



# Application & Agreement for Use Oroville Convention Center

A City of Oroville Cultural Facility

1200 Myers Street, 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 along with an ABC License)

**Estimated Event Cost; Minimum** per day is \$625 for 8 hours, includes one city staff person for 8 hours. After 8 hours, an additional \$35 per hour fee applies.

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

**Additional Personnel:** \_\_\_\_\_ **Total: \$** \_\_\_\_\_

**Alcohol Permit:** \_\_\_\_\_ **Total: \$** \_\_\_\_\_

**DEPOSIT: \$500.00** Date Received \_\_\_\_\_ **Total Use Estimate: \$** \_\_\_\_\_

(Deposit is refundable if Auditorium 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: \_\_\_\_\_

Lights:  Stage Lights

PA System  Kitchen Use

Concessions:  Alcoholic Beverages Payment Amount \$ \_\_\_\_\_ Permit Applied For Date: \_\_\_\_\_

Payment Received Date: \_\_\_\_\_

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: \_\_\_\_\_

## Oroville Convention Center Contract Addendum

### Page 2 of 2

The City of Oroville grants the privilege and right to use the Oroville Convention 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 Oroville Convention Center is being used in the amount of \$1,000,000.00
2. The Oroville Convention 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 Oroville Convention 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.
4. 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.
5. 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.
6. A deposit of \$500 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.
7. The amount due for your use of the Oroville Convention 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. It does not include the refundable deposit.

Thank you for your cooperation!

\_\_\_\_\_ Initial