

APPLICATION TO RESERVE FACILITY

Event Type:	Total Attendance:	Non-profit <input type="checkbox"/>
Event Contact Person:	Phone:	ID Verified <input type="checkbox"/>

DAY	DATE	TIME IN	TIME OUT	TOTAL HOURS

FACILITY REQUESTED (CHECK ALL THAT APPLY)	(Staff Use Only)
<input type="checkbox"/> Anderson Park Senior Center	
<input type="checkbox"/> Perry Park Senior Center	
___ Hours X \$40 / \$30 =	\$
Maintenance Fee	\$ 25.00
Use Fee ___ Hours X \$20 =	\$
After Hours Fee ___ Hours X \$35 =	\$
TOTAL FEES	
Cleaning Deposit	\$150.00
TOTAL AMOUNT DUE	
Deposits Returned:	Amount:

PAYMENT (Staff Use Only)	
<input type="checkbox"/>	Cash/Check
<input type="checkbox"/>	Credit Card (VISA/MasterCard Only)
Type:	
No.:	
Expiration:	

REFUND POLICY

I understand that the fee paid by me/organization in the amount of \$ _____ on _____ is NON-REFUNDABLE unless requested in writing and accompanied by a receipt one week before date of reservation. Also, that an administration fee of \$25.00 will be deducted from all refunds requested. No refund will be given for amounts less than \$5.00

My signature below confirms that I and all persons associated with this reservation are or will be made aware of all rules listed on this reservation sheet and will leave the area in as good condition as we found it.

If I or any other member of my group violates this agreement, I forfeit my reservation privilege and will leave the area without contest.

PRINT NAME	REQUESTED BY ORGANIZATION	
ADDRESS	CITY	
HOME PHONE	WORK PHONE	SIGNATURE (I AGREE TO BE RESPONSIBLE FOR THE ACTIONS OF MY GROUP)

CONTRACT #:	APPROVED BY:	DATE:
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ANDERSON PARK SENIOR CENTER DESCRIPTION

The Anderson Park Senior Center is a 4,200 sq. ft. building that includes a large meeting room (Large room capacity 75) with adjacent kitchen, small multi-purpose room with one Pullman kitchen, lobby, and restrooms. The building is used for senior activities during the day. The building has 15 car parking spaces in the front of the building. The large room, restrooms, lobby and backyard are available for rentals. Visit our website for more information: http://www.redondo.org/depts/public_works/parks/anderson.asp

PERRY PARK SENIOR CENTER DESCRIPTION

The Perry Park Senior Center is a 2,334 sq. ft. facility containing a 1,536 sq. ft. large multi-purpose room (capacity 231 assembly and 106 dining), 600 sq. ft. kitchen and an office. Restrooms are shared with the adjoining Morris Scout House. The large multi-purpose room and kitchen are available for rentals. Visit our website for more information: http://www.redondo.org/depts/public_works/parks/perry.asp

RESERVATIONS GUIDELINES

Reservations must be made by persons 21 years of age or older with a photo ID. Reservations can be made no more than six months in advance. When you make a reservation, be sure to include the time you need for setup and clean-up as part of your reservation period. **Reservations must be paid in full at time of application including hours allotted for set-up, decorating and clean-up.** Reservations do not include the use of kitchen appliances. Personal barbecues are not permitted in the facility or the adjacent areas. There is no smoking or consumption or sale of alcohol in any of the Senior Centers.

SENIOR CENTER RESERVATION FEES

Below are the rental fees for the Anderson Park or Perry Park Senior Center. Note the following:

- There is a 2 hour minimum for all rentals. If your event continues beyond your scheduled reservation time, you will be charged for the additional time and after-hours staffing, if applicable.
- Proof of non-profit status is required. The deposit check, payment check, & name of organization must all correspond. NO EXCEPTIONS.

Facility Rental Fees	Private Parties and Organizations	Non-Profit Organizations
Anderson or Perry Park Senior Center	\$40.00/hr.	\$30.00/hr.
Maintenance Fee	\$25.00 flat fee	\$25.00 flat fee
Use Fee (non-refundable)	\$20.00/hr.	\$20.00/hr.
Refundable Cleaning/Damage Deposit	\$150.00	\$150.00
After Hours Fees- To cover cost of after-hours staffing	\$35.00/hr. additional fees before 8 am after 10 pm weekdays or before 8 am and after 8 pm on weekends	\$35.00/hr. additional fees before 8 am and after 10 pm weekdays or before 8 am and after 8 pm on weekends



Applicant's Responsibilities:

Multi-Purpose Room	Food Serving Areas	Kitchen Area
<ul style="list-style-type: none"> ✓ Close all doors and lock windows, including kitchen window. ✓ Pick up trash and empty all barrels into trash bins located at the northeast corner. ✓ Everything brought into the facility, including rented furniture and equipment is to be removed at the time of your departure. The City of Redondo Beach is not responsible for the safekeeping of any property left behind. ✓ Complete form entitled "User's Cleaning Responsibilities" and accompany attendant on walk-through prior to return of cleaning deposit 	<ul style="list-style-type: none"> ✓ Empty all trash barrels. ✓ Serving areas must be cleaned thoroughly after each use. Wash with soap, dry, and return all items to their proper storage locations. ✓ Do not leave food or other items in refrigerator or cabinets. ✓ Kitchen may be used only for food warming 	<ul style="list-style-type: none"> ✓ Pick up trash and empty barrels into large trash bins located outside the Community Center. ✓ Turn off ovens or stove tops. ✓ Do not pour grease into sink. ✓ No charcoal or propane-fueled barbecues may be brought into or around the facility.



COMMUNITY SERVICES DEPARTMENT, SENIOR & FAMILY SERVICES

1922 Artesia Blvd | Redondo Beach, CA 90278 | (310) 318-0650

Rules for Use of Anderson Park & Perry Park Senior Centers

- The person responsible for the event should check in with the site staff person at the beginning and again at the end of the event to inspect the facility.
- Please notify the office (310-318-0610) of any breakage, equipment malfunction, or other problems with the building or outside area.
- Items in the facility are property of The City of Redondo Beach and may only be used with written approval from the Community Services Department.
- Use only flame proof decoration. Candles and open flames are not permitted.
- All decoration must be removed at event’s conclusion.
- Amplified sound requires approval from the Community Services Department and proper notification of the Redondo Beach Police Department at least 30 days prior.
- **Failure to comply with “Users Cleaning Responsibilities” will result in the forfeiture of the cleaning deposit.**
- City property and equipment is to be handled with care and may not be removed from the site.
- No City property can be modified by applicant.
- The initial fee is refundable upon written request at least seven days prior to the date of the reservation. An administrative fee of \$25 will be deducted from all refund requests.
- The Senior Center must be vacated by 10:00 PM in consideration of the residential neighborhood around the park.
- Advertising or promotion to the general public of private parties held at the site is prohibited.
- All guests, caterers, deejays, etc. must be out of the site by the indicated closing time or an overtime fee will be charged.
- Alcohol consumption is strictly prohibited.
- Smoking is prohibited at the site at all times (Ordinance No. 3029-08)
- Parents are responsible for supervising the activities of their children.
- Extended reservation privileges are not assured beyond the times stated on the application. Applications are subject to cancellation at any time.
- The Community Services Department reserves the right to reject any event which in its judgment, would over extend the site’s capability and/or be detrimental to the public safety and welfare.

Waiver and Release of Liability

To the fullest extent permitted by law, I the undersigned, on behalf of myself or the named organization below, shall indemnify, defend and hold harmless the City of Redondo Beach and its officers, employees, elected & appointed officials and volunteers from any and all claims, damages, losses and expenses including without limitation attorney’s fees and costs and expert witness fees, arising out of the use of this site. I certify that the information on this application is true and complete to the best of my knowledge. I agree to abide by and enforce the rules governing the facility and agree to accept all responsibility for any damages to premises, furniture, equipment or grounds resulting from the use of the facility.

Print Name

Signature

Date

Organization (If applicable)



Senior Center

User's Cleaning Responsibilities

Following your event, you are responsible for leaving the Senior Center in the same condition as when you entered. Please make sure that each item on the list below is completed. Report any breakage, equipment malfunction or other problems immediately. The Staff Person must conduct a walk-through before refunding your cleaning deposit.

Community Room

- Clean any spills immediately.
- Wipe down tables and chairs.
- Clean floor using dust mop.
- Remove all decorations and tape from walls and furniture.
- Pick up and deposit all trash into trash receptacles.

Kitchen

- Clean all spills and sweep the area.
- Clean counter tops and wipe down sink.
- **Please Do Not Pour Grease In The Sink.**
- Remove all items from refrigerator and cabinets.
- Pick up and deposit all trash into receptacles.

Signature of Reservation Holder: _____ Date: _____

Signature of Staff Member: _____ Date: _____