



City of Hayward
 777 B Street
 Hayward, CA 94541
 510.583.4822

RENTAL AGREEMENT

TODAY'S DATE: _____

SECTION I LESSEE & EVENT INFORMATION

| | | | | | |
|----------------|---|-------------|----------------------|----------------|--|
| Title of Event | <input type="text"/> | Day/Date | <input type="text"/> | Attendee Count | <input type="text"/> |
| Event Time | Start Time: <input type="text"/> End Time: <input type="text"/> | Set Up Time | <input type="text"/> | Clean-Up Time | <input type="text"/> |
| Insurance Due | <input type="text"/> | Security | <input type="text"/> | | |
| LESSEE | | | | | |
| Name | <input type="text"/> | Alternate | <input type="text"/> | Phone | B: <input type="text"/> C: <input type="text"/> |
| Address | <input type="text"/> | | | | |

SECTION 2 AREAS & FACILITIES LEASED

ROTUNDA
 PREFUNCTION AREA
 PLAZA
 COUNCIL CHAMBERS
 OTHER:
 DANCE FLOOR
 DESCRIBE:

SECTION 3 FEE COMPUTATION

| | | | |
|--|--|--------|---------------------|
| SUBTOTAL OF RENTAL AREAS: \$ | | _____ | FOR OFFICE USE ONLY |
| Janitorial Services: | | 260.00 | |
| Security Services # of hours _____ @\$48.00 | | _____ | |
| Security Admin Fee: | | 57.00 | |
| Insurance Review Admin Fee: | | 86.00 | |
| Damage Deposit *Per Location: Room Setup Fee \$150.00 | | _____ | |
| TOTAL FEES: \$ | | _____ | |
| TOTAL FEES & INSURANCE REQUIREMENTS DUE DATE: _____ | | | |

SECTION 4 LESSEE'S AGREEMENT

City of Hayward hereby grants to the lessee, permission to use the portions of City facilities as indicated in Section II above. The undersigned has read the attached Hayward Facility Use Policy and Fee Schedule and understands that this attached policy is part of this Agreement and will comply with this Facility Use Policy. Lessee agrees to pay the City of Hayward the total fee, stated in Section III above, for the use of the leased space in accordance with the Hayward Facility Use Policy. Total balance is due 30 days in advance of event, unless otherwise agreed to by the City. Checks should be payable to: City of Hayward and mailed to: Attn: Facilities Manager c/o: Hayward City Hall, 777 B Street, Hayward, CA 94541-5007.

Lessee hereby agrees to maintain commercial, general and automobile liability for the term of this Agreement in an amount not less than ONE MILLIOIN DOLLARS (\$1,000,000.00) per occurrence, combined single limit coverage for risks associated with the use of the City facility. City and its officers, employees, agents, and volunteers shall be covered as additional insured under policy. Lessee hereby agrees to hold harmless, defend, and indemnify the City of Hayward and its officers, agents, and employees from any loss, damage, liability, cost, or expense that may arise during or be caused by the use or occupancy by lessee of City Hall.

I, the undersigned, hereby certify that I am, or on behalf of, the lessee is authorized to sign this Agreement, and agree to be responsible for any damages to the buildings, furniture or equipment accruing through occupancy or use of City facilities by the lessee. Any and all lost equipment or damages sustained to the above shall be compensated within five (5) days. It is acknowledged that all reservations are granted with the understanding that the City of Hayward may cancel such reservations when City Hall is required for government purposes.

I further understand it is my responsibility and I agree to notify the City of Hayward of any cancellation or changes to the above.

| | | |
|--------------------------|---------------------------------|-------------|
| AUTHORIZED LESSEE | CITY OF HAYWARD APPROVAL | |
| SIGNATURE: _____ | DATE: _____ | DATE: _____ |

CITY HALL FACILITY RENTALS

| FACILITY RENTALS | | | PERSONAL USE | | ORGANIZATION USE | |
|---|---------|---------|----------------------------|-----------------------------|---------------------------|-----------------------------|
| LOCATION | SEATING | DEPOSIT | RESIDENT (HOURLY) | NON-RESIDENT (HOURLY) | NON-PROFIT (HOURLY) | COMMERCIAL |
| CITY HALL ROTUNDA (4 HR. MIN) | 160 | \$300* | \$115 (\$920 daily max) | \$145 (\$1160 daily max) | \$125 | \$175 |
| CITY HALL CHAMBERS (4HR. MIN) | 166 | \$300* | \$65 (\$520 daily max) | \$95 (\$760 daily max) | \$75 (\$520 daily max) | \$125 |
| CITY HALL PRE-FUNCTION AREA (4 HR. MIN) | 100 | \$300* | \$55 (\$440 daily max) | \$85 (\$680 daily max) | \$65 (\$440 daily max) | \$115 (\$920 daily max) |
| CITY HALL PLAZA (4 HR. MIN) | - | \$500* | \$70 (\$560 daily max) | \$100 (\$800 daily max) | \$80 (\$560 daily max) | \$130 (\$1040 daily max) |

*NON-REFUNDABLE PROCESSING FEE OF \$75 (UP TO \$225 / \$425 REFUNDABLE)

OTHER CHARGES AND FEES

| | | |
|---|----------|--------------|
| SECURITY ADMIN FEE (PLUS SECURITY CONTRACT COST) | \$57.00 | PER EVENT |
| JANITORIAL ADMIN FLAT FEE (PLUS JANITORIAL CONTRACT COST) | \$57.00 | PER EVENT |
| ROOM SETUP FEE | \$150.00 | PER EVENT |
| INSURANCE ADMIN FEE | \$86.00 | PER ISSUANCE |