

# The Ranch FACILITY RENTAL APPLICATION

THE RANCH Phone (415) 435-4355 Fax (415) 435-8157

www.TheRanchToday.org

This is an application only. Your application will be reviewed and confirmed or denied within ten (10) working days in writing. Please do not announce your event date(s) until your rental and event has been confirmed by The Ranch.

Name of Organization/Applicant: \_\_\_\_\_

Applicant serving as representative day of the event (if different than above): \_\_\_\_\_

If nonprofit, please list nonprofit tax id: \_\_\_\_\_

Type of Event: \_\_\_\_\_ Number Attending: \_\_\_\_\_

Address of Applicant \_\_\_\_\_ City \_\_\_\_\_

Zip Code \_\_\_\_\_ Email \_\_\_\_\_

Home Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_

Dates Of Use:

| DAY | DATE | HOURS<br>(must include your setup and cleanup time) | DAY | DATE | HOURS |
|-----|------|---|-----|------|-------|
|     |      | to  |     |      | to    |
|     |      | to  |     |      | to    |
|     |      | to  |     |      | to    |
|     |      | to  |     |      | to    |
|     |      | to  |     |      | to    |
|     |      | to  |     |      | to    |

## PLEASE CHECK THE BOXES OF THE DESIRED FACILITY

### Dairy Knoll Center

600 Neds Way, Tiburon

2310 square feet for entire facility

(2 room minimum on weekends)

- Room 1 - 49 person Max
- Room 2 - 49 person max
- Room 3 - 49 person max
- Entire Facility (2310 sq. ft.)
- Kitchen - additional \$10 an hour
- The Patio

**Equipment Available**      Amount Requested:

- 8' x 30" tables (12) \_\_\_\_\_
- Chairs (150) \_\_\_\_\_
- Digital Projector \_\_\_\_\_
- Projection Screen \_\_\_\_\_
- PA System \_\_\_\_\_
- Children's Tables (5) \_\_\_\_\_
- Children's Chairs (40) \_\_\_\_\_

### Belvedere Community Center

Entrance to center on Community Rd.

450 San Rafael Ave., Belvedere

2330 sq. ft. for entire facility

- Dance Room - 60 persons seated
- Recreation Room - 60 persons seated
- Founder's Room - 25 persons seated
- Commercial Kitchen
- Entire Facility (2330 sq ft) weekend requirement

**Equipment Available:**      Amount Requested:

- 8' x 30" tables (12 tables) \_\_\_\_\_
- 5' round tables (10tables ) \_\_\_\_\_
- Chairs (100) \_\_\_\_\_
- Projection Screen \_\_\_\_\_
- P.A. system \_\_\_\_\_

### Tiburon Community Room

Tiburon Town Hall, 2<sup>nd</sup> Floor

1505 Tiburon Blvd, Tiburon

- 40 persons seated

**Equipment Available:**      Amount Requested:

- 4- 2.5 x 5 ft. tables \_\_\_\_\_
- 40 Chairs \_\_\_\_\_

This facility is for Adult use only.

**Please circle the following questions relating to your event:**

Will you be using our custodial services, for an additional \$75?      Yes      No  
*Custodial Services includes table and chair set up, breakdown, floor cleaning, bathroom cleaning and emptying of trash cans*

Is the event open to the public?      Yes      No

Will food be served?      Yes      No

Name of Caterer \_\_\_\_\_ Phone Number \_\_\_\_\_

Will food be sold?      Yes      No

Will decorations be displayed?      Yes      No

Will alcoholic beverages be served?      Yes      No

Will alcoholic beverages be sold?      Yes      No

If so, ABC permit number \_\_\_\_\_

Do you plan to purchase required insurance from the City/Town?      Yes      No

**HOLD HARMLESS AGREEMENT**

As an applicant for the use of City / Town facilities, I hereby agree to assume all risks for loss, damage, liability, cost or any expense that may arise during or be caused in any way by use or occupancy of any area or facility of the City / Town. I further agree that in consideration of being permitted to use said facility, I will hold the City of Belvedere, or Town of Tiburon and The Ranch its officials and employees free and harmless from any loss, claim, liabilities, damages, and/or injuries to persons and property occurring during applicant's use or occupancy of said facilities or nearby premises. I further agree that I will provide public liability insurance as stated in "applicants understanding of responsibility" procedures with the City of Belvedere, or Town of Tiburon and The Ranch named as additional insured to be submitted no later than two weeks prior to the rental date.

**MANDATORY ARBITRATION OF CLAIMS AGAINST CITY**

It is hereby expressly understood that any claim asserted against the City or Town by the undersigned participant, either on behalf of him/herself or on behalf of another person, on account of bodily injury, mental disturbance, death or property damage, sustained as a result of, or for any reason connected with the use of City, or Town, or Ranch property, facilities, or programs pursuant to this rental contract will be determined by submission to arbitration as provided by California law, and not by a lawsuit or resort to court proceedings.

The City, or Town, or The Ranch and the undersigned by execution of this contract are giving up their constitutional right to have any dispute decided in a court of law before a jury and instead are accepting the use of arbitration.

I HAVE READ THE ATTACHED PAGES OF RULES AND REGULATIONS AND AGREE TO ABIDE BY THEM AS STATED.

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

**PAYMENT METHOD: FULL RENTAL PAYMENT AND DAMANGE DEPOSIT DUE, TO BOOK RENTAL**

Deposits of \$550 is required for weekend rentals only. Deposits will be returned after rental if no damages to facility or equipment have been reported.

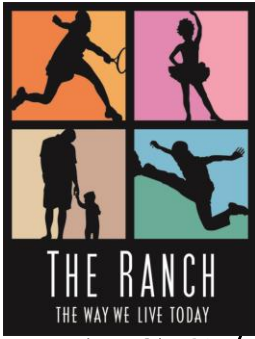
Check Enclosed? Check Number: \_\_\_\_\_

Credit Card # \_\_\_\_\_ Expiration Date \_\_\_\_\_ CC Sec. Num: \_\_\_\_\_

Card Holder name as printed on card: \_\_\_\_\_

*Make checks payable to THE RANCH and send to: The Ranch 600 Neds Way, Tiburon, CA 94920*

|                     |            |                 |                     |
|---------------------|------------|-----------------|---------------------|
| FOR OFFICE USE ONLY |            |                 |                     |
| RECEIVED BY         | ON (DATE ) | / PROCESSED BY_ | /FACILITY ATTENDANT |
| PAYMENT             | DEPOSIT    | INSURANCE       | CUSTODIAL           |



# FACILITY RENTAL APPLICANT'S UNDERSTANDING OF RESPONSIBILITY

## APPLICATION / RESERVATIONS

Please bear in mind that this is an application *only*. Your application will be reviewed and confirmed or denied within ten (10) working days. **Please do not announce your event date until The Ranch Staff has confirmed your event.** Reservations will be accepted up to one year in advance, but must be made at least one (1) month in advance to allow adequate time for processing.

## APPLICANT

Applicant must be 21 years of age or older and understands that they or an appointed representative must be present at the beginning of the rental schedule and must be present at the end of the rental schedule for the final inspection.

## DAMAGE DEPOSIT *(required for weekend rentals only)*

A \$550 deposit (check or credit card charge) is required with your application. If the rental is confirmed, your deposit will be processed. The deposit will be returned within 7 days after the activity unless there are deductions for extra clean-up, additional time, or damage to the facility or equipment.

## CANCELLATION POLICY *(for weekdays and weekends)*

**Weekday Cancellations** - If the applicant cancels after booking confirmation, there will be no refunds.

**Weekend Cancellations** - If the applicant cancels after confirmation, half of the deposit will be refunded. If the cancellation occurs at least two (2) months prior to the rental date, the full deposit is forfeited. Transfer of rental dates is treated as a cancellation.

The Ranch reserves the right to cancel any rental agreement if a use is misrepresented and/or if a use is determined to be inappropriate, a high risk liability exposure, or detrimental to the facility. Where there has been a violation of regulations, future rights to use of the facility by the organization may be revoked.

## PAYMENT OF RENTAL FEES

Full rental payment must be submitted along with the rental application to secure desired rental date. For weekend rentals, the total rental fee must be paid one month prior to the rental date. Failure to do so may result in cancellation of the rental or an additional late charge of 20% will be applied.

## INSURANCE *(required for rentals over 100 people and/or events serving alcohol)*

Applicant agrees to provide *public liability insurance in the amount of \$500,000 with The Ranch and the City of Belvedere (450 San Rafael Ave, Belvedere, 94920) OR the Town of Tiburon, and its agents, named as additional insured* to protect the applicant and government entity from loss, claim, liabilities, or damages and/or injuries to property or persons attending the function. The insurance information should include an endorsement providing the The Ranch, Town of Tiburon, or the City of Belvedere, its agents, officials and employees, primary and non-contributory coverage for claims, losses, etc. arising from the exercise of the permit. **Proof of insurance must be submitted no later than two weeks prior to the rental date. Applicants unable to obtain the required insurance described herein may purchase a policy from The Ranch.** Please inquire about rates for your event.

## SET-UP / CLEAN-UP

Applicant understands that the scheduled rental hours are to include adequate time for set up by any hired professionals or helpers and set up of tables and chairs. One hour after the end of the event must be reserved to allow for guests/applicant to remove all personal items, clean off all tables, clean kitchen, clean up all food and spills, and put away tables and chairs. Facility shall be left in the condition it was rented. Trash shall be placed in dumpster. **Custodial Service includes table and chair set up, breakdown, floor cleaning, bathroom cleaning and**

emptying of trash can be done for an additional cost of \$75. If you do not choose the Custodial Services, your group is responsible for that listed above.

#### LATE FEES

Applicant understands that if event does not end or clean-up responsibilities are not completed by the time stated in the rental permit, the hourly rate is doubled.

#### MUSIC

Applicant understands that all music must end by 10:00 p.m. at the Belvedere Community Center, and 10pm at the Dairy Knoll, in deference to residents near the facility, and the loudness will be controlled by the staff on duty. Live and/or amplified music must be at a volume that is contained inside the building.

#### ALCOHOL POLICY

Alcoholic beverages may be served *only* if the Ranch office has on file an Insurance Certificate that names The Ranch and the City of Belvedere or Town of Tiburon as an additional insured for \$500,000.00 to protect the applicant and City or Town from loss, claim, liabilities, or damages and/or injuries to property or persons attending the function.

The sale of alcoholic beverages also requires a license from the Alcohol Beverage Control (ABC) Commission and will be the responsibility of the renter to procure. If alcohol is being sold, (only nonprofit organizations are eligible), the permit to sell must be on file one month prior to your event.

Staff can provide you with information on how to procure insurance and an ABC license for your rental. Please ask for assistance

NO RED WINE may be served in the Tiburon Community Room.

#### RESERVE RIGHT TO CANCEL

The Ranch reserves the right to cancel any rental agreement if a use is misrepresented and/or if a use is determined to be inappropriate, a high risk liability exposure, or detrimental to the facility. Where there has been a violation of regulations, the entire deposit shall be forfeited.

#### DECORATIONS

Decorations are limited to nonflammable materials that can be displayed without the use of thumbtacks, nails, bolts, screws, or cellophane tape. Decorations and equipment may not be stored prior to the reservation date and time. No crepe paper, confetti or silly string is allowed, and tablecloths may not be stapled to tables. Painters putty or painters tape is recommended.

#### NO SMOKING

Smoking is *not* permitted inside the facilities.

#### YOUTH EVENTS

The Founders Room at the Belvedere Community Center and Tiburon Community Room are not intended for youth parties.

#### ANIMALS RESTRICTED

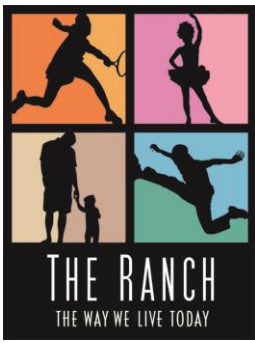
No animals, except those assisting people with disabilities, are allowed in the facilities.

#### NON-DISCRIMINATION

No qualified individual with a disability shall, by reason of such disability, be excluded from participation in or denied the benefits of the services, program, or activities offered by any group using the facilities.

I have read and understand the *Facility Rental Application Understanding of Responsibility*

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_



# RESIDENT & LOCAL NON PROFIT PRICING FOR FACILITY RENTALS WITH The Ranch

## WEEKEND RATES

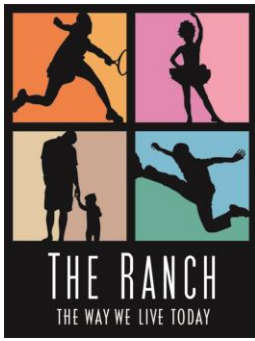
|   |   |  |
|---|---|--|
| <p><b>Belvedere Community Center</b><br/>450 San Rafael Ave, Belvedere<br/>(entrance on Community Rd)<br/>2330 sq ft<br/>Moveable walls between Recreation and Dance rooms.<br/>THIS FACILITY REQUIRES A 4 HOUR MINIMUM</p> <p><b>Entire Center - \$90/hr</b></p> | <p><b>Dairy Knoll</b><br/>600 Neds Way, Tiburon<br/>2310 sq ft<br/>Moveable walls between all rooms<br/>Max 149 (up to 250 w portable toilets)<br/>23 parking spaces<br/>THIS FACILITY REQUIRES A 4 HOUR MINIMUM AND MINIMUM OF ROOM 1&amp;2 RENTED</p> <p><b>2 Room - \$60/hr *</b><br/><b>All 3 Rooms - \$90, plus free kitchen</b></p> | <p><b>Tiburon Community Room</b><br/>Tiburon Town Hall<br/>Second Floor<br/>1505 Tiburon Blvd, Tiburon</p> <p>THIS ROOM REQUIRES A 2 HOUR MINIMUM</p> <p><b>1 Room - \$30/hr</b></p> |
| <p>Founders Room 25 seated</p>  | <p>Room 1 49 max</p>  | <p>Community Room 40 seated</p>  |
| <p>Recreation Room 60 max</p>   | <p>Room 2 49 max</p>  |  |
| <p>Dance Room 60 max</p>  | <p>Room 3 49 max</p>  |  |
| <p>Commercial Kitchen</p>   | <p>Kitchen \$10/hr (w/ Room 1) *</p>  |  |

\* Use of the Dairy Knoll kitchen is free if all three rooms are rented.

## WEEKDAY RATES - 2 hour minimum for all sites

|  |   |   |
|--|---|---|
| <p><b>Belvedere Community Center</b><br/>450 San Rafael Ave, Belvedere<br/>(entrance on Community Rd)<br/>2330 sq ft<br/>Moveable walls between Recreation and Dance rooms.</p> <p><b>Per Room - \$15/hr</b></p> | <p><b>Dairy Knoll</b><br/>600 Neds Way, Tiburon<br/>2310 sq ft<br/>Moveable walls between all rooms<br/>Max 149 (up to 250 w portable toilets)<br/>23 parking spaces</p> <p><b>Per Room - \$15/hr</b></p> | <p><b>Tiburon Community Room</b><br/>Tiburon Town Hall<br/>Second Floor<br/>1505 Tiburon Blvd, Tiburon</p> <p><b>1 Room - \$15/hr</b></p> |
| <p>Founders Room 25 seated</p>   | <p>Room 1 49 max</p>  | <p>Community Room 40 seated</p>   |
| <p>Recreation Room 60 max</p>  | <p>Room 2 49 max</p>  |   |
| <p>Dance Room 60 max</p>   | <p>Room 3 49 max</p>  |   |
| <p>Commercial Kitchen</p>  | <p>Kitchen \$10/hr (w/Room 1)</p>   |   |

Custodial support of table and chair set up, breakdown, floor cleaning, bathroom cleaning and emptying of trash cans, be done for an additional cost of \$75. If you do not choose this option, you are responsible for that listed.



# NON RESIDENT & NON LOCAL NON PROFIT PRICING RATES FOR FACILITIES WITH The Ranch

## WEEKEND RATES

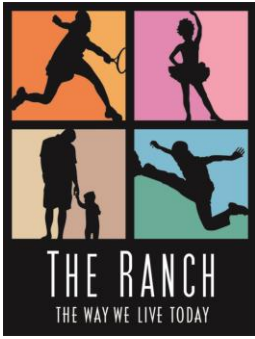
|  |   |  |
|--|---|--|
| <p><b>Belvedere Community Center</b><br/>450 San Rafael Ave, Belvedere<br/>(entrance on Community Rd)<br/>2330 sq ft<br/>Moveable walls between Recreation and Dance rooms.<br/>THIS FACILITY REQUIRES A 4 HOUR MINIMUM</p> <p><b>Entire Center - \$150/hr</b></p> | <p><b>Dairy Knoll</b><br/>600 Neds Way, Tiburon<br/>2310 sq ft<br/>Moveable walls between all rooms<br/>Max 149 (up to 250 w portable toilets)<br/>23 parking spaces<br/>THIS FACILITY REQUIRES A 4 HOUR MINIMUM AND MINIMUM OF ROOM 1&amp;2 RENTED</p> <p><b>2 Room - \$100/hr *</b><br/><b>All 3 Rooms - \$150, plus free kitchen</b></p> | <p><b>Tiburon Community Room</b><br/>Tiburon Town Hall<br/>Second Floor<br/>1505 Tiburon Blvd, Tiburon</p> <p>THIS ROOM REQUIRES A 2 HOUR MINIMUM</p> <p><b>Per Room - \$50/hr</b></p> |
| <p>Founders Room 25 seated</p>   | <p>Room 1 49 max</p>  | <p>Community Room 40 seated</p>  |
| <p>Recreation Room 60 max</p>  | <p>Room 2 49 max</p>  |  |
| <p>Dance Room 60 max</p>   | <p>Room 3 49 max</p>  |  |
| <p>Commercial Kitchen</p>  | <p>Kitchen \$10/hr (w/Room1) *</p>  |  |

\* Use of the Dairy Knoll kitchen is free if all three rooms are rented.

## WEEKDAY RATES - 2 Hour Minimum for all sites

|  |   |   |
|--|---|---|
| <p><b>Belvedere Community Center</b><br/>450 San Rafael Ave, Belvedere<br/>(entrance on Community Rd)<br/>2330 sq ft<br/>Moveable walls between Recreation and Dance rooms.</p> <p><b>Per Room - \$30/hr</b></p> | <p><b>Dairy Knoll</b><br/>600 Neds Way, Tiburon<br/>2310 sq ft<br/>Moveable walls between all rooms<br/>Max 149 (up to 250 w portable toilets)<br/>23 parking spaces</p> <p><b>Per Room - \$30/hr</b></p> | <p><b>Tiburon Community Room</b><br/>Tiburon Town Hall<br/>Second Floor<br/>1505 Tiburon Blvd, Tiburon</p> <p><b>Per Room - \$30/hr</b></p> |
| <p>Founders Room 25 seated</p>   | <p>Room 1 49 max</p>  | <p>Community Room 40 seated</p>   |
| <p>Recreation Room 60 max</p>  | <p>Room 2 49 max</p>  |   |
| <p>Dance Room 60 max</p>   | <p>Room 3 49 max</p>  |   |
| <p>Commercial Kitchen</p>  | <p>Kitchen \$10/hr (w/Room1)</p>  |   |

Custodial support of table and chair set up, breakdown, floor cleaning, bathroom cleaning and emptying of trash cans, be done for an additional cost of \$75. If you do not choose this option, you are responsible for the above.



# COMMERCIAL PRICING RATES FOR FACILITIES WITH The Ranch

Commercial Rates are applied to individuals or groups conducting an activity for profit or for profit companies.

## WEEKEND RATES

|  |   |  |
|--|---|--|
| <p><b>Belvedere Community Center</b><br/>450 San Rafael Ave, Belvedere<br/>(entrance on Community Rd)<br/>2330 sq ft<br/>Moveable walls between Recreation and Dance rooms.<br/>THIS FACILITY REQUIRES A 4 HOUR MINIMUM</p> <p><b>Entire Center - \$240/hr</b></p> | <p><b>Dairy Knoll</b><br/>600 Neds Way, Tiburon<br/>2310 sq ft<br/>Moveable walls between all rooms<br/>Max 149 (up to 250 w portable toilets)<br/>23 parking spaces<br/>THIS FACILITY REQUIRES A 4 HOUR MINIMUM AND MINIMUM OF ROOM 1&amp;2 RENTED</p> <p><b>2 Room - \$160/hr *</b><br/><b>All 3 Rooms - \$240, plus free kitchen</b></p> | <p><b>Tiburon Community Room</b><br/>Tiburon Town Hall<br/>Second Floor<br/>1505 Tiburon Blvd, Tiburon</p> <p>THIS ROOM REQUIRES A 2 HOUR MINIMUM</p> <p><b>Per Room - \$80/hr</b></p> |
| <p>Founders Room 25 seated</p>   | <p>Room 1 49 max</p>  | <p>Community Room 40 seated</p>  |
| <p>Recreation Room 60 max</p>  | <p>Room 2 49 max</p>  |  |
| <p>Dance Room 60 max</p>   | <p>Room 3 49 max</p>  |  |
| <p>Commercial Kitchen</p>  | <p>Kitchen \$10/hr (w/Room1 *)</p>  |  |

\* Use of the Dairy Knoll kitchen is free if all three rooms are rented. Use of Patio at Dairy Knoll is free with weekend rental.

## WEEKDAY RATES - 2 Hour Minimum for all sites

|  |   |   |
|--|---|---|
| <p><b>Belvedere Community Center</b><br/>450 San Rafael Ave, Belvedere<br/>(entrance on Community Rd)<br/>2330 sq ft<br/>Moveable walls between Recreation and Dance rooms.</p> <p><b>Per Room - \$45/hr</b></p> | <p><b>Dairy Knoll</b><br/>600 Neds Way, Tiburon<br/>2310 sq ft<br/>Moveable walls between all rooms<br/>Max 149 (up to 250 w portable toilets)<br/>23 parking spaces</p> <p><b>Per Room - \$45/hr</b></p> | <p><b>Tiburon Community Room</b><br/>Tiburon Town Hall<br/>Second Floor<br/>1505 Tiburon Blvd, Tiburon</p> <p><b>Per Room - \$45/hr</b></p> |
| <p>Founders Room 25 seated</p>   | <p>Room 1 49 max</p>  | <p>Community Room 40 seated</p>   |
| <p>Recreation Room 60 max</p>  | <p>Room 2 49 max</p>  |   |
| <p>Dance Room 60 max</p>   | <p>Room 3 49 max</p>  |   |
| <p>Commercial Kitchen</p>  | <p>Kitchen \$10/hr (w/Room1)</p>  |   |

Custodial support of table and chair set up, breakdown, floor cleaning, bathroom cleaning and emptying of trash cans, be done for an additional cost of \$75. If you do not choose this option, you are responsible for the above.