



Flor do Oakley Holy Ghost Society

520 Second Street, Oakley, California 94561

Rental Contract



ATTENTION

Please read through the following agreements and stipulations thoroughly before signing this rental contract. Be aware that revisions have been made from the previously circulated contracts including but not limited to fees, times, bookings and preparations. **This contract refers to rentals of indoor venue usage ONLY.**

Regulations

- The sale of alcohol is not permitted during your rental.
- All local, state and federal laws apply for the underage consumption of alcoholic beverages.
- All alcoholic beverages must remain inside the hall at all times.
- Flor do Oakley will not be held liable for said violation(s) of civil and criminal codes/incidents occurring due to consumption.
- Plenty of Parking space is available on the facility grounds.
 - No parking on the streets.
 - No parking on private residence property or driveways. (Neighbors)
 - Do not block exits or entrances.
- **Early Entry** may be booked at the time of signing the rental contract at **NO** additional cost.
 - Early entry allows the renter to enter and prepare the facility at 5:00PM the day prior to the event.
- **Return Entry** may be booked at the time of signing the rental contract at **NO** additional cost.
 - Return Entry allows the renter access to the facility from 8:00 AM - 12:00 PM the day following the event to remove all belongings or return chairs/tables to their places, etc. Renter must be sure to vacate by 12 PM (Noon) as the alarm will be set at that time.
- No dates will be added to our calendar (marked reserved) without a signed contract and deposit.
- All fees must be paid in full no less than 30 days prior to the listed event unless other arrangements have been made and verified by the facility rental manager.
- All fines/penalties shall be deducted from the security deposit. Any sum thereof exceeding the deposit amount shall be charged and paid directly by the signer of the rental agreement via Zelle, check, cashier check or money order. Failure to do so may incur legal action to secure compensation for damages.
- All minors must be under parental supervision at all times.
- Small Hall only rentals are not permitted entrance to the Big Hall during the duration of the event.
- Before entering and vacating the facility please text () - to arm/disarm the facility's alarm. Please wait for acknowledgement before entering/departing from the facility. **Do not leave the facility vacant without the facility being armed.**
- Security cameras are posted both inside and outside of our facility.
- Flor do Oakley is not liable for all items/belongings left behind.

Discounts

- Any reduction of price, discount, or reimbursement does not void the signatory of fines, penalties, fees and assessments as per the above contract unless agreed upon in writing.
 - Any Non-Profit Organizations renting our facility will receive a \$500 discount upon providing our facility manager with formal documentation via IRS and State of California. **Forms must be attached to the rental contract.**
 - Any Past Presidents, Kings, Queens, Sidemaids, or members of our society (of at least two years) are entitled to a discount. Inquire about your discount to the facility manager.
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CANCELLATIONS

- Cancellations must be in writing and received at least 90 days prior to the rental date to receive a full refund of any monies paid. Cancellations received 60 days or less will be given a 50% refund of any monies paid. Failure to cancel facility rental reservations within 30 days prior to the scheduled rental date will result in the renter losing any monies paid.
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SECURITY GUARDS

- Any rental of our facility **MUST** have security guards and will be contracted by our facility.
 - A minimum of two guards are required.
 - Attendance over 100 persons will require another guard for every additional 50 persons for the duration of the event. If your event exceeds eight hours, security guards will require additional fees. (time and a half)
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Hold Harmless Agreement

I [redacted] (Printed Name) will hereby release, waive, discharge, indemnify and hold harmless, Flor do Oakley Holy Ghost Society, it's officers, directors and volunteers, from any and all liability, claims, demands, actions and causes of action whatsoever arising out of or related to any loss, damage, or injury, including death, that may be sustained during or connected to this event, whether or not at Flor do Oakley's premises and whether or not caused by the negligence of the renter.

X [redacted] (Signature) [redacted] (Date)

*All empty fields highlighted in yellow are to be filled out by the renter.

*All empty fields highlighted in blue are to be filled out by the facility manager.

Prospective Violations of the Contract

Below is a list of prospective violations of our contract. You will find all fines/fees corresponding with prospective violations are listed to the right. Each section must be signed by the renter. Doing so, the renter will acknowledge all possible penalties of violations.

Prospective Violations	Penalty	Initial
Failure to turn off ALL lights.	\$150	
Failure to turn off ALL air condition units.	\$250	
Failure to CLOSE & LOCK all doors, windows and gates.	\$200	
Failure to deposit all trash from the event into trash bins located outside.	\$200	
Failure to break down and deposit all cardboard/recycling into the blue bin outside.	\$150	
Failure to return chairs and tables to the place you found them. (on their carts)	\$200	
Additional trash or recycling that will not fit in trash bins or recycling bins left on the facility.	\$250	
Failure to turn off all amplified sound by 10:00 PM.	\$300	
Failure to vacate the facility by 12:00 AM (midnight).	\$300 (\$50/Hour until all have vacated facility)	
Use of glitter, confetti or pinatas.	\$300 (\$150 Cleaning Fee) (\$150 Facility Fee)	
Failure to return keys. (losing them)	Full Deposit	
Parking outside of our grounds, blocking entrances or neighbors driveways.	Full Deposit	
Selling alcohol, drinking alcohol outdoors or underage drinking.	Full Deposit	
Use of an outdoor barbecue pit.	Full Deposit	
Use of facility outdoor dining area.	Full Deposit	
Use of bounce houses.	Full Deposit	
Use of fireworks.	Full Deposit	
Any false information on contract (especially false attendance count within 10 persons).	Full Deposit	
Smoking in undesignated areas.	Full Deposit	
If security dispatches the Police department.	Full Deposit	

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- Our rental managers will have detailed records indicating the condition of the facility and items prior to any rental and may assess any fees required to reconcile any discrepancies.
- If for some reason your event causes any damages, repairs or maintenance, the facility will be assessed, and the renter shall be responsible for paying the entire cost to cover the financial burden. All fines/penalties shall be deducted from the security deposit. Any sum thereof exceeding the deposit amount shall be charged and paid directly by the signer of the rental agreement via Zelle, check, cashier check or money order. Failure to do so may incur legal action to secure compensation for damages.
 - The renter will be responsible to pay the entire cost to fix, re-stain, or any other method of maintenance to repair damages on any occasion that the floors are damaged due to the renter's event.
 - The renter will be responsible to pay the entire cost to fix or any other method of maintenance to repair damages on any occasion that the walls or ceiling are damaged due to the renter's event.

Checklist for Vacating the Facility
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Task	Check
Turn off air conditioning units.	
Shut and lock all doors and windows. (Check to see if alarm is showing a green light, meaning everything is closed)	
Place garbage and recycling in outdoor bins.	
Place the keys in the lock box. (Lock doors first, do not lock yourself out)	
Remove all belongings from the hall. (Refrigerator, bar, etc.)	
Turn off gas behind the oven. (Twist yellow knob to face the ground)	
Shut off all lights. (parking lot, outdoor, bathrooms, bar, kitchen, etc.)	
Close and lock the gates.	
Text the phone number on the first page to set the alarm.	

Additional Notes

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RENTER / EVENT INFORMATION FORM

Upon signing the below fields, the renter agrees to the above terms, regulations and possible fees.

Renter of the facility must be at least 21 years of age.

EVENT DATE: - - EVENT TYPE:

EVENT HOURS: - (Event start time and time you will vacate the facility)

ESTIMATED ATTENDANCE :

SMALL HALL / BOTH HALLS

CHECK/CASHIER'S CHECK/MONEY ORDER CHECK NUMBER

PREFERED METHOD OF RETURN DEPOSIT

(IF ZELLE PLEASE PROVIDE INFORMATION)

(IF CHECK, IF ADDRESS FOR RETURN DEPOSIT IS NOT THE SAME, PLEASE PROVIDE ONE)

ADDRESS:

CITY: ZIP:

REQUEST TO USE STOVE/OVEN? Y / N (PLEASE CIRCLE)

DO YOU GRANT US PERMISSION TO TAKE PICTURES OF YOUR EVENT SET-UP FOR OUR FACILITY'S ADVERTISEMENT? Y / N (PLEASE CIRCLE)

REQUEST FOR EARLY ENTRY Y / N (PLEASE CIRCLE)

REQUEST TO RETURN ENTRY Y / N (PLEASE CIRCLE)

WHO REFERRED YOU/HOW DID YOU FIND US?

PRINTED:

SIGNATURE X

DATE: - - ADDRESS:

CITY: ZIP: PHONE: ()- -

EMAIL: @ .

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FACILITY MANAGER INFORMATION FORM

Upon signing the below fields, the facility manager has verified that the entire contract has been filled out.

COPY OF STATE IDENTIFICATION / NON-PROFIT DOCUMENTATION MUST BE ATTACHED

DEPOSIT AMOUNT \$ _____ DUE ___/___/___ RETURNED ON ___/___/___

RENTAL AMOUNT \$ _____

MANDATORY CLEANING FEE \$ _____

MANDATORY SECURITY GUARD FEE \$ _____

TOTAL BALANCE REMAINING \$ _____ DUE ___/___/___ Date Paid ___/___/___

RENTAL MANAGER SIGNATURE: X _____

RENTAL MANAGER PRINTED: _____ DATE: _____

Payments via Zelle, check, cashier check or money order are accepted. **No cash payments will be accepted.**

- Payments via check, cashier check or money order can be made payable to Flor do Oakley.
- Payments via Zelle can be sent to FlorDoOakley@Gmail.Com

More Pictures/Reviews can be seen on www.facebook.com/flordooakley, www.flordooakley.com or Yelp.

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