



## **Town of Tiburon Room Rental Information & Application**

### **Town of Tiburon**

1505 Tiburon Blvd. – Tiburon Blvd. – Tiburon, Ca. 94920  
415.435.7373 or [ppickett@townoftiburon.org](mailto:ppickett@townoftiburon.org)  
[www.townoftiburon.org](http://www.townoftiburon.org)

### **Availability**

Facilities are available for rental on evenings, weekends and some holidays during the following hours

Weeknights	6:00 p.m. – Midnight
Saturdays	9:00 a.m. – Midnight
Sundays	9:00 a.m. – Midnight
Holidays	Please Inquire

(Please note: Availability may be preempted by Tiburon Town Council or Commissions)

### **TIBURON TOWN HALL - Rooms**

Town Council Chambers	84 seated (maximum)
Conference Room	8 - 10 seated
Community Room **	43 seated

### **Tiburon Town Council Chambers & Conference Room – 5 Hour Rental Rate (weekends & holidays)**

A. Belvedere-Tiburon Resident / <u>Local</u> non-profit group or community service organization	\$250
Additional Hours	\$50 / hour
B. Non-profit group or community service organization	\$400
Additional Hours	\$60 / hour
C. Non-Resident	\$500
Additional Hours	\$65 / hour

### **Tiburon Town Council Chambers & Conference Room - Evening Rate (Monday - Friday)** **(Based on availability - Town Council Chambers is NOT available for rent during the day)**

A. Belvedere-Tiburon Resident/ <u>Local</u> non-profit group or community service org.	\$20/hr.
B. Non-profit group or community service organization	\$30/hr.
C. Non-Resident	\$50/hr.

### **Town Hall Community Room – (Contact “the Ranch” at 435-4355 for current rates)**

\*\*The Community Room rentals and scheduled is under the direction of the Belvedere-Tiburon Joint Recreation Committee, “the Ranch”. Please contact them directly for your rental needs and rates.

Rates Effective 6/2/99  
Form updated on 5/9/19

## **APPLICANT'S UNDERSTANDING OF RESPONSIBILITY**

### **Rules & Regulations**

1. **APPLICATION / RESERVATIONS** This is an application only. Your application will be reviewed and confirmed or denied within 10 working days in writing. ***Do not announce date until confirmed.*** Reservations will be accepted up to one year in advance for Belvedere or Tiburon residents and groups. Reservations will be accepted up to 10 months in advance for non-residents and non-resident groups. Reservations must be made at least 1 month in advance to allow adequate time for processing.
2. **APPLICANT** Applicant must be 21 years of age or older and understands that they or an appointed representative must be present at the beginning of the rental schedule and must be present at the end of the rental schedule for the final inspection. Applicant must be a local resident if the function is for youth.
3. **DEPOSIT** A \$200 deposit is required to hold the date at the time of application and must be submitted with your application. If the rental is confirmed, your deposit will be entered into a trust fund until successful completion of the activity. The deposit will be returned within 30 days after the activity unless there are deductions for extra clean-up, additional time, or damage to the facility or equipment. When the number of youths attending the function exceed the number of adults, a deposit of \$350 is required.
4. **CANCELLATION POLICY** If the applicant cancels after confirmation, 1/2 of the deposit will be refunded if the cancellation occurs at least four (4) months prior to the rental date. The full deposit is forfeited if the cancellation occurs less than 4 months prior to the rental date. Transfer of dates is treated as cancellation.
5. **PAYMENT OF RENTAL FEES** The total rental fee must be paid one month prior to the rental date. Failure to do so may result in cancellation of the rental or an additional late charge of 20% will be applied. Rental payments or deposits made less than one month in advance must be paid in cash or by money order.
6. **INSURANCE** Applicant agrees to provide public liability insurance in the amount of \$1,000,000. Proof of insurance must be submitted no later than two weeks prior to the rental date. **If this application is granted, the applicant agrees to provide an insurance endorsement providing primary and non-contributory coverage to the Town of Tiburon, the Belvedere-Tiburon Department of Recreation and their officials and employees. A complete insurance certificate with underlying documents must be submitted. A one-page certificate will not be accepted.**
7. **SET-UP / CLEAN-UP** Applicant understands that the scheduled rental hours are to include adequate time for set up by any hired professionals or helpers and set up of tables and chairs. One hour after the end of the event must be reserved to allow for guests/applicant to remove all personal items, clean off all tables, clean kitchen, sweep floors, and put away tables and chairs.
8. **LATE FEES** Applicant understands that if event does not end or clean-up responsibilities are not completed by the time stated, the hourly rate is doubled.
9. **MUSIC** Applicant understands that all music must end by 11:00 p.m. in deference to residents near the facility, and the loudness will be controlled by the staff on duty. Live and/or amplified music must be at a volume that is contained inside the building.

10. **ALCOHOL POLICY** Alcoholic beverages may be served on the premises with permission from the Town of Tiburon at the time of application. The sale of alcoholic beverages requires a license from the Alcohol Beverage Control Commission and will be the responsibility of the renter to procure. If alcohol is being sold (only nonprofit organizations are eligible), the permit to sell must be on file one month prior to your event.
11. **RESERVE RIGHT TO CANCEL** The Town of Tiburon and the Belvedere-Tiburon Recreation Department reserve the right to cancel any rental agreement if a use is misrepresented and/or if a use is determined to be inappropriate, a high risk liability exposure, or detrimental to the facility. Where there has been a violation of regulations, the entire deposit shall be forfeited.
12. **DECORATIONS** Decorations are limited to nonflammable materials that can be displayed without the use of thumbtacks, nails, bolts, screws, or cellophane tape. Decorations and equipment may not be stored prior to the reservation date and time. No crepe paper is allowed, and tablecloths may not be stapled to tables.
13. **NO SMOKING** Smoking is not permitted inside the facility.
14. **YOUTH EVENTS** Applicant must be a local resident if the function is for youth. Tiburon Town Hall Facilities are not intended for youth parties.
15. **ANIMALS RESTRICTED** No animals, except Seeing Eye Dogs, are allowed in the facilities.
16. **NON-DISCRIMINATION** No qualified individual with a disability shall, by reason of such disability, be excluded from participation in or denied the benefits of the services, program, or activities offered by any group using the facilities.

## TOWN COUNCIL CHAMBERS RENTAL APPLICATION

PLEASE REVIEW ALL RULES AND REGULATIONS ATTACHED PRIOR TO COMPLETING APPLICATION.  
This application / contract is issued by the Town of Tiburon in accordance with the policies established.  
Failure to comply with all rules and regulations may cause reason to revoke this agreement.

**Submit Completed Application to:**  
**Patti Pickett – Administration – 415.435.7373**  
**1505 Tiburon Boulevard**  
**Tiburon, California 94920**  
[ppickett@townoftiburon.org](mailto:ppickett@townoftiburon.org)

Name of Applicant \_\_\_\_\_

Phone \_\_\_\_\_

Email \_\_\_\_\_

Address \_\_\_\_\_

City/State/Zip \_\_\_\_\_

Name of Organization Representing (if applicable): \_\_\_\_\_

Date \_\_\_\_\_

Hours - To \_\_\_\_\_

From \_\_\_\_\_

(Hours must include setup and clean-up time as described in regulations.)

Type of Event \_\_\_\_\_

# Attending \_\_\_\_\_

**Room Requested:**

**Council Chambers:**

Microphones (10) \_\_\_\_\_

2 - 8' tables \_\_\_\_\_

80 Chairs \_\_\_\_\_

**Small Conference Room:**

1 – 6' conference table \_\_\_\_\_

8 – 10 chairs

(seats 6-8 people comfortably)

**Please answer the following questions relating to your event:**

Are you representing a nonprofit organization?	Yes	No
If so, what is the nonprofit number?	<hr/>	
Is the event open to the public?	Yes	No
Will admission be charged?	Yes	No

Will alcoholic beverages be served?	Yes	No
Will alcoholic beverages be sold?	Yes	No
If so, ABC permit number	<hr/>	

Name of Caterer	Phone
<hr/>	

Do you plan to purchase required insurance from the City/Town? Yes No

**HOLD HARMLESS AGREEMENT**

As an applicant for the use of Town facilities, I hereby agree to assume all risks for loss, damage, liability, cost or any expense that may arise during or be caused in any way by use or occupancy of any area or facility of the Town of Tiburon. I further agree that in consideration of being permitted to use said facility, I will indemnify, defend and hold the Town of Tiburon, its officials and employees free and harmless from any loss, claim, liabilities, damages, and/or injuries to persons and property occurring during applicant's use or occupancy of said facilities or nearby premises. I further agree that I will provide public liability insurance as stated in "application procedures" with the Town of Tiburon named as additional insured to be submitted no later than two weeks prior to the rental date. Applicant agrees to provide primary and non-contributory coverage in consideration for use of Town property.

**MANDATORY ARBITRATION OF CLAIMS AGAINST TOWN**

It is hereby expressly understood that any claim asserted against the Town by the undersigned participant, either on behalf of him/herself or on behalf of another person, on account of bodily injury, mental disturbance, death or property damage, sustained as a result of, or for any reason connected with the use of the Town's property, facilities, or programs pursuant to this rental contract will be determined by submission to arbitration as provided by California law, and not by a lawsuit or resort to court proceedings. THE TOWN OF TIBURON AND THE UNDERSIGNED BY EXECUTION OF THIS CONTRACT ARE GIVING UP THEIR CONSTITUTIONAL RIGHT TO HAVE ANY DISPUTE DECIDED IN A COURT OF LAW BEFORE A JURY AND INSTEAD ARE ACCEPTING THE USE OF ARBITRATION.

I HAVE READ THE ATTACHED (PAGES 2 & 3) OF RULES AND REGULATIONS AND AGREE TO ABIDE BY THEM AS STATED.

Driver's License Number	State
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Signature of Applicant

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