



Application & Agreement for Use Centennial Cultural Center

A City of Oroville Cultural Facility
 1931 Arlin Rhine Drive, Oroville, CA 95965
 Mail to: 1735 Montgomery St. Oroville, CA 95965

Date Received: _____	
Check List:	
<input type="checkbox"/>	Scheduled
<input type="checkbox"/>	Deposit Paid
<input type="checkbox"/>	ABC License
<input type="checkbox"/>	Alcohol Permit
<input type="checkbox"/>	Insurance
<input type="checkbox"/>	Rental Paid
<input type="checkbox"/>	Business License
<input type="checkbox"/>	Deposit Returned

Date of Event _____ Use Time _____

Areas Required _____

Rehearsal/Set-up Dates _____ Use Time _____

Activity or Event Title _____

Requestor Name _____ Address _____

Requestor Phone No. _____

Organization _____ Address _____

Insurance Company _____ Certificate No. _____

Alcohol Permit (if needed) No. of Guests _____ (Separate Application to accompany the ABC License)

Estimated Event Cost: Minimum \$2.00 per person in attendance

Facility Use Fee: _____ Hours (Include Setup and Cleanup) No. Days of Use _____ **Total: \$** _____

Alcohol Permit: _____ Date Issued: _____ **Total: \$** _____

DEPOSIT: \$150.00 Date Received _____ **Total Use Estimate: \$** _____

(No Deposit if there will be no food or beverages at the event.)

(Deposit is refundable if the building is returned in the condition it was received) (Not Including Deposit)

Deposit Full Refund YES NO (See Attached) By _____

* I understand this estimate is based on the personnel working the hours indicated and may increase or decrease depending on the actual hours worked. **Fee Paid: \$** _____

Applicants Signature: _____

Tables & Chairs _____ No. Of Tables Needed: _____ No. of Chairs Needed: _____

** Staff will open and close the building, keys will not be supplied to the any applicant. **

The City does hereby grant to User, permission to use the above stated facility for the time and purpose specified, and subject to, the conditions and limitations appearing on the attached sheets which are part of this Agreement. The User agrees to indemnify, defend and hold harmless the City of Oroville, its officers, employees, or agents for any claims arising out of the use of the facility and equipment.

IN WITNESS THEREOF the parties hereto, or their duly authorized agents, have caused this agreement to be executed this _____ day of _____, _____. Checks or Purchase Orders made out to **City of Oroville**

City Authorized agent _____ User authorized agent: _____

Centennial Cultural Center Contract Addendum

The City of Oroville grants the privilege and right to use the Centennial Cultural Center under the terms, conditions, and limitations herein specified.

1. Certificate of insurance naming the City of Oroville and their officers, agents, and employees added as additionally insured for the date(s) that the Centennial Cultural Center is being used in the amount of \$1,000,000.00
2. The Centennial Cultural Center is **a no smoking facility**. It is the responsibility of the user group to enforce this regulation.
3. Your organization has the right to operate concessions during use of the Centennial Cultural Center. If you decide to exercise this right, 20% of the gross shall come to the City of Oroville. This is standard practice for rental facilities that allow concessions due to the additional cleaning and other problems associated with having a concession.

Should an alcoholic beverage be served, an Alcoholic Beverage Concession license (ABC License) and City Permit must be submitted and approved by the City prior to serving said alcoholic beverages. Completing the City Permit takes a few days; plan ahead. Should you desire to have a beverage concession, but no desire to operate it, contact the City of Oroville and one may be arranged for the event.

4. Under no circumstances shall any aspect of the center or the event being held be subcontracted without the expressed written permission of the City of Oroville.
5. A deposit of \$150.00 to hold the reservation, and to cover any excessive cleaning/repair cost is required and due upon receipt of the contract. The deposit is not included in the "use fee" and may not be applied to it.
6. The amount due for your use of the Centennial Cultural Center is \$ _____. **This amount is due ten (10) working days prior to the event.** This dollar amount is based on the stated hours of facility use and staff time. This is only an estimate, and the exact dollar amount shall be computed based on the actual use time and the number of attendees. It does not include the refundable deposit.

Thank you for your cooperation!

_____ Initial