



DESCANSO TOWN HALL ASSOCIATION

24536 Viejas Grade Road • P.O. Box 384 • Descanso, CA 91916

RENTAL AGREEMENT

DTHA MEMBER NON-MEMBER NON PROFIT ORG

EVENT: _____

This Rental Agreement is made this _____ day of _____, 20____ by and between the Descanso Town Hall Association (hereafter referred to as Landlord) and _____

(hereafter referred to as Renter.) Renter is party signing this contract and shall be responsible to see that cleaning and terms of this contract are met. Renter must be twenty-one (21) years of age or older. Landlord hereby rents to Renter for the Term and Rental Fee specified, and upon all conditions set forth herein, that certain real property commonly known as the Descanso Town Hall, including the surrounding area (hereinafter referred to as Premises.) The Premises are **SMOKE FREE**. There is **NO SMOKING ALLOWED** inside or outside the Town Hall. **Fees, deposit, and signed rental agreement must be received a minimum of 14 days prior to commencement of scheduled event or else event will be considered unconfirmed and may be subject to cancellation by DTHA.**

The term of this rental shall be (unless extended or terminated as hereinafter provided):

Commencing on: Day of Week _____ Date _____ Time _____

Terminating on: Day of Week _____ Date _____ Time _____

Renter shall pay the following Rental Fee:

Town Hall Rental Fee \$ _____ per _____

OPTIONAL: Renter may contract DTHA to provide cleaning services for an additional fee of \$150.

Renter is still required to wipe down & return all tables and chairs to their original storage location in the manner described in the cleaning checklist, as well as remove all full trash bags to dumpster, personal effects, pushpins, and decorative items from Premises upon termination of rental period. Additional payment for DTHA cleaning services to be included and due with Rental Fee.

OPTIONAL: Renter may COOK in Certified Commercial Kitchen with an A Rating for an additional cleaning fee of \$75.

(Refrigerator and Freezer use only (no cooking) are NOT subject to additional cleaning fee.)

Optional Services: DTHA CLEANING YES - \$150 NO - \$0 / **KITCHEN** YES - \$75 NO - \$0

Total Fees: _____ **Check #:** _____ **Payment due by:** _____

PLUS Cleaning/Security Deposit of \$275. **Check #:** _____ **Payment due by:** _____

Deposit is mandatory for all Renters and will be returned upon satisfactory final inspection of Premises. Deposit shall be refunded if Premises are left in a clean, undamaged condition which is acceptable to the Landlord. Said acceptance shall not be unreasonably withheld. (Please refer to the cleaning checklist) There will be an automatic deduction from Deposit of \$25.00 if Premises keys and checklist are not left in town hall (as explained in cleaning checklist and during walk-through of Premises) upon termination of rental period. The Cleaning/ Security deposit is to be personally returned, shredded or mailed to the party signing this contract within fifteen (15) days of rental termination date and time.

DESCANSO TOWN HALL ASSOCIATION RENTAL AGREEMENT

CANCELLATION POLICY

- *Requests for cancellation of scheduled event must be received a minimum of seven (7) days prior to rental date.*
- *Cancellation requests received less than seven (7) days prior to scheduled event will be subject to a \$75.00 cancellation fee.*
- *No shows or cancellations less than 24 hours prior to rental date will be charged the full rental amount.*

The Renter shall be responsible, at Renter's expense, to comply promptly with all applicable statutes, ordinances, rules and regulations, orders and requirements in effect during the term or any part of the term hereof. Renter is responsible to obtain any and all permits required by law during the term to conduct the event.

In addition, Renter shall be responsible for the following:

1) Locking of all doors and windows. Closing of all window blinds with slats facing upwards.

2) Turning off all heaters, lights, faucets, fans, stoves, and ovens.

3) Enforcing the following Town Hall Rules and Regulations:

- a) Prohibiting the dragging of tables and chairs, tap dancing on the wood floors, moving heavy objects and/or any other activity which could result in scratching or marring of the surface of the wood floor.
- b) Prohibiting all open flames inside and outside of the Town Hall including candles, lanterns, oil lamps, camp stoves, bonfires, fire rings, fireworks, weapons discharge, etc., (with the exception of outdoor barbecues, kitchen stove, oven, and heaters) and PROHIBITING ALL SMOKING both inside the Hall as well as the outside areas.
- c) Ensuring that PUSH-PINS ONLY shall be used to post or hang decorations. NO CONFETTI, GLITTER, NAILS, STAPLES, or TAPE are to be used. Nothing may be attached to the string lights or the cable on which they hang.
- d) Prohibiting running in the Town Hall and/or unattended/unsupervised minor(s) on or about the Premises. Renter shall be solely responsible for the conduct of any and all minors on the Premises during the Renter's rental term.
- e) Prohibiting entry to the store room area and/or use of Town Hall Association supplies. (In the event of said use, Renter shall be solely responsible for reimbursement of costs to replace same, except those supplies agreed to be provided by the Town Hall)
- f) Prohibiting duplication and/or transfer of Premises keys to anyone.
- g) Ensuring that all music stops at 10:00 PM
- h) Ensuring that no trash cans are overflowing during your event and that all bags are removed and placed in the dumpster once they are full.
- i) Making sure that all terms of the accompanying cleaning checklist have been completed and that said checklist is left signed and dated with the Premises keys on the counter of the Town Hall upon termination of rental period.

Failure of the Renter to enforce any or all of the responsibilities and regulations specified here will result in immediate termination of the Agreement, forfeiture of all deposits and fees, and fines for any and all damages resulting from such failure.

