



SPACE RENTAL AGREEMENT: SPECIAL EVENTS
FACILITY & GROUNDS RENTAL AGREEMENT

Today's Date: _____

Confirmed Rental Date: _____

Name of Group/Event: _____

Contact Name: _____

Title: _____

Cell Phone: _____

Email: _____

Address: _____

City: _____ ST _____ ZIP: _____

EVENT INFORMATION

Days/Dates Requested: _____

Event Title: _____

Purpose of Rental: _____

Rental Start Time: _____ Rental End Time: _____ Total Hrs: _____

Rental times include set-up, tear-down and clean up

Facility to be Rented: _____

Indoor Use Outdoor Use

Est. Attendance _____

Alcohol Y/N

Security Guard Y/N

Note: A Security Guard is required for all parties serving alcohol.

Notes _____

Office Use Only:

Full Rent Payment Due: _____

Amount: \$ _____ Check #: _____

Security Guard Confirmed: Y/N Hours: _____

Guard's Name: _____

Guard's Phone #: _____

Event Monitor's Name: _____

Accounting Use Only:

Security Deposit: _____

Rent Payment: _____

S.D. Returned: _____

PAYMENT

Please make checks payable to **Angels Gate Cultural Center**

Rent Rate Per hour: _____ Total hours: _____ Rent Total: _____

Tables/Chairs Rental

Tables _____ # Chairs _____ Rental Amount _____

____ Other Equipment Rental Total Amount from Attached Order Form _____

Amount Due: _____ **Date Paid** _____ **Check #** _____

Security Deposit * _____ **Date Paid** _____ **Check #** _____

***SECURITY DEPOSIT**

A portion of the security deposit may be removed for any of the following:

- The usage of space for time not outlined in the contract (unauthorized use of the space for storage, arriving before or staying longer than the scheduled event times, etc.)
- Trash must be disposed of in the proper trash receptacle (found between Building E & F). Any trash that is not properly disposed of will result in a fine.
 - Any clean up that **AGCC** must handle will be charged to the renter at a rate of \$25/hour.
- Damage to interior or exterior spaces, including parking lots, exterior walls, bathrooms, furniture, interior walls, mirrors, floors, etc.
- Interference with any space other than what is rented (i.e. Private Artist Studio Space, additional Buildings, etc.)
- Use of Illegal Drugs, Hard Alcohol, or Smoking, all of which is forbidden by **AGCC, Angels Gate Park and the Department of Parks and Recreation**
- Failure to return building to acceptable level of cleanliness immediately after close of event
- Failure to abide by any of the rules listed in the **Facility & Grounds Rental Agreement Guidelines**
- **Failure to pay rental amount in full two weeks prior to event**
- Any loss of **AGCC** income

I understand that **Angels Gate Cultural Center** reserves the right to withhold a security deposit for any of the reasons listed above.

I understand that if any amount is to be withdrawn from my deposit, the **Program Manager** will provide notice of the reason to the renter.

I understand the rented facility must be left in exactly the condition it was in prior to rental, and that my security deposit will be forfeited if **AGCC** incurs any repair or janitorial charges in order to return the room to its original condition.

I understand the cancellation of any event must be made with the **Angels Gate Cultural Center’s Program Manager** during regular office hours (Monday – Friday, 10am – 5pm) at least 2 weeks before the change for any refund of the security deposit or rental payment to occur.

I have read and understood the content and responsibilities set forth in this contract. **Angels Gate Cultural Center** must be immediate notified of any changes to this information.

 Initials - Renter Date Initials – AGCC. Date

FACILITY & GROUNDS RENTAL AGREEMENT GUIDELINES

This contract, between The Renting Party and Angels Gate Cultural Center (**AGCC**) is for the intended purpose of renting the facility/facilities for Private use. **AGCC** reserves the right to *cancel the rental agreement* if the renting party does not abide by the rules and standards of **AGCC**, **Angels Gate Park**, and the **City of Los Angeles Department of Recreation and Parks**.

- Park hours are 6AM – 10PM. The gate at 36th Street closes at 5PM, the gate at 32nd Street closes at 10PM, any cars remaining on the premises may be towed and are not of the responsibility of **AGCC** to retrieve.
- **AGCC** and/or the Department of Recreation and Parks must approve of any facility alterations.
- The rented facility space and grounds must be returned to their original condition.
- No hard alcohol is allowed on premises. Wine and beer are permitted only with the inclusion of a security guard.
 - Any security guard hired by renters must be confirmed by **AGCC**
- Illegal drugs will not be permitted on the grounds at any time for any reason.
- Smoking is considered a fire hazard and is prohibited by Angels Gate Park.
- No open flames, including candles, bon fires, etc., may be used under any circumstances, indoor or out.
- Any cooking or firing that involves open flames or propane must be discussed with **AGCC** ahead of time.
- All trash and refuse must be properly disposed of immediately after classes and events.
- No holes may be made in walls under any circumstances. Nothing may be stuck or taped to mirrors or walls without approval from **AGCC**. Nothing may be hung from any of the pipes.
- The renting party is responsible for their personal property, as well as the property of their guests.
- The renting party agrees to reimburse **AGCC** for reasonable costs incurred to rectify any damage to property, grounds or facilities that may result from this rental use, including any loss of **AGCC** income that is not covered by the security deposit.
- **AGCC** will be held harmless from any and all liability in the event of lost property, accidents, injury, death or other damages.
- Renting groups or organizations are liable for any injury to occur as a result of activities or improper use of facilities at **AGCC**. The renter, prior to the start of the event, must secure any activities requiring insurance.
- Signs that will be posted at the premises must be approved by **AGCC** prior to posting or a fine will incur.
- **AGCC** allows only the usage of rented space for the times outlined in this contract. Any material left from the event such as equipment, decorations, etc. will be charged to the renter for all the hours the space is occupied. Any additional cleaning or removal of equipment will be charged at a rate of \$25/hour.
- Security deposits are due before contracts are finalized, full payment is due no later than 2 weeks prior to the schedule event(s).
- Additional changes to time must be brought to the attention of **AGCC – Program Manager** and secured via a Rental Addendum as well as any changes to contract information, payment, space, dates, etc.

I have read and understood the contents and responsibilities set forth in this contract. All information enclosed is true and correct.

Signature of Renter

Date

Signature of AGCC

Date

TIMELINE

2 weeks before event:

- Payment due in Full (Security Deposit should be submitted at time contract is signed)

Date Full Payment Due: _____

- If needed, a pre-event walk-through can be scheduled with Program Manager.

Walk Through Date & Time: _____

- Deadline for full refund if cancelling event.

1 week before event:

- If requested, a pre-event walk-through may be scheduled to approve of the condition of the rental space and ask any last minute questions can be answered.

Close of event:

- Once space is assessed for damage, AGCC staff will submit a request to return the security deposit. Deposits should be expected within 30 days of an event. If deposit has not been returned after 30 days, please contact AGCC.

Initials Renter Date

Initials AGCC: Date