



Manteca Transit Center Facility Rental Application

Reservation (Rental) Hours: <small>(Include Set-up/clean-up Time)</small>		Event Hours: <small>(when your guests will be present)</small>	
Start Time:	End Time:	Start Time:	End Time:
Location Request: (Select all that apply)			
<input type="checkbox"/> Community Room 1	<input type="checkbox"/> Community Room 2	<input type="checkbox"/> Outdoor Plaza – West	<input type="checkbox"/> Outdoor Plaza - East
		<input type="checkbox"/> Kitchen (can only be rented in conjunction with a Community Room rental)	
Event Date:		Event Title:	
Event Contact Person:		Organization:	
Phone:		Fax #:	
Mobile:		Email:	
Address:		State: Zip:	Estimated Attendance:

Check all that apply, one mark per square.

Classification of Event						
Type of Group		Fundraiser	Dancing	Concessions	Tickets/Admission	Participants
<input type="checkbox"/> Non-Profit Org	<input type="checkbox"/> School District	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Items Sold	<input type="checkbox"/> Advance Sales	<input type="checkbox"/> Adults (21 yrs +)
<input type="checkbox"/> Private Citizen	<input type="checkbox"/> Place of Worship	<input type="checkbox"/> No	<input type="checkbox"/> No	<input type="checkbox"/> No Selling	<input type="checkbox"/> On-site Sales	<input type="checkbox"/> Teens (14-20 yrs)
<input type="checkbox"/> Commercial	<input type="checkbox"/> Government Entity			<input type="checkbox"/> No Tickets: Free Event	<input type="checkbox"/> Children (Under 14)	

Type of Event			
Concert	Party	Meeting	Other
<input type="checkbox"/> Jazz/Blues <input type="checkbox"/> Rock/Pop <input type="checkbox"/> Rap/Hip-Hop <input type="checkbox"/> Gospel/Church <input type="checkbox"/> Country Western <input type="checkbox"/> Heavy Metal <input type="checkbox"/> Other: _____ <input type="checkbox"/> This is not a concert	<input type="checkbox"/> Wedding/Anniversary <input type="checkbox"/> Quinceanera <input type="checkbox"/> Birthday <input type="checkbox"/> Banquet/Dinner <input type="checkbox"/> Graduation <input type="checkbox"/> Class/School <input type="checkbox"/> Other: _____ <input type="checkbox"/> This is not a party	<input type="checkbox"/> Meeting <input type="checkbox"/> Training <input type="checkbox"/> Public Forum <input type="checkbox"/> Conference <input type="checkbox"/> Business <input type="checkbox"/> Prayer <input type="checkbox"/> Other: _____ <input type="checkbox"/> This is not a meeting	<input type="checkbox"/> If your rental does not fit into the other categories, please provide a description of your event: _____ _____ _____ _____

Food & Beverage		
Food	Alcohol	BBQs (cooking trailers)
<input type="checkbox"/> Food Sold <input type="checkbox"/> Food Served <input type="checkbox"/> No Food <hr style="border-top: 1px dashed black;"/> <input type="checkbox"/> Cooked on-site <input type="checkbox"/> Prepared off-site	<input type="checkbox"/> Alcohol Sold <small>(ABC License, Liquor Liability)</small> Time Alcohol is available: From: _____ To: _____ <input type="checkbox"/> Alcohol Served/Consumed <small>(Liquor Liability)</small> Time Alcohol is available: From: _____ To: _____ <input type="checkbox"/> No Alcohol at this event	<input type="checkbox"/> I want to bring in my own BBQ unit Size of BBQ: _____ <input type="checkbox"/> No BBQ at this event

Entertainment & Equipment

Publicized	Amplified Sound	Stages/Dance Floor
<p>Open to Public</p> <input type="checkbox"/> Flyers (provide copy)	<input type="checkbox"/> Speaking <input type="checkbox"/> Singing <input type="checkbox"/> Live Instruments <input type="checkbox"/> DJ <input type="checkbox"/> Radio/CD <input type="checkbox"/> Recorded Music <input type="checkbox"/> Non-amplified music only <input type="checkbox"/> No amplified sound	<input type="checkbox"/> Bring in Manufactured Stage: Size: _____ x _____ Height: _____ <input type="checkbox"/> Bring in Manufactured Dance Floor: Size: _____ x _____ Height: _____ <input type="checkbox"/> No Stage/Dance Floor at this event

Insurance Requirement

Provide my own Insurance Certificate

Purchase the Insurance Certificate from the City of Manteca

Deposit Requirement

Basic	Basic with kitchen	Alcohol
<input type="checkbox"/> \$500	<input type="checkbox"/> \$600	<input type="checkbox"/> \$800

\$200: Requesting a deposit reduction for membership meeting (must be approved by City staff)

Clean-up

Responsible for all clean-up after my event, please refer to the Cleaning Checklist.

Utilize the City's custodial contractor to provide cleaning after my event (renter is still responsible for the clean-up and storage of all City used equipment, i.e. tables, chairs, a/v equipment). Please select which areas you would like the City to provide cleaning in:

Community Rooms
 Bathrooms
 Kitchen

Set-up

Responsible for all set-up for my event

Utilize City staff to set-up for my event:

I have attached a detailed diagram of how I would like the room(s) set-up

Rental Application Acknowledgements

Read and initial each policy. Address any questions/concerns before signing.

I (print name) _____ have read and understand the policies and procedures set forth by the City of Manteca. I understand that failure to adhere to these policies may result in full or partial forfeiture of the deposit and any fees that I have paid.

Alcohol

initial _____ I have read and understand the alcohol policy and procedures as set forth in the Manteca Transit Center Reservation Policy and Procedures Manual.

Fees/Deposits

initial _____ All fees and deposits must be paid at the time this application is submitted. Deposits will be refunded approximately three weeks after the date of the reservation. I understand that my Deposit may be fully or partially withheld for any of the following reasons: 1. Damage to the facility, 2. Additional staff time is required to clean or repair the facility as a result of my event, 3. Cleaning is not complete per the checklist, 4. Hours exceed those paid for and agreed upon in the rental contract, 5. Rooms, other than those designated on the rental contract, were used, 6. Police or City staff intervention was required as a result of the event.

Cancellation

initial _____ I understand that if my event is cancelled I may be required to forfeit a portion or all of my rental fee at the following rate: cancelled 90 or more days in advance of event: 100% of fees refunded, cancelled 89-61 days prior to event date: 50% of fees held, cancelled 60-31 days prior to event: 75% of fees held, cancelled 30 days or less in advance of the event: 100% of fees held.

The city has the right to cancel my Rental Application should any violation of listed policies and procedures occur.

Insurance

initial _____ Insurance is required at my expense for all events. Insurance is due at least 60 days in advance of my event. Failure to provide required insurance certificates/endorsements will result in cancellation of my reservation and forfeiture of my rental fees.

Security

initial I understand that private security may be required at my event, as determined by the City of Manteca. The City will provide me with an appropriate security personnel to attendee ratio. Confirmation of private security is due at least 30 days prior to my event to the City of Manteca.

Decorations/Structures

initial I have read and understand the decoration guidelines as set forth in the Manteca Transit Center Reservation Policy and Procedures Manual and understand that if the guidelines are not adhered to fees may be withheld from my deposit. Special decorations/structures must have prior written approval from the City of Manteca.

Clean-up

initial I understand that it is my responsibility to meet all facility clean-up requirements, within my agreed upon rental time, as set forth in the cleaning checklist. If I choose to have the City's custodial contractor provide the cleaning after my event, I understand that it is my responsibility to clean-up and put away all City owned equipment that was utilized during the course of my rental, including, but not limited to tables, chairs, and audio/visual equipment.

Damages

initial Renter agrees to reimburse the city for all costs incurred to repair damages, including, but not limited to, the facility, turf, furnishings, fixtures, grounds, and/or additional cleaning outside the normal scope the the facility, which occurred in connection with the renter's event and was caused by the renter, sponsoring organizations, and/or attendees. Reimbursement for expenses above the amount of the paid deposit will be invoiced to the renter.

Vehicular Access

initial Vehicular access to the premises, beyond the designated parking lot, for delivery of equipment/supplies must be coordinated with the Project Manager prior to the event. All vehicles, after delivery, shall then be removed and parked in proper parking areas.

Occupancy

initial I understand that I cannot occupy the rental facility area until my designated time nor can I prohibit others from using the area until my designated time.

Accurate Information

initial I verify that the information contained in this application are true and accurate to the best of my knowledge; and understand that this event may be terminated on the day of, or during any event for which the event scope is different than what was submitted on the original application.

INDEMNITY, HOLD HARMLESS, AND DEFENSE AGREEMENT

Permitee shall indemnify, defend, and hold harmless the City of Manteca (including its elected officials, officers, agents, volunteers, and employees) from and against any and claims, demands, damages, liabilities, costs, and expenses (including court costs and attorney's fees) resulting from or arising out of Permitee's performance of the activities permitted under the Permit to which this Agreement was required as part of the application process.

Signature

Date