days, prior to my event.** \_\_\_\_\_

(Yo entiendo que devo pagar el total devido 10 dias laborales antes de mi evento.)

**I also understand, It is my responsibility to provide Hollister recreation with a copy of a security company contract 10 business days prior to my event.** \_\_\_\_\_ (Tambien, entiendo que es mi responsabilidad, proporsionar a Hollister Recreation un contrato con una Empresa de Seguridad 10 diaz laborales antes de mi evento)

**STATEMENT OF LIABILITY**

**It is the express condition of this permit that the Permittee agrees to, and Permittee shall, hold harmless the City of Hollister and its officers, agents, contractors, and employees from any damage to property, death or injury to person, or any claim of damages or charges, expenses, liabilities, including attorney fees, resulting from the Permittee's rental, occupancy, or use of the facility or from any activity carried on by Permittee in connection with this rental.**

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

**THE FOLLOWING ACTIVITIES ARE PROHIBITED IN THE HOLLISTER COMMUNITY CENTER:**

1. Placing of decorations in non-designated areas and/or attaching decorations with scotch or masking tape. Decorando lugares no asignados o decorando con cinta de enmascadura.
2. Rearranging furniture without authorization from facility monitor. Reorganizandode los muebles sin autorizacion.
3. NO Hard Alcohol (ONLY beer or wine may be consumed). NO Alcohol fuerte. SOLO de permite cerveza o vino.
4. Glass Containers (ONLY Wine / Champagne bottles in dining room) El uso de envases de vidrio. SOLO vino/chanpane.
5. Consumption of alcoholic beverages in parking lot. Consumo de alcohol en el estacionamiento
6. NO jumping structures, inflatable structures, or mechanical structures. NO brincolines, infamables, o estructuras mecanicas.
7. Drinking, smoking or eating in hallways.No, tomar, fumar o comer es el pasillo.
8. Playing of any music after 9:50 PM No poner musica despues de las 9:50pm.
9. No Smoking allowed in the facility. No fumar en la facilidad.
10. Absolutely NO CONFETTI. Absolutamente NO CONFETI.
11. Absolutely NO SMOKE MACHINES Absolutamente NO MAQUINA DE HUMO.

**NOTE: \$200 FEE WILL BE CHARGED IF FIRE DEPT. IS CALLED OUT.** \_\_\_\_\_ (initials)

**Note: \$200 se conbrara si el Departamento de Bonveros es llamado.**

12. If alcohol is served or allowed to be present at the facility without prior notice to the City or prior approval by the City, the City has the right to prevent guests from entering the facility or to close down the event, at the discretion of the City. In addition, City shall have the right to retain all or some of the deposit to cover the cost of enforcing this regulation. \_\_\_\_\_ (initials) Si se sirve Alcohol o esta presente en la facilidad, antes de notificar a la ciudad o por aprovacion de la Ciudad, la ciudad tiene el derecho de rechasar la entrada a los invitados o asta serar el evento, en discrecion de la ciudad. Ademas, la ciudad tiene el derecho de conservar todo o alguna parte del deposito para cubrir el costo de regulacion.
13. If Law Enforcement is dispatched during the scheduled time of event, the city shall have the right to retain some or all of the deposit to cover the cost of enforcing the policies and procedures set forth by the City of Hollister. \_\_\_\_\_ (initials) Si La Vijencia de la Ley es enviada durante la hora del evento, la ciudad tiene el derecho de conservar todo o alguna parte del deposito para cubrir los gastos, procedimiento puestos for la ciudad de Hollister

**CLEAN-UP RESPONSIBILITIES**

**LEAN-UP RESPONSIBILITIES TO BE PERFORMED BEFORE VACATING THE HOLLISTER COMMUNITY CENTER:**

1. All trash is to be placed in designated dumpster located outside of building. Toda vasura debe ser depositadaen el basuredo afuera.
2. Clean and sanitize both chairs and tables thoroughly and returned to designated area. Limpiar las mesas y sillas y guardarlas.
3. Remove all decorations and personal items brought by Permittee. Remover todad las decoraciones y articulos personales.
4. Dining area is to be swept and mopped and cleaning equipment is to be returned to designated area. Barrer y trapiar y limpiar untencilios usados para limpiar.
5. Policing and removing litter from parking lot is required. Recojer y remover basura del estacionamiento.
6. Restrooms (swept and mopped) Barrer y trapiar baños..
7. Hallway (vacuumed). Pasar la espiradora en el pasillo
8. Bring own cleaning supplies (disinfectant, dish soap, towels) Traiga sus propios productos de limpieasa (jabon y tuallas)

**HOLLISTER COMMUNITY CENTER KITCHEN RULES**

1. Clean & Sanitize table, counter, and sinks. Limpiar, mesas , contador y lavamanos.
2. Clean stove & grill. Limpiar la estufa y la parilla
3. Keep refrigerator clean remove items brought. Limpiar el refrijerador y remover todos los articulos.
4. Clean mats. Limpiar tapetes
5. Turn lights off. Apagar luces.
6. Check Exhaust Vent. Revisar extractor de aire
7. Check oven off (heat & blower) Apagar y revisar el horno
8. Check windows (closed & locked) Revisar ventanas, serar y atrancar
9. Discard garbage outside/bins. Tirar basura en el recipiente afuera de la cosina.
10. Grease and other items are not to be thrown down the sinks. No tirar aceite o grasa en el lavamanos
11. Sweep and Mop Kitchen area. Barrer y trapiar la cosina
12. If cooking, bring own cooking supplies. Si va a cosinar, traiga sus propias suministros

**AVING READ THE STATEMENT OF LIABILITY, PROHIBITED ACTIVITIES AND CLEAN UP RESPONSIBILITIES ON THE REVERSE OF THIS FORM AND UPON SUBMITTING THE ABOVE REQUEST FOR USE OF THE CITY OF HOLLISTER FACILITY, WE/I AGREE TO ABIDE BY AND ENFORCE ALL RULES AND REGULATIONS OF THE CITY OF HOLLISTER AND THE RECREATION DIVISION OF THE COMMUNITY SERVICES DEPARTMENT WHICH PERTAIN TO USE OF THE FACILITIES REQUESTED, AND TO BE RESPONSIBLE FOR ITS FACILITIES IN THE SAME CONDITION IN WHICH RECEIVED AND TO REIMBURSE THE CITY OF HOLLISTER THROUGH ORFEITURE OF DEPOSIT AND/OR ADDITIONAL REIMBURSEMENT FOR ANY LOSS OR DAMAGE.**

ate: \_\_\_\_\_ Signature: \_\_\_\_\_

**NOTICE ON INSURANCE PREMIUM**

INSURANCE COVERING THE CITY OF HOLLISTER FOR \$2,000,000.00 MUST BE PRESENTED BEFORE THE RENTAL. IF PERMITEE PURCHASES INSURANCE THROUGH THE CITY OF HOLLISTER AND CANCELS THE EVENT THEREAFTER, INSURANCE PAYMENT WILL NOT BE REFUNDED.

\_\_\_\_\_ initials