



# FILARMONICA ARTISTA AMADORA de SAN LEANDRO (FAASL)

## RENTAL PACKAGE

844 Alvarado Street – San Leandro, CA

<http://faasl.org/>

Lorenza DLG. Tomaz - 510.760-9343

### Features:

- Capacity: 150 sit down
- Approximately 2,000 square feet
- New modern facility built in 2021
- Full catering kitchen
- Rectangle or round tables with folding padded chairs



### Facility Rental Rates

Fee Categories	Rate Up to 8 hours	Cleaning/ Damage Deposit	
A	\$150/hour	\$300	• For meetings only (up to 2 hours)
B	\$1,200	\$750	• FAASL member
D	\$1,500	\$750	• All Others
E	\$350	\$500	• Use of Kitchen
F	\$75	\$100	• Use of BBQ pit
G	\$3.00	\$5 missing	• Dinner & Salad plates, coffee cups, silverware
H	\$2.00	\$5 missing	• Wine Glass

### FAASL Insurance Rates

\$385 per day if secured thru FAASL

### Security Guard Rate

\$60.00 per hour/per guard for duration of time alcohol is served at event, plus 30 minutes thereafter to ensure proper safety.  
(up to 100 quests= 1 guard; 100+ = quests 2 guards;)

**NOTE:** Liability insurance is required for ALL facility rentals and may be secured through Homeowner's Policy or thru FAASL at renter's expense.

**NOTE:** Security Guard services must be secured at renter's expense for rentals Where alcohol is served.

# Facility Reservation Procedure

1. **FAASL for availability of facility (Lorenza 510.760.9343)** - A tentative hold will be placed on date requested and an appointment will be scheduled to process paperwork, collect reservation deposit, and if desired, view the facility.

A Facility Rental Application must be submitted no less than three (3) weeks, not more than one (1) year, in advance of the planned event.

2. **Complete an Agreement** - A duly authorized representative of the organization, or person responsible for the rental, must sign the completed agreement.
3. **Pay Reservation Deposit** - A nonrefundable reservation deposit of \$200 is required at time of application submittal.
4. **Cleaning/Damage Deposit** - A cleaning/damage deposit is required for use of the facilities, and is due 30 days prior to use. The cleaning/damage deposit will be returned within three (3) weeks if the facility is left in satisfactory condition. Additional cleaning costs are charged at \$50 per hour for labor. Any damage repairs will be charged at the actual cost. Applicant will forfeit entire cleaning/damage deposit and may be charged for costs related to Police or Fire response due to public safety intervention.
5. **Rental Fee Balance** - All fees are due **30 days prior** to your scheduled use. Checks should be made payable to: FAASL. VISA and MasterCard are also accepted.
6. **Holiday Rentals** - City facilities are not available for rent on the following holidays: New Year's Eve, New Year's Day, Martin Luther King's Day, President's Day, Memorial Day, Easter Sunday, 4<sup>th</sup> of July, Labor Day, Veterans Day, Thanksgiving Day, Day after Thanksgiving, Christmas Eve, and Christmas Day.
7. **Insurance Certificate** - Each renter is required to provide the FAASL with a valid Certificate of Liability Insurance, written through an acceptable carrier. Such certificate shall provide Bodily Injury and Property Damage Liability protection at a limit of \$1,000,000. The Certificate shall name FAASL as an Additional Insured, in conformance with the Hold Harmless Agreement in the Facility Rental Application. If providing alcohol, the certificate must contain "host liquor liability." The Endorsements page must be included with the insurance certificate. Typically, homeowners insurance can be extended to cover such events. Additionally, the City has third party inclusion/policy insurance coverage available for purchase if needed.
8. **Bar** - Bar will be available and ran by FAASL bartenders. See bar listing for pricing. No outside alcohol is allowed.
9. **Alcohol Use/Security** - If alcohol will be served, a uniformed security guard will be required, at the renter's expense. FAASL will secure guards on behalf of renter for the duration of time alcohol is being served, plus 30 minutes thereafter. For rentals of up to 100 guests = 1 security guard, 100+ guests = 2 security guards. No alcohol may be served beginning one (1) hour prior to the end of the rental.
10. **Additional Fees** - are required for specific uses and equipment. See facility descriptions for more details.
11. **Cancellation Policy** - All cancellations must be in writing and received at least 30 days prior to the event. The Reservation Deposit will be forfeited, but any other fees will be refunded. Reservations cancelled less than 30 days prior to a scheduled use will forfeit 50% of the Rental Fee; 10 days prior will forfeit 100% of the rental fee. Cleaning/Damage deposit will be fully refunded. Reservations may not be transferred, assigned, or sublet.

**FAASL** reserves the right to reschedule, relocate, or deny a request previously approved. In those cases, the renter will be given as much notice as possible, and all fees paid will be refunded.

# Facility General Rules

## **Advertising**

No advertising may be posted, petitions circulated, or solicitations or sales made in the building or on the facility grounds without written permission from FAASL.

## **Air Conditioning/Heating**

FAASL will provide a comfortable temperature in the buildings. Building will not maintain temperature with doors repeatedly opened or left standing open.

## **Alcohol Use/Security**

If alcohol will be served, a uniformed security guard will be required, at renter's expense. Up to 100 guests = 1 security guard, 100+ guests = 2 security guards. No alcohol may be served beginning one (1) hour prior to end of the rental (including clean up).

## **Banners or Signs**

Banners and/or signs may not be hung on the exterior of the facility or on the grounds unless previously approved by FAASL.

## **Candles or Open Flames**

Open flames and wax candles are not permitted. Sterno canisters are allowed.

## **Chaperones**

When the guest of honor is under 18 years of age, chaperones must be provided at a ratio of one (1) adult per every 20 minors. Names, addresses, and phone numbers of chaperones must be furnished at least 36 hours prior to the scheduled use.

## **Clean Up**

You are responsible for the clean-up and condition of the facility at the end of your rental. You will be charged for damage/abuse beyond normal wear and additional clean-up, if required.

## **The renter's responsibilities for clean-up including:**

- All food removed from premise including refrigerator and freezer.
- All garbage cans emptied and disposed of in outside garbage cans.
- All kitchen surfaces must be free of grease, food particles, and spills.
- Floor swept if needed.
- All spills and debris cleaned from tables and chairs.
- All spills from floors or rugs cleaned. Sweep, if necessary.
- All toilets flushed and floors cleared of toilet paper and paper towels.
- Coffee Urn cleaned and turned off (if used).
- Dishwasher emptied.
- Freezer and refrigerator cleaned and wiped down.
- Return chairs and tables to the original setup used during the rental.

## **Coffee Urn Use**

The coffee urn is available free of charge. Renter must supply coffee and service items for urn.

## **Decorations**

All decorations must be either non-combustible or treated with state-approved flame-retardant solutions or processes. Do not conceal or otherwise obstruct any exit light, fire alarm, hose cabinet, fire extinguisher, or other fire protective device or system. Please note the following:

- Plants - live plants must be in waterproof, non-metal containers.
- Nails/Staples - are not allowed on any walls or doors
- Tape - Blue painters tape may be used on painted surfaces only

## **Designated Representatives**

Identify two (2) representatives authorized to make decisions or respond to questions/problems on the day of the event.

## **Equipment/Supplies/Ice Machine**

Kitchenware, cooking pots and utensils and ice machine are not available for use. Storage of supplies before or after event needs to be coordinated

**Exit Doors and Paths**

Do not block or obstruct any doors or exits

**Hand Cart/Dolly**

Must have large, clean rubber wheels, with all projecting edges protected, to move heavy objects (i.e., speakers, plants, or cases of food). You will be charged for any damage to the floor, stairs, or walls.

**Kitchen Use**

You will have access to: stove, ovens, dishwasher and right side of the refrigerator and freezer. No kitchen utensils will be available for your use. The building attendant will provide directions regarding the stove, oven, dishwasher and coffee urn. Cleaning towels will be provided. You will be charged \$5 for each towel not returned. **When leaving, the kitchen it should be clean and look the same as you received it.**

It is imperative that you dispose of trash in outdoor cans. All surfaces must be wiped down, including but not limited to stove, oven, refrigerator/freezer, and floors must be swept. All food residues must be cleaned.

**Leftover Food/Beverage**

Any leftover food and/or beverage must be removed from the premises

**Ladders**

Ladders are not available for use. Please do not stand on tables or chairs. Any equipment brought into the facility must have protected feet (rubber or felt).

**Office Supplies/Equipment**

You must provide your own supplies (stapler, tape, scissors, etc.) and equipment (ladders with rubber feet, easels, etc.) to complete decorating and registration for your event.

**Overcrowding**

Events are limited to the number of attendees stated on the rental agreement. If an event exceeds the limit, the Fire Department may be called to reduce the overcrowded conditions. You will be billed for all costs related to a service call for the Fire Department and will risk losing your damage/cleaning deposit.

**Prohibited Items**

Do not use confetti, glitter, sequins, rice, birdseed, or rose petals in or around the building. Smoke/fog machines of any kind are not allowed.

**Rental Time**

You must enter and leave within the time specified on your agreement which includes set-up and clean-up (we recommend allowing one (1) hour for each).

- Rentals are limited to no more than ten (10) consecutive hours.
- Events that exceed the scheduled rental time will be billed at twice the hourly rental rate for the additional time.
- Rentals that continue beyond 12am will be charged \$100 for every fifteen minutes.
- Only one (1) rental per day is permitted.
- Renters reserve and pay for a continuous time block (for meetings). Renters will not receive a refund or credit for time reserved, but not used.

**Smoking**

Smoking is prohibited inside buildings. Smoking is allowed at a reasonable distance from doorways and open windows.

**Sound System**

There is no sound system provided. Use of the TV is available for an extra charge. You will be billed for lost remote

**Storage**

Storage is not available, either before or after your event. At the conclusion of the event, all materials and supplies must be removed from the building. FAASL is not responsible for items left after designated rental times.

**Tables/Chairs**

Do not slide tables across the floors. Do not stand, sit, or lie on tables.



# Facility Rental Agreement

Mailing address: P.O. 2354 San Leandro, CA 94577

Phone: 510.760.9343 - Lorenza DLG. Tomaz

Facility Booking Code: \_\_\_\_\_

## FACILITY/DATE/TIME INFORMATION:

Date of Event: \_\_\_\_\_ Day of Week: Su M T W Th F Sa

Set up: \_\_\_\_\_ am/pm \_\_\_\_\_ am/pm

Event Hours: \_\_\_\_\_ am/pm \_\_\_\_\_ am/pm

Clean up: \_\_\_\_\_ am/pm \_\_\_\_\_ am/pm

Note: Rental Hours must include all time needed for Decorating/Set up, Main Event, and Clean up

## RENTER INFORMATION:

Name of Responsible Party: \_\_\_\_\_ Email: \_\_\_\_\_

Name of Organization/Company: \_\_\_\_\_

Address: \_\_\_\_\_ City/State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone Number: Home: \_\_\_\_\_ Cell: \_\_\_\_\_ Work: \_\_\_\_\_

## EVENT INFORMATION:

Type of Event: \_\_\_\_\_ Guest of honor under 21?  yes  no

Estimated Attendance: \_\_\_\_\_

Please circle all that apply:

Admission/Donation: Yes/No Proceeds for: \_\_\_\_\_

Alcohol Served: Yes/No If yes, security must be on site  
1-100 guests:1 guard; 100+ guests: 2 guards

Kitchen Use: Yes/No

Food Catered: Yes/No Caterer: \_\_\_\_\_

Music: Yes/No Type:  Amplified  Acoustic  DJ  Live  
Name of Band/DJ: \_\_\_\_\_

Photographer: Yes/No Name: \_\_\_\_\_

Insurance provided by:  Own Policy  Organization/Company Policy  Purchase from FAASL

## FACILITY RESERVATION PROCEDURE AND GENERAL RULES

Initial \_\_\_\_\_ By submitting a facility rental agreement, you agree to be bound by the facility rental procedures and rules.

## HOLD HARMLESS AND COMPLIANCE AGREEMENT:

I certify that the information provided herein is correct. If I am renting the facility on behalf of an organization, I certify that I am authorized to execute this agreement on behalf of the organization. I certify that I have read the Rules and Regulations pertaining to facility use and agree to comply with the Rules and Regulations. I further agree to be personally responsible for informing those using the facility as scheduled in the Agreement of the rules and regulations of FAASL. I, or organization, through me, agree to be responsible for any damage sustained by the facility, equipment, or furniture during use of the facility and further agree to release and hold harmless FAASL from any and all liability for damage or injury to person or property of the undersigned due to use of said facility. Evidence of this Hold Harmless and Compliance Agreement shall be provided through a Certificate of Liability Insurance from any insurance carrier, or, if available, through special facilities insurance purchased through FAASL.

Signature of Renter \_\_\_\_\_ Date \_\_\_\_\_ Organization \_\_\_\_\_

Refund:  Yes  No Amount: \_\_\_\_\_ Comments: \_\_\_\_\_  
Staff: \_\_\_\_\_ Refund Date: \_\_\_\_\_

**OFFICE USE ONLY:**

FAASL Booking Code: \_\_\_\_\_

EVENT DATE: \_\_\_\_\_

FEE CATEGORY:  A - Member       C - Other

AUTHORIZED SIGNATURE: \_\_\_\_\_ Approved/Denied

**FEES:**

Rental Fee (minimum 4 hours): \$ \_\_\_\_\_ per hour x \_\_\_\_\_ hours or per day \$ \_\_\_\_\_ \$ \_\_\_\_\_

Damage/Cleaning Deposit\*: Hall - \$750    Kitchen - \$500 \$ \_\_\_\_\_

Insurance Fee: Member: 1-50: \$135; 51+: \$167 / Non-Member: 1-50: \$151; 51+: \$182 \$ \_\_\_\_\_

Security Guard: # Guards: \_\_\_\_\_ x # hours: \_\_\_\_\_ x \$60.00 per hour \$ \_\_\_\_\_  
 (1-100 guests: 1 guard; 100+ guests: 2 guards)

Extra Fees:  TV \$50       Coffee Urn Free       \$ \_\_\_\_\_

No fee charged:  No Chairs       Round Table #  Total \$ \_\_\_\_\_

Special Notes: \_\_\_\_\_

<u>Description</u>	<u>Amount Paid</u>	<u>Date/Staff</u>	<u>Balance Due</u>
Deposit**	\$ _____	_____/____	\$ _____
_____	\$ _____	_____/____	\$ _____
_____	\$ _____	_____/____	\$ _____

\*Refundable 2 to 3 weeks after event.

\*\*Required at time of reservation. This is non-refundable and deducted from the Rental Fee Balance.

**OTHER REQUIRED PERMITS/CERTIFICATES:**

		<u>Due Date</u>	<u>Received</u>
Certificate of Insurance	FAASL/Private	_____	_____
	Yes/No	_____	_____
Room Set-Up Plan	Yes/No	_____	_____
Security Guard	Yes/No	_____	_____
		# _____ of guards from _____ to _____	

NOTES: