

TOWN OF MORAGA
MONDAY-THURSDAY (MAY-OCTOBER)/OFF-SEASON
FACILITY & PHOTOGRAPHY RENTAL APPLICATION

PARKS AND RECREATION DEPARTMENT
 2100 Donald Drive, MORAGA, CA 94556
 PHONE: (925) 888-7045 FAX: (925) 376-2034
 Email: rents@moraga.ca.us

HACIENDA DE LAS FLORES and PAVILION
 2100 Donald Drive, Moraga, CA 94556

Circle Day of Week Requested M T W Th F Sa Su Date(s) Requested _____

Rooms _____ # of Guests _____ Hours of use _____

Organization/ Applicant _____ Type of event _____

Address _____ City/ZIP _____

Person in Charge _____ Day Phone _____

Rates below do not apply to Fridays, Saturdays and Sundays May 1 — October 31

HOURLY RATE SCHEDULE	NON-PROFIT	PRIVATE	COMMERCIAL
Mosaic/Conference/Dance/Fireside/Patio (Individually)	\$19	\$27	\$58
La Sala	\$29	\$37	\$79
Pavilion	\$29	\$79	\$135
Hacienda Downstairs (excluding kitchen)	\$72	\$79	\$135
Kitchen	\$37	\$42	\$106
Kitchen Staging Fee (use of countertops only)	\$59 flat rate	\$59 flat rate	\$59 flat rate
Photography on Town Property	\$57	\$72	\$141
Facility Attendant (2 hr. min.)	\$23	\$23	\$23

The Facility Attendant Fee will be waived for business meetings during regular hours when staff is available (M-Th8:00 am to 5:00 pm) Renters will be charged the hourly facility attendant rate for periods extending past the time when staff is available.
ALL SPECIAL EVENTS REQUIRE A FACILITY ATTENDANT THROUGHOUT THE RENTAL PERIOD.

DEPOSITS	Mon-Thu	Fri-Sun
Room Rental	\$100	\$450
Hacienda Kitchen	\$300	\$300
Photography	\$100	\$100

CLIENT RESPONSIBILITY (No Facility Attendant): Clean up room, bag trash and turn off lights.
 Use of the kitchen in the Pavilion and La Sala is included.
 Hacienda kitchen fee is additional.

- Non-Profit rates apply to organizations with proof of Non-Profit status. Proof is required at the time of booking.
- All rentals require a certificate of insurance listing the *Town of Moraga, Town Employees, Volunteers and Elected Officials* as additionally insured.
- Fees are adopted by the Moraga Town Council and subject to yearly review.

HOURS

Friday, Saturday & Sunday event rentals are between 9:00 am – 11:00 pm. Monday-Thursday rentals are between 9:00 am and 10:00 pm. Only one wedding or special event per day is scheduled at the Hacienda or Pavilion. Exclusive use of the facility begins at 5:00 pm on Fridays. Hours rented must include set-up; catering staff has one additional hour to clean.

OFFICE USE: Total Paid _____ Date _____

Receipt # _____ Deposit # _____ Chk #/ CC/ Cash _____

Refund Amount _____ Date to Finance _____

(REV: 10/4/16)

RESERVATIONS/BOOKING PROCEDURE

Reservations are accepted up to one year (or 365 days) prior to the event beginning at 1:00 p.m. If that day is an office closure, weekend, or Town observed holiday, reservations will be accepted the next business day at 1:00 p.m. To reserve a facility, the Lessee must provide a signed contract and payment in full of the associated fees and deposits. The security deposit will be refunded within 60 days after the event; unless the facility has been damaged or the Lessee has not complied with the Policies & Restrictions listed below. Charges against your deposit will be made for any costs including, but not limited to, damages to floors, walls, furnishings and landscaping, extra cleaning of the facilities and furnishings both inside and outside, and any other unusual costs incurred. You will be billed for any damages not covered by your deposit.

RENTAL CANCELLATION

Rental cancellations must be made in writing. A \$30.00 processing fee is withheld for any cancellation. Date changes must be made in writing, date changes for special events must also be accompanied by \$50.00 payment and may only be changed twice.

REHEARSALS

Rehearsals are scheduled Monday through Thursday on a first come first served basis. Arrangements must be made with the Recreation and Facilities Coordinator.

ACCEPTANCE OF "AS-IS" CONDITION OF FACILITIES

PLEASE INITIAL EACH NUMBERED ITEM

_____ 1. Lessee acknowledges that the premises and facilities are old and were not constructed in accordance with current building codes or with the Americans with Disabilities Act. As a result, there may occur damage or loss to Lessee's property or right of occupancy caused by any of the following but not limited to: a) Utility failure; b) Earthquake or earth tremors; c) Weather damage; and d) Other equipment or facility failures due to age and condition.

_____ 2. Lessee further acknowledges that should any portion of the premises and facilities be determined as unsafe or in need of repair, the Town of Moraga reserves the right to make necessary repairs and changes at any time. The Town will make every attempt for repairs to not impact Lessee's right of occupancy.

_____ 3. Lessee further acknowledges that some portions of the premises and facilities may be in a state of disrepair and deterioration.

_____ 4. Acknowledging the foregoing, Lessee nevertheless agrees to accept the risk of such losses and accepts use of the premises in their "as is" condition, with all faults, acknowledging that the Town of Moraga shall not be held responsible for any such damage to Lessee's property or right to occupancy caused directly or indirectly by the aforesaid condition of the premises.

POLICIES & RESTRICTIONS- Non-compliance will result in loss of security deposit.

PLEASE INITIAL EACH NUMBERED ITEM

_____ 5. Lessee shall keep the premises, facilities and fixtures in good condition and repair, and shall, at the expiration or other termination of this Agreement, surrender and deliver up the premises in like good condition and repair, excepting ordinary wear and tear and such damages by the elements, fire, and other casualties as are not caused in whole or in part by the negligence or willful misconduct of Lessee, its employees, agents or invitees.

_____ 6. At the conclusion of Lessee's Special Event or activity, Lessee shall leave the Premises and facilities in at least as good a condition, state of repair and cleanliness as existed at the commencement of Lessee's use of the Premises.

_____ 7. Lessee shall produce the special event and otherwise conduct itself in accordance with all applicable federal, state, and local laws and regulations, including, without limitation, laws relating to fire, health, sanitation, and safety.

