

APPLICATION FOR RENTAL USE OF THE COURTYARD AT HARBOR SQUARE

- Rental Fees: \$110 per hour, 2 hour minimum with an additional 1 hour set up and 1 hour clean up. Rental includes the closure of public utilization during the times rented and includes the Courtyard restrooms. Fees must be paid in full at time of registration.
- Deposit: \$200 (For damages or cost attributed to the rental event, to include the Courtyard and Suisun Harbor Square, LLC restrooms, refundable after event.)
- Capacity: 200 Banquet seating, 500 Audience seating
- Staffing: Rental fee includes 2 staff for the first 50 guests. Staff is to ensure your event does not allow the public in your rental area and oversee the restrooms. Additional staff at \$22.00 per hour will be required for each new increment of 50 guests.
- Gas Fee: \$6.00 per hour (for any use of fireplace)
- Trash Fee: \$30.00 per event

Courtyard Rules:

1. All equipment i.e. table/chairs must be brought in before and removed after the event.
2. No driving on courtyard, all equipment must be carried in.
3. City must be notified if caterer other than Cast Iron Grill is used.
4. Music must not conflict with Demetris' and must be approved by the Recreation Department.
5. Music/sound must end by 9:00 p.m.
6. Event must end by 10:00 p.m.
7. Electric power is available within the service limits available.
8. Surrounding parking spaces are first come first serve and may not be reserved.
9. Security Officers may be required at the discretion of the City.

Address _____ City/Zip _____

Designated Person in Charge _____ Email _____

Best Contact Phone _____ Fax _____

Date of Use (MM/DD/YY) _____ Hours: from _____ to _____

Type of Activity/Event _____ Estimated Attendance _____

Alcoholic Beverages Served? _____ Alcoholic Beverages sold? _____ ABC Permit Required? _____

The applicant hereby agrees to indemnify and hold harmless the City of Suisun City, its officers and employees and Suisun Harbor Square, LLC against any and all claims, demands, costs, expenses and liability of every kind, nature and description directly or indirectly arising from the use of the Courtyard, except for damages arising from the sole negligence or willful acts of the City. I certify that I shall accept responsibility on behalf of my group/organization for any damages or theft sustained by the City (premises or equipment) because of the occupancy of the Courtyard by our group/organization. I have read and agree to comply with the rules and regulations stated with this contract. **The cost of any special cleaning or damage to the facility, equipment, or grounds, due to the event, will be deducted from the Damage Deposit or charged to the listed "Person In Charge."**

Signature _____ Date _____

FOR RECREATION & COMMUNITY SERVICES DEPARTMENT ONLY

Date Received _____ By _____ Security Officers Required _____ Number of Officers _____

Insurance: Due on file by _____ Received _____ ABC License: Due on file by _____ Received _____

COURTYARD AT HARBOR SQUARE RULES AND REGULATIONS

1. Authorized individuals or groups shall agree to comply with and accept all policies, rules and regulations pertaining to the use of City Property and Suisun Harbor Square, LLC. Any violation of said policies, rules, and regulations shall be cause for permit revocation and immediate departure from the Courtyard. Authorized individuals or groups shall be solely responsible for the conduct of members or participants (including individuals entering the area whether considered a member, affiliate or not) in any activity authorized to be held in the Courtyard and agree to limit admission to stated capacity of the area; and for the use of all properties, equipment, or other resources thereon; and shall agree to be responsible for any damages or mistreatment of any part of the Courtyard or equipment as indicated on the Permit and to pay the cost of any repairs or replacement therefore.
2. When the Courtyard is reserved only the area of use is closed for private use. All walkways surrounding the Courtyard are open for public use. All efforts will be made to ensure a clean area of use. The City and Suisun Harbor Square, LLC are not responsible for public use of the area before the event.
3. The Courtyard fee is payable in full upon reservation. A reservation is not secured until this application is received and the event fees are paid.
4. A Damage Deposit is required of all permits, due 6 weeks prior to the event. This is a refundable deposit, providing there is no damage, etc., as stated above. Refunds take from 4-6 weeks.
5. City and Suisun Harbor Square, LLC reserves the right of full access to all activities at any time in order to insure that all rules and regulations are being observed.
6. Improper group or individual conduct or use of the Courtyard facility may be a basis for denying future permits.
7. City policy prohibits the driving or parking of any motorized vehicle upon the Courtyard property.
8. Final approval of the Courtyard is subject to applicant obtaining any other required permits or approvals, as appropriate, including (but not limited to) Police Department approval, City Business License, County Health Permit and Alcoholic Beverage Permit.
9. The Courtyard permit may be revoked or Damage Deposit retained at any time the permit application is found to contain false or misleading information or when applicant exceeds the stated use and limits of the application.
10. The cost for all damages, replacements and additional staff hours will be taken out of the Damage Deposit. If the total cost exceeds the amount of the deposit, the permittee will be billed the additional amount. If the permittee refuses to pay, legal action may be taken. In any case, the permittee will not be allowed to use any City facilities again until full payment has been made.
11. When applicable, the Recreation and Community Services Department will require adult chaperones for youth activities. A list of these chaperons must be submitted to the Recreation and Community Services Department personnel at least five working days prior to the event and must include each chaperons address and phone number.
12. A minimum ratio of one adult to each 20 youths (17 and under) must be maintained throughout the course of the Courtyard use, unless otherwise arranged in advance at all times there must be an adult on site designated "responsible" and "in charge".
13. When applicable, the Recreation and Community Service Department will require that an applicant hire security as required from the security services used by the Recreation and Community Services Department rentals and events.
14. ALL EVENTS are required to provide liability insurance for \$1,000,000 naming the City of Suisun and Suisun Harbor Square, LLC as additional insured for the date of the event. Insurance is available through the City or your own homeowners insurance, also one day policies are available through insurance companies. The Failure to provide liability insurance will result in the cancellation of the event.
15. The Courtyard event must end by 10:00 p.m., cleaned and vacated by 11:00 p. m. Recreation Staff will monitor the Courtyard at all times. **CLEAN-UP:** Applicant is solely responsible for removing all decorations, all trash in bags (Dept. will provide). Table and chairs will not be supplied and equipment brought in must be from a Department approved rental company.
16. Cancellation must be made in writing by the applicant 6 weeks prior to the event. A 25% administrative fee will be retained from fees paid. Refunds take from 4-6 weeks. No refunds after the above 6 weeks unless cancelled by the City.