

Shingle Springs Community Center
4440 South Shingle Rd
Shingle Springs, CA 95682
Commercial Kitchen Rental Lease Agreement

In consideration of the mutual promises of parties hereto, Shingle Springs Community Center, a non-profit organization, referred to as OWNERS, and _____, referred to as LICENSEE, hereby agree to enter into an agreement for the use of the premises known as the Shingle Springs Community Center, in the town of Shingle Springs, County of El Dorado, California, under the following conditions:

1. The license to use the premises shall be for the date and time of:
Date(s): _____ Time: from _____ to _____
2. The fee shall be \$400.00 per day Monday through Thursday; \$450.00 per day Friday through Sunday; \$80 per 2hr increments, plus \$500 security deposit, payable prior to date of rental.
3. The security deposit will be refunded to the LICENSEE within 30 days after use, unless applied to the cleaning of premises, repair of damage or replacement of loss; or if the Licensee has not cleaned or left the premises by the end of the agreed upon date as stated above, otherwise the OWNERS shall retain any or all of the \$500 security deposit at the OWNERS sole discretion.
4. LICENSEE shall provide a Certificate of insurance for general liability in the amount no less than \$1,000,000.
5. The parties agree that the OWNERS, its officers and directors shall not be responsible for loss or injury incurred (including alcohol related) on the premises. Further, OWNERS shall not be responsible or liable for loss of, or damage to any person or personal property of LICENSEE or LICENSEE'S guests (including alcohol related) during the rental period.
6. The LICENSEE acknowledges the premises are rented with the structure, furnishings, fixtures and equipment in good condition and agrees to leave said structure, furnishings, in as good condition as when received, reasonable wear and tear accepted. LICENSEE, by this agreement accepts all items in said condition and will be responsible for all breakage, loss and other damage.
7. LICENSEE may cancel this agreement by giving the OWNER written notice of intent to cancel, at least thirty days prior to the date of the rental. Failure to provide written notification within 30 days will result in the forfeiture of the rental fee or in the absence of the rental fee the deposit will be forfeited. Written notification may be e-mail or written. Send written notice to the address below. The Licensee will be refunded the deposit.

LICENSEE:

I understand and agree to all of the above stated conditions of the rental agreement.

Signature of LICENSEE

Date

LICENSEE: Phone _____

Cell Phone _____

E-MAIL _____

Make checks payable to: Shingle Springs Community Center
Mail to: Shingle Springs Community Center, PO Box 11, Shingle Springs CA 95682

Rental Agreement Information Form

Name: _____

Address: _____

Address 2: _____

Mailing Address (If different than above): _____

Phone: _____ Mobile: _____

Email: _____

Date of Event: _____

Type of Event: _____

Rental of: Center Kitchen Field Horseshoe Pit Area

Would you like to receive e-mails of upcoming events at the Community Center?

Yes No

Would you like more information on becoming a member of the Community Center?

Yes No

For Shingle Springs Community Center Use Only

Insurance Certificate Received: Yes No

Rental Contract Returned: Yes No

Deposit Check Received: Yes No

Rental Check Received: Yes No

Deposit Check Returned: Yes No

Shingle Springs Community Center

Rules and Expectations

The Shingle Springs Community Center expects to have the Center returned in the condition it was provided to you for your use to host an event.

1. **Tables and Chairs** are to be inspected and cleaned if dirty and then properly returned to the storage room in the proper storage racks.
2. **Counter Surfaces** will be wiped down with cleaning products provided.
3. **All Trash** in the Community Center **main hall, kitchen, bathrooms, and parking areas** will be picked up and emptied into the **SMALL TRASH DUMPSTER** located outside of the main building. The lock combination for the dumpster will be provided on the day of your event.
4. **Recycling** containers have been provided inside the hall for glass bottles, cans, and plastic that we take for recycling. All cardboard boxes and other similar recyclables should be placed in the large recycle dumpster located outside of the building next to the trash dumpster.
5. **FLOORS** in the main hall, kitchen, and bathrooms are to be swept first and then mopped with the provided cleaning equipment and cleaning solution.
6. **Mopping Instructions:** Please fill the mop bucket with the hose in the storage room. Use the proper cleaning solution provided and as instructed. After mopping the **dirty water is to be dumped outside only** from the back deck or the front side landing. Make sure scuff marks are removed during mopping. Three mop buckets are provided to help hasten the cleanup process.
7. **Air Conditioning or Heat** is turned off upon completion of your event. If there are any issues with the A/C or Heat during your event, please contact the designated staff member via text or phone so we can fix it promptly.
8. **LOCK ALL DOORS** and place the key on the kitchen counter.
9. **All Lights** will be turned off upon your exit from the building.
10. **Leave and close a locked front door.**
11. **Inspection** will be completed either the day of your event or the following morning. The Rental Coordinator will contact you with the results of the inspection and the status of your deposit.

Please sign below that you have read, understand, and will adhere to all of the above listed rules and expectations.

Signature:

Date:
