

## FACILITY RENTAL INFORMATION

Facility Rental Applications must be submitted in person at the Recreation Division located at the Ted Adcock Community Center - 535 Kelly Avenue in Half Moon Bay. We are open Monday - Friday from 8:30am-5:00pm.

Applicants must be 21 years of age to rent a facility.

Requests for facility rentals must be submitted at least 30 days in advance of event date.

A security deposit is required to secure your reservation date. Security deposits will be refunded within 30 days after your event, provided all terms and conditions of the contract have been met. The final balance is due 30 days before your event. We accept cash, checks or credit card payments.

Any time required for your set-up and clean up should be considered when making a reservation. This time is chargeable to you and must be included on your reservation application.

A security officer may be required for certain events and it is the responsibility of the applicant to arrange. Security officer must be uniformed.

Only beer, wine and champagne may be served. **HARD LIQUOR IS NOT PERMITTED.** Applicant is required to notify the Sheriff's Office of intent to host a private event. Completed Private Party Notification Form must be submitted to the Recreation Division at least 30 days prior to event.

City of Half Moon Bay personnel are permitted entrance to the event when assigned to work the activity or upon presentation of City identification card for the purpose of overseeing correct usage of the facility. Staff's instructions are to be complied with by the group using the facility.

All rules set by the City of Half Moon Bay Recreation Division as they pertain to the use of City of Half Moon Bay facilities will be strictly enforced or the event will be subject to closure and forfeiture of fees paid.

**CITY OF HALF MOON BAY RECREATION  
 FACILITY RENTAL FEE SCHEDULE**

Name	Capacity	Week Day Rate (9am – 5pm)	Weekend/Week Day Rate (after 5pm)	Security Deposit
<b>Grand Oak Room</b>	Dining: 200 Auditorium: 400	\$60 per hour	\$125 per hour	\$500
<b>Oak Room</b>	Dining: 120 Auditorium: 240	\$40 per hour	\$100 per hour	\$300
<b>Manzanita Room</b>	Dining: 80 Auditorium: 160	\$25 per hour	\$60 per hour	\$200
<b>Tree Rooms</b>	Dining: 20 Auditorium: 80	\$20 per hour	\$35 per hour	\$100
<b>Day Rooms</b>	Meeting Space only	\$20 per hour	\$35 per hour	\$100
<b>Sun Room</b>	Meeting Space only	\$20 per hour	\$35 per hour	\$100
<b>Ted Adcock Kitchen</b>	Kitchen Only	\$30 per hour	\$60 per hour	\$500
<b>Ted Adcock Kitchen</b>	with Room Rental	\$15 per hour	\$30 per hour	\$100
<b>Train Depot</b>	Auditorium: 49	\$30 per hour	\$35 per hour	\$500
<b>Smith Field #3</b>	N/A	\$20 per hour, or \$55 per hour w/ lights	\$20 per hour, or \$55 per hour w/lights	N/A
<b>Community Room (Full Room)</b>	Dining: 70 Auditorium: 112	\$25 per hour	\$60 per hour	\$500
<b>Community Room A (North Room)</b>	Meeting Space only	\$15 per hour	\$25 per hour	\$200
<b>Community Room B (South Room)</b>	Dining: 55 Auditorium: 75	\$20 per hour	\$35 per hour	\$300
<b>Building Attendant</b>		\$25 per hour	\$25 per hour	n/a

**CITY OF HALF MOON BAY RECREATION  
 NON-PROFIT FACILITY RENTAL FEE SCHEDULE**

<b>Name</b>	<b>Capacity</b>	<b>Week Day Rate (9am – 5pm)</b>	<b>Weekend/Week Day Rate (after 5pm)</b>	<b>Security Deposit</b>
<b>Grand Oak Room</b>	Dining: 200 Auditorium: 400	\$25 per hour	\$50 per hour	\$300
<b>Oak Room</b>	Dining: 120 Auditorium: 240	\$15 per hour	\$30 per hour	\$200
<b>Manzanita Room</b>	Dining: 80 Auditorium: 160	\$10 per hour	\$20 per hour	\$100
<b>Tree Rooms</b>	Dining: 20 Auditorium: 80	\$10 per hour	\$20 per hour	\$100
<b>Day Rooms</b>	Meeting Space only	\$10 per hour	\$20 per hour	\$100
<b>Sun Room</b>	Meeting Space only	\$10 per hour	\$20 per hour	\$100
<b>Ted Adcock Kitchen</b>	Kitchen Only	\$15 per hour	\$30 per hour	\$100
<b>Ted Adcock Kitchen</b>	with Room Rental	\$10 per hour	\$20 per hour	\$100
<b>Train Depot</b>	Auditorium: 49	\$10 per hour	\$20 per hour	\$100
<b>Smith Field #3</b>	N/A	\$20 per hour, or \$55 per hour w/ lights	\$20 per hour, or \$55 per hour w/lights	N/A
<b>Community Room (Full Room)</b>	Dining: 70 Auditorium: 112	\$10 per hour	\$20 per hour	\$100
<b>Community Room A (North Room)</b>	Meeting Space only	\$10 per hour	\$20 per hour	\$100
<b>Community Room B (South Room)</b>	Dining: 55 Auditorium: 75	\$10 per hour	\$20 per hour	\$100
<b>Building Attendant</b>		\$25 per hour	\$25 per hour	n/a

# FACILITY RENTAL CONTRACT

## FACILITIES AVAILABLE FOR RENTAL:

### **Ted Adcock Center**

535 Kelly Avenue, Half Moon Bay

Hours of Operation: 9:00am-midnight, 7 days per week

### **Historic Train Depot**

110 Higgins Canyon, Road Half Moon Bay

Hours of Operation: 9:00am-10:00pm, 7 days per week

### **Smith Field #3**

Wavecrest Road, Half Moon Bay

Hours of Operation: Sunrise-10:30pm, 7 days per week

### **Half Moon Bay Library - Community Room**

620 Correas Street, Half Moon Bay

Hours of Operation: Monday-Thursday 10am-8pm, Friday 10am-6pm, Saturday 9am-5pm, Sunday 9am-10pm

**All events must use the last hour specified on reservation to allow for cleanup.**

## RULES FOR FACILITY USE:

### **SECURITY DEPOSIT:**

You will be asked to pay a deposit when your application is submitted to secure your reservation date. Security deposits will be refunded within 30 days after the rental date providing there are no violations of the Facility Rental Contract, the rental hours exceeded, excessive cleaning required or damages to the facility. This will be determined by City of Half Moon Bay staff. The security deposit may be used to cover charges for additional clean-up, exceeding the scheduled time, damage to the facility or equipment, or cancellations. Non-profit organizations who rent the facility on a reoccurring basis (ie: weekly) are not required to pay a security deposit.

### **PAYMENT SCHEDULE:**

Final Payment of rental fees must be made no later than 30 days prior to the scheduled rental date. **Payments not received by this deadline may result in cancellation of the rental and forfeiture of the deposit.** Payments may be made via check, cash, Visa or MasterCard. Make checks payable to the City of Half Moon Bay.

### **INSURANCE REQUIREMENTS:**

All applicants shall provide the City of Half Moon Bay with a valid Certificate of Liability written through carriers acceptable to the City of Half Moon Bay. Such Certificate shall provide General Aggregate insurance in the amount of \$2,000,000 and Bodily Injury and Property Damage Liability protection in the amount of \$1,000,000 per occurrence. Where applicable, Workers Compensation insurance and Employer's Liability Insurance with limits of no less than \$1,000,000 per accident for bodily injury or disease are also required. **If alcohol is served or sold, liquor liability coverage is also required and must be stated on the Certificate.** The applicant must be specified as the insured. The Certificate shall name the City of Half Moon Bay as an **"Additional Insured"** in conformance with the Hold Harmless Agreement as outlined in the Facility Rental Application and must specify

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535 Kelly Avenue  
Half Moon Bay, CA 94019  
Telephone: (650) 726-8255  
[www.hmbcity.com](http://www.hmbcity.com)

that the applicant's insurance shall be **primary and non-contributory to any insurance carried by the City**. The Certificate shall be properly executed with the original signature of the authorizing insurance agent. Please contact your insurance provider to check if your Homeowner's Policy may be extended to cover your facility rental. In the event that coverage is not available, the City has special event insurance available for purchase. If the proper insurance certificate and endorsement are not received seven (7) days prior to the rental, then event insurance must be purchased from the City of Half Moon Bay's insurance provider.

#### **CANCELLATIONS, CHANGES AND REFUNDS:**

Cancellation requests must be made in writing by the applicant. Based on the date the cancellation request is received, all or part of the security deposit and/or fees will be forfeited. If a reservation is cancelled a month or more in advance, the applicant will receive a full refund. If a reservation is cancelled less than a month in advance, the rental group will receive a 90% refund. Refunds are not issued for unused hours. Facility Use Permits may not be transferred, assigned or sublet. Any changes in the facility setup less than 14 days prior to rental date will be dependent on Staff availability. Occasionally it may be necessary to reschedule, relocate or cancel a request previously approved. In this event, the group or individual will be given as much advance notice as possible. The City reserves the right to cancel or change any reoccurring rental schedules, no less than 60 days in advance. Any collected fees for these dates will be refunded within two (2) weeks of the cancellation notification.

#### **ALCOHOLIC BEVERAGES:**

Only beer, wine and champagne may be served with prior authorization. **HARD LIQUOR IS NOT PERMITTED. If the hard liquor policy is violated, applicant will automatically forfeit their deposit.** Recreation Staff will provide you with a Private Party Notification Form that must be submitted to the Sheriff's Office notifying them of your facility rental and your intent to serve alcoholic beverages. The Sheriff's Office will notify you when the form is complete and ready for pick up. You must return the Private Party Notification Form to the Recreation Division at least two (2) weeks before your event date. If the Sheriff's Office determines security will be required, it will be up to the renter to provide security.

If alcoholic beverages are to be sold, or if tickets are sold and redeemed for alcoholic beverages, an ABC (Alcoholic Beverage Control) license must be obtained at applicant's expense. Applicant makes arrangements for obtaining this license and must follow all rules set up by the Alcoholic Beverage Control Board (ABC). Alcoholic Beverage Licenses may be obtained from: State of California Department of Alcoholic Beverage Control 71 Stevenson Street, Suite 1500 San Francisco, CA 94105. The City of Half Moon Bay **must** receive a copy of the ABC license two (2) weeks prior to the event.

**All serving of alcoholic beverages must end one hour before conclusion of the event. This does not include the time used for cleanup.**

#### **YOUTH EVENTS:**

For any youth oriented event (an event at which the majority of attendees are under 21 years of age) NO alcoholic beverages will be consumed or sold. Youth events must be supervised at all times by two adults for each 20 minors.

#### **FURNITURE AND EQUIPMENT SETUP:**

Efforts will be made to set up the tables and chairs for your event provided you have submitted a Facility Room Diagram within 2 weeks of your event date. All exit doors must be operable and no part of any hallway, corridor, or exit may be used in a way that obstructs its use as an exit. The tables and chairs used at the facilities are used for a variety of purposes and may show signs of wear and tear. This includes stains and chips. It is suggested

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you consider some type of table covering. The City of Half Moon Bay does not provide table coverings. **It is your responsibility to clean off the tables and chairs after your event.**

**EQUIPMENT AND STORAGE:**

Furniture and equipment at the facility may not be moved or removed from the facility without permission from representatives of the City of Half Moon Bay. It is your responsibility to include any equipment you are bringing into the facility on the Facility Rental Application, including but not limited to DJ equipment, audio equipment, and projection and/or lighting equipment. **Storage is unavailable before or after an event.** Delivery and pickup of rental equipment must be incorporated within the hours scheduled and paid for. Applicants are responsible for the setup and takedown of any rental equipment. Easels, extension cords and televisions are not available. Rental equipment not provided by the City must be included on the Facility Room Diagram.

**DECORATIONS:**

Temporary decorations are permitted but must be hung with **blue painters' tape**. This tape normally will not damage surfaces. The use of pins, tacks, nails, or other tapes is not allowed on lights, walls or doors and if used will result in forfeiture of fees. It is your responsibility to remove all decorations including tape and properly dispose of them in appropriate receptacles. Rice, birdseed, confetti and similar materials may not be thrown inside or outside the facility. **Decorating time before the event must be included in your rental time.**

**KITCHEN: (TAC Facility Only)**

The kitchen facility is NOT available for food preparation or service. However, the refrigerator is available for use.

**CANDLES AND OPEN FLAMES:**

The use of open flame devices such as candles and cooking equipment in public assemblies can pose a fire hazard. The following guidelines serve to alleviate potential risks associated with the use of candles or open-flame cooking devices at City rental facilities. The indoor use of candles (other than small candles in cakes) for decorative, ceremonious, or centerpiece purposes; and the outdoor use of charcoal burners, LPG (propane) and other open flame cooking devices requires you to notify the Fire Prevention Bureau of your intention to use these devices. Recreation Staff will provide you with the Open Flame Notification Form. Caterers bringing outdoor charcoal burners or LPR (propane) and other open flame cooking devices **MUST** obtain a Special Events Permit from the Fire Prevention Bureau. The permit application is available at [http://www.coastsidefire.org/marshal\\_documents](http://www.coastsidefire.org/marshal_documents). The indoor use of charcoal burners, LPG (propane) and other open flame cooking devices is prohibited. The use of fog machines is prohibited.

**GARBAGE AND RECYCLING:**

All garbage and recycling should be placed in proper receptacles. Plastic garbage bags are provided on site. At the end of the event, all garbage shall be placed in the outside garbage enclosure. The City of Half Moon Bay encourages you to recycle and provides receptacles to do so.

**SMOKING:**

Smoking, including vaping is prohibited in and on all City properties.

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**BUILDING ATTENDANTS:**

A Building Attendant will be on duty at all time during your facility rental. If you have any problems or questions relating to your reservation, consult with the Building Attendant. The requests of the Building Attendant assigned to the rental activity **must be followed**. The Sheriff's Office has the authority to stop any activity in any City facility.

**RESPONSIBILITY FOR REPAIR AND DAMAGE:**

The rental party is responsible for any damage and cleanup of the facility and must return the facility in a similar condition as it was given. The rental party is responsible for any damage and cleanup of the facility caused by the actions of their guests. Repair costs for damages to buildings, equipment or grounds are the responsibility of the group and/or individual signed for the use of the building.

**REGULAR SCHEDULED FACILITY RENTALS:**

Community based organizations (homeowners associations, school districts) may request regularly scheduled use of Community facilities. Organizations that are not community based or for recreation programs or purposes, may request occasional but not periodic use of recreational facilities. Periodic use for the purposes of this rental policy means: a regularly, scheduled and repeated use of any of the facilities by the same organization, i.e. on a weekly, monthly or other continuous basis.

**FEES:**

The City's adopted Recreation Fee Schedule will be used for all fees.

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## RECREATION STAFF RESPONSIBILITIES:

1. An assigned building attendant may open the facility at the time indicated on your approved reservation form, only if you or other designated persons are present. Any designated persons must be at least 21 years of age. IN CASE OF A PROBLEM ON THE DAY OF YOUR EVENT, PLEASE CALL 650-726-8255.
2. Tables and chairs may be set up in the facility. If the Facility Use Diagram was turned in, the facility may be set up prior to your entering the facility. Special set-ups will **not** be accepted less than two (2) weeks prior to your event.
3. Renter should inspect the facility and ask the Building Attendant to assist in any changes required.
4. The primary duty of the Building Attendant is:
  - a. To open and close the facility
  - b. To enforce the rules and regulations of the Recreation Division. The Building Attendant is not there to perform physical labor for the renter, such as loading and unloading cars, setting tables, decorating or cleaning up after the event, etc.
5. At the beginning of the event, the Building Attendant will provide you with cleaning materials and will inspect the facility for cleanliness.
6. At the conclusion of the event, the Building Attendant will provide you with a Rental Cleanup Checklist form for cleanup at the end of the party.
7. The Building Attendant is **not** permitted to accept "tips" or other gifts, participate in your event or drink alcoholic beverages.
8. The Building Attendant, at the conclusion of your event, will inspect the facility and will submit a report to the Administration Office which will describe:
  - a. If the building was left in a clean condition
  - b. If there was any vandalism caused by your activity, such as broken tables or chairs, writing on walls, broken equipment, etc.
  - c. If rented or borrowed equipment has been returned
  - d. If you left at the agreed upon time
  - e. If there were any other violations of the signed and approved rental contract

This report will help determine the amount of your deposit to be refunded to you. Check with the Building Attendant to make sure everything is all right before leaving. This will help you get the maximum amount of your deposit returned to you. The Building Attendant cannot extend the hours of your reservation for any reason.

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Facility Requested			
<input type="checkbox"/> TAC Grand Oak: 200 dining /400 auditorium	<input type="checkbox"/> TAC Oak Room: 120 dining/ 240 auditorium	<input type="checkbox"/> TAC Manzanita Room: 80 dining/ 160 auditorium	<input type="checkbox"/> TAC Tree Room: P <input type="checkbox"/> W <input type="checkbox"/> 20 dining/ 80 auditorium
<input type="checkbox"/> TAC Day Room: S <input type="checkbox"/> N <input type="checkbox"/> Meeting Space Only	<input type="checkbox"/> TAC Sun Room: Meeting Space Only	<input type="checkbox"/> Train Depot: 49 auditorium	<input type="checkbox"/> TAC Kitchen
<input type="checkbox"/> Community Room A+B	<input type="checkbox"/> Community Room A	<input type="checkbox"/> Community Room B	<input type="checkbox"/> Smith Field #3
Event Information			
Type of Event:		Date(s) of Event:	
Event Time (Including setup and clean up): _____am/pm to _____am/pm		Recurring Event: <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> N/A <input type="checkbox"/> Mon <input type="checkbox"/> Tues <input type="checkbox"/> Wed <input type="checkbox"/> Thu <input type="checkbox"/> Fri <input type="checkbox"/> Sat <input type="checkbox"/> Sun <input type="checkbox"/> 1 <sup>st</sup> <input type="checkbox"/> 2 <sup>nd</sup> <input type="checkbox"/> 3 <sup>rd</sup> <input type="checkbox"/> 4 <sup>th</sup> <input type="checkbox"/> 5 <sup>th</sup>	
Estimated Attendance:		Will food/beverages be served? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Music: <input type="checkbox"/> Live Music <input type="checkbox"/> DJ <input type="checkbox"/> N/A		Additional equipment to be brought in:	
Will beer/wine be served? <input type="checkbox"/> Yes <input type="checkbox"/> No  <i>Requires approval from Sheriff's Office. Security may be required.</i>		Will beer/wine be sold? <input type="checkbox"/> Yes <input type="checkbox"/> No  <i>Must have ABC License on file 2 weeks before event.</i>	
Contact Information			
Organization: (If applicable)		Non-Profit Tax ID #	
Contact Name:		Email Address:	
Best number to call:		Alternative Number:	
Address:			
City:		State:	Zip:
For Office Use Only: Deposit Returned		Date:	Signed:

The undersigned, hereby agrees to be responsible for any damage to the facility occurring during and by this use, and agrees to be responsible for the conduct of all persons attending this function. Applicant further agrees to be responsible for any accident of injury occurring to anyone during and by this use, and agree that the City of Half Moon Bay, its officers and employees, shall not be responsible for any such injury or loss, except as arises from the sole willful act, omission or sole negligence of the City of Half Moon Bay, its officers or employees. The undersigned has received a copy of the Facility Use Policy, and Rules and Regulations and agrees to comply with the rules and regulations listed therein.

 \_\_\_\_\_  
 Signature of Applicant

 \_\_\_\_\_  
 Organization (if applicable)

 \_\_\_\_\_  
 Date