



# Burlingame Parks and Recreation Contract for Facility Rental

850 Burlingame Ave. Burlingame, CA 94010 Phone: 650.558.7300 Fax: 650.696.7212

Proof of residency is required for the Burlingame Resident or Non-Profit Rates

Verified by staff:

RENTERS INFORMATION		NON-PROFIT INFORMATION	
Name:		Is your organization a 501c3? Yes* <input type="checkbox"/> No <input type="checkbox"/>	
Organization/Company:		EID #	
Address:		<b>*If yes, all payments must be made by the non-profit.</b>	
City	Zip Code:	Is this a fundraiser? Yes <input type="checkbox"/> No <input type="checkbox"/>	
Phone #:	Phone #:	Is the event open to the public? Yes <input type="checkbox"/> No <input type="checkbox"/>	
Email:		Is there a charge for admission? Yes <input type="checkbox"/> No <input type="checkbox"/>	
EVENT INFORMATION			
Room/areas requested:			
Event date:		Estimated attendance:	
Event hours (includes set-up/clean up):		Under 21 yrs:	Over 21 yrs: Total:
Start:	End:		
FOOD AND BEVERAGE INFORMATION			
Will alcohol be served? Yes <input type="checkbox"/> No <input type="checkbox"/>		Will alcohol be sold? Yes* <input type="checkbox"/> No <input type="checkbox"/>	
Department approval:		<b>*ABC Permit is required to sell</b>	
Will a commercial caterer be used? Yes <input type="checkbox"/> No <input type="checkbox"/>		If yes, please complete information below	
Caterer's Name:		Phone #:	
AMOUNT DUE			
Deposit due \$	Date due:	I acknowledge that the security deposit will be returned to:	
Final payment \$	Date due:	Name:	
Notes:		Address:	
		Initials:	
MULTI-USE RENTALS			
Dates	Times	Rooms	Fees

Sample

**Rules and Regulations** The Applicant agrees to indemnify, defend, and hold harmless, the City, its officers, employees, agents, and volunteers, against any claim, demand, suit, judgment, loss, liability or expense of any kind, including attorneys' fees and administrative costs, on account of personal injuries, exposure to or infection by COVID-19, or damages to property, arising out of or resulting in any way, in whole or in part, from the Applicant's use, or the Applicant's employees', agents', invitees' use or occupancy of City facilities arising from this Facility Contract. I hereby certify that I have read the Rules and Regulations for Rental & Use of Parks & Recreation Department Facilities, and that my activity described in this contract will abide by these rules, including adhering to all State, County, and Local Health Department guidelines. I also realize that the facility contract Facility Contract is granted with the understanding that the Burlingame Parks & Recreation Department has the right to cancel the contract if the agreed-upon facility is needed for a city-sponsored event or when the City believes cancellation is necessary due to the pandemic. I, undersigned, hereby certify that I will be personally responsible on behalf of the Applicant for any damages sustained by the facility, furniture or equipment occurring through the occupancy or use of said facility by the Applicant.

Signature \_\_\_\_\_ Date \_\_\_\_\_ City Staff \_\_\_\_\_ Date \_\_\_\_\_