

## PARK HALL RENTAL INSTRUCTIONS, TERMS AND CONDITIONS

P.O. Box 1027, Ben Lomond, CA 95005; parkhall.benlomond.org

1) Complete the Park Hall Rental Form and send it to the mailing address listed. This must be received at least 30 days before the beginning event date, along with a Certificate of Liability Insurance for \$1,000,000 and a deposit check of \$250 in order to have your reservation approved and secured. Please refer to the on-line calendars (pending and confirmed) to check availability of the hall for your event. Once your application is approved you will receive a copy within 7 days by US mail and email and your event will be listed on the confirmed calendar.

2) Please refer to the Rates Schedule provided at our website. Your estimated charges will be provided to you at the time your contract is approved and will be due and payable immediately at the close of your event.\* Any questions regarding the contract terms and conditions of rental should be directed to the Park Hall Manager (contact information is on rental form and on website).

3) Cancellation Policy: If an event date/time is changed or cancelled, notification must be made to the Park Hall Manager, no less than 14 days before the scheduled event, or a fee of \$125 will be charged to the renter.

4) The Park Hall premises shall be left clean and in good order. Garbage must be hauled out daily after rehearsals and performances or multi-day events. The renter agrees to schedule and participate in walk-through inspections prior to and after scheduled events to ensure compliance and avoid liability from previous renter damage (which will be documented and photographed). Please refer to the Checklist for Rental Agreement Walk-throughs; the hall manager will contact you to schedule both of these at the time your contract is approved. At the initial walk-through your lockbox number will be provided. At the final walk-through your deposit check will be returned as approved by the Park Hall Manager. \$50 will be deducted from the deposit for lost or unreturned keys.

5) Park Hall is a smoke-free building. It is agreed that there shall be no smoking, or the use of any kind of open flame, including (but not limited to) candles, incense, torches, lighters, etc., at any location inside Park Hall or on its premises, either by persons participating in or attending the event.

6) It is agreed that the parking lots belonging to Ben Lomond Market are not to be used by any member of the rental group or persons participating in or attending the event. Legal parking is available by the river park or anywhere as marked on Highway 9 or the town's side streets.

7) The renter states that, to the best of his/her knowledge, Park Hall property will not be used for the commission of any illegal act or crime, nor will the event infringe upon any copyright laws.

8) If capacity limitations (250 maximum) are violated the Trustees reserve the right to contact the fire marshall who may determine to cancel the event for the public's safety.

9) Exceptions to these terms must be agreed to in writing as specified in the contract and approved by the Park Hall manager and trustees at least two weeks prior to the event.

\*Multiple performance theatrical productions will have rent due no later than 2 weeks after the last date of rental.