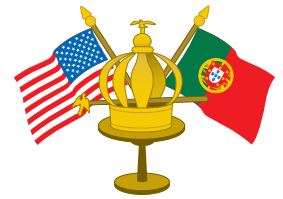


# RENTAL CONTRACT

**F. D. E. S. Monterey**  
950 Casanova Avenue | Monterey, CA 93940  
rental@fdesmonterey.org | www.fdesmonterey.org



Name of Applicant / "Renter" \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_

Home phone \_\_\_\_\_ Work phone \_\_\_\_\_ Cell phone \_\_\_\_\_

Employer \_\_\_\_\_ Email \_\_\_\_\_

Employer's Address \_\_\_\_\_

Event date \_\_\_\_\_

Type of event \_\_\_\_\_

Number of attendees (maximum occupancy is 400 people) \_\_\_\_\_

1. The premises to be rented is located at 950 Casanova Avenue, Monterey, CA, 93940. The rentable premises consists of a dining hall and attached kitchen, outdoor restrooms, an outdoor courtyard area, and a parking lot.
2. In order for the Rental Agent to reserve the premises for your event, Renter must pay (by personal or cashier's check) a "Save the Date" nonrefundable deposit of \$300.00.
3. The premises rental fee is \$3,000.00, to be paid to Rental Agent by personal or cashier's check upon the signing of this contract, minimum four weeks before the event.
4. A refundable cleaning deposit of \$1,500.00 must be paid by personal or cashier's check upon the signing of this contract, a minimum of four weeks before the event. Renter has the right to cancel up until 5 days before the event. If Renter cancels event after that, Renter forfeits the entire \$1,500 deposit.
5. A cleaning fee of \$25 per man hour will be charged if additional cleaning by Hall representatives is needed. This fee will be deducted from the \$1500 deposit, as will repairs or replacement costs for damaged items.
6. **The term of this contract shall begin on (date and time):**  
\_\_\_\_\_  
The keys will be provided to the Renter at this time.  
**The term of this contract shall end on (date and time):**  
\_\_\_\_\_  
The premises must be cleaned and the keys returned to the Rental Agent at this time.
7. All events must end no later than 11:30 p.m. the day of event. Music and alcohol consumption must stop by 11:00 p.m. and all attendees must be off property by midnight. Security guards shall close down the premises once all visitors are gone. Renter is responsible for any extra security charges that are incurred after midnight (\$100 per hour). Charges for security are in addition to the premises rental fee.
8. The Renter hereby assumes all liability and responsibility for damages and/or injuries that occur on the premises during the term of this contract or that occur on account of the rental of the premises. Therefore, the Renter is required to have a \$500,000.00 minimum insurance policy to cover any damages and/or injuries. Please call State Farm Insurance (915 Hilby Ave., Suite 28, Seaside, CA, 93955) at 831-393-8500 to purchase insurance. Proof of liability insurance must be shown to the Rental Agent at the time of deposit. The Renter is responsible for any damages or vandalism that occur on the premises.
9. It is the Renter's responsibility to inspect all items of rented property (such as chairs and tables), make a list of pre-existing damages, and give a copy of the list to the Rental Agent before the event.
10. All alcoholic beverages must be kept inside the buildings. No alcoholic beverages shall be sold on the premises or served to minors.
11. No structures shall be set up or official activities take place on the outdoor courtyard area. No vehicles shall be driven onto the outdoor courtyard area at any time.
12. There shall be no use of tape, staples, tacks, or nails on any table, wall, floors, or ceiling, or on rented tables and chairs.
13. There shall be no confetti or rice used in the hall or outside premises.
14. In the kitchen, all sinks, tables, countertops, ovens, and stoves must be cleaned. All trash cans must be emptied and washed.
15. Rented tables and chairs shall be cleaned and put back in an organized manner on their carts.
16. Floors of the facility must be swept. All gum must be scraped up and removed.
17. All sinks, toilets, urinals, and floors in the restrooms must be cleaned. All trash cans must be emptied and washed.

- 18. All trash cans must be emptied into the outside dumpster. All trash outside must be picked up and thrown into the dumpster. All trash cans should be washed.
- 19. All lights must remain at their current height. No adjustments shall be made to the lights. All lights in the facility and parking lot must be turned off when not in use.
- 20. There shall be no public advertising of the event, such as on television, radio, newspaper, online or social media, or by any other means.
- 21. The applicant who completes this rental contract must be the responsible party for the event. He or she shall not

use this agreement for anyone else. The checks used to pay for the save-the-date deposit, the premises rental fee, and cleaning deposit must be in his or her name.

- 22. If any disturbances, illegal activity, infraction of capacity, or unlawful act takes place during the event (or term of contract) that requires the intervention of the security guards or police, the premises shall be closed immediately. At any time during the term of this contract, the Rental Agent may enter the premises to verify that the contract terms are being followed. If the Rental Agent believes that the contract is being violated, the Agent, security guard, or police have the right to close the premises immediately and all of the cleaning deposit will be forfeited.

<b>FEES</b>	<b>TOTAL</b>
<b>Save-the-Date Deposit</b> <i>(non-refundable)</i>	\$350.00
<b>Premises Rental Fee</b>	\$3,000.00
<b>Cleaning Deposit</b>	\$1,500.00
<b>Security Charges</b> \$650.00 <i>(additional \$100 per hour after midnight)</i>	\$650.00
<b>TOTAL DUE AT SIGNING</b>	<b>\$5,500.00</b>

**Additional notes:**

I have read and understand this rental contract and will follow the rules stated above.

**Renter's signature/date** \_\_\_\_\_

**F. D. E. S. Rental Agent's signature/date** \_\_\_\_\_

**F. D. E. S. use only** \_\_\_\_\_

July 2016

<i>Save-the-date deposit received</i>	<i>Proof of liability insurance received</i>
<i>Cleaning deposit received</i>	<i>Key returned</i>
<i>Premises rental fee received</i>	<i>Cleaning Deposit Refunded</i>