



# Banquet Room Rental Application



## Contact Information:

(If wedding or wedding reception rental please include both the bride & groom's names)

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Event Contact: \_\_\_\_\_ Relation: \_\_\_\_\_

All event coordination should be made through the main contact person designated above.

## Event Information:

Purpose banquet room rental: \_\_\_\_\_

Outside grounds to be used? Y N (Description of Use): \_\_\_\_\_

If outside grounds are used renter shall be responsible for cleanup of grounds and for any damages that may be incurred during rental use

# of guests expected: \_\_\_\_\_ # of Tables: \_\_\_\_\_ # of Chairs: \_\_\_\_\_

Event Date: \_\_\_\_\_ **(Maximum Room Occupancy 196)**

- Rental Time:  Resident: All Day (\$575) 8am – 10 pm (\$100 for each additional or part hour thereafter)
- Non-resident All Day (\$725) 8am – 10 pm (\$100 for each additional or part hour thereafter)
- Resident ½ Day (\$375) 4 hour use (\$100/hr for each extra hour or part hour thereafter)
- Non-resident ½ Day (\$475) 4 hour use (\$100/hr for each extra hour or part hour thereafter)
- Security fee: \$25/hr. For youth oriented events
- Civic Use Fee: \$\_\_\_\_\_ Determined by City Manager No Set Up Provided
- \*\*\* Resident Fees apply to Santa Clara City residents only. Thank you\*\*\***

Rental Time From: \_\_\_\_\_ To: \_\_\_\_\_ # of Hours: \_\_\_\_\_

## Reservations and Payments

Payment Amount for Rental Use Fee: \$ \_\_\_\_\_ Method:  Cash  Credit Card \_\_\_\_\_

\*Deposit Amount: \_\_\_\_\_ \$500.00 Method:  Credit Card only \_\_\_\_\_

Rental Use Fee Amount: \$ \_\_\_\_\_ Security Fee: \_\_\_\_\_ Total: \_\_\_\_\_

Youth oriented events where majority of event attendants are under age 21 will require on site security fee of \$25/hr (Copy of use fee receipt must be presented to Banquet Room Coordinator when event set-up arrangements are made)

## Checklist for Return of Deposit - to be initialed by Banquet Room Coordinator

- Bathrooms cleaned and picked up.
- Floors Cleaned / Vacuumed/Mopped
- Kitchen Counters and Sink Cleaned
- Renter has stayed within allotted use time
- Fridge emptied and wiped out
- Banquet Room Tables wiped off
- All trash emptied into dumpster
- Renter has complied with all conditions of the Banquet Room Use Agreement

Are there any damages?  Yes  No If yes, please specify: \_\_\_\_\_

Signature of Renter/ Responsible Person(s) \_\_\_\_\_

Date \_\_\_\_\_

Print Name \_\_\_\_\_

# Santa Clara City Banquet Room Use Agreement

Facility Rental:	Facility use includes the banquet room, table, chairs, kitchen, public restrooms, and the outdoor grounds. <b>Staircase, elevator &amp; 2<sup>nd</sup> floor gallery are not to be used during any rental-use of these areas will forfeit the deposit.</b> (NOTE: Renter must meet with and tour facility in person with the Banquet Room Coordinator prior to planning an event). Any table and chairs to be set-up outside must be brought in by renter and are the responsibility of the renter—facility tables and chairs are not to be removed from banquet room. If outdoor grounds are used as part of rental, the renter is also responsible for clean of the outdoor grounds. Maximum Banquet Room Occupancy 196 in accordance with state fire code.
Hours of Use:	The Renter will have the use of the facility for their reserved time (refer to Banquet Room Rental Application). These hours include set-up, photography sessions, the event, and clean up. Morning events may begin as early as 8:00 a.m. Evening events must conclude no later than 10:00 p.m. and clean-up no later than 11:00 p.m. Surcharge of \$100 / hr or part hour will be assessed for used beyond scheduled use time (4 hour use) or after 11:00 p.m.(all day use) Use after 11:00 pm. may forfeit the deposit.
Catering/Food & Beverage:	No food preparation will take place on site—food must be brought ready to serve. If catering is desired, Renter may choose a caterer or chef, at their discretion, proof of catering license will be required. All food product and waste is to be removed off-site following the event.
Alcohol/ Smoking/ Pets:	No alcohol is permitted on City grounds. Santa Clara City is a smoke free City; smoking is not permitted in public buildings or on grounds. Illegal drugs are strictly prohibited. Pets are not to be brought to the facility or grounds. Please advise your guests of our policies. <b>Subject to citation if abused and shut down of the event.</b>
Decorations:	The specified venue will be available for decorations to be provided by outside vendors or self. All decorations and other preparations must be set up and removed within the time period reserved. No decorations may be affixed to any walls, ceiling, light fixtures or structures without the expressed, specific approval of the Banquet Room Coordinator. <b>No lighted candles are allowed in the building.</b>
Music/Entertainment:	Some restrictions are required in the set-up of equipment and sound level. Santa Clara Town Hall reserves the right to regulate the level of the music deemed applicable during your function as well as placement of instruments. If this factor becomes a problem at any time during your event, Santa Clara City representatives reserve the right to end your function. Full charges will still apply.
Set-Up/Deliveries:	Due to other functions being held in our banquet facility, we are not able to provide set-up of the room the night prior to your event. Specific approval from Banquet Room Corridiator is required for access to the facility before your designated time and additional room rental charges will apply if the hours specified in your contract are exceeded before or after your event. Flowers, cakes, decorations, gifts, and clothing may be delivered anytime within the Renters designated time frame.
Parking:	Free parking is available in the parking lot of the Town Hall Building and on surrounding city streets.
Cancellations:	Cancellations must be received 7 days prior to the Renters scheduled event. Any cancellation within 7 days will forfeit the Reservation Deposit.
Etiquette/ Children/ Liability for Guests:	Individuals making reservations are responsible for any damage to/or items taken from the facility by anyone attending the event. Please watch your children as they are not permitted to roam the building unattended. All children 12 and under in attendance should remain in the rented area(s) or be supervised by an adult 18 or older. Renter agrees to abide by the determination of City staff in their assessment of damages and special clean up caused by the event to City property. Renter agrees to be responsible for assessed damages and clean up.
Reservation Deposit:	To confirm a date, time, and proper clean up, a separate deposit of \$500.00 is required with the signed agreement. The reservation is not secured until the deposit is paid in full. This will be returned to the Renter if the cleaning/damage checklist is satisfactory to the Banquet Room Coordinator and/or City staff and the Renter has stayed within their allotted time frame and has complied with all the conditions of the Banquet Room Use Agreement. If cleaning, damage or use time exceeds the deposit amount the renter's credit card will be charged for those additional fees. If scan key card is lost or not returned \$25.00 will be deducted from deposit.
Billing Information:	Payment in full is required ten (10) business days prior to your event. If additional charges are incurred during the event, collection of balance will be due the following business day. If payment is not made, deposit may be forfeited. Renter agrees to pay all costs of collections, including reasonable attorney's fees.
Additional Information:	Absolutely no confetti rose petals, birdseed, rice, or similar decorative items may be used on the property. Failure to adhere to this policy may result in full loss of deposit. Patrons and guests <u>are not allowed</u> to access the stairs, 2 <sup>nd</sup> floor gallery area or elevator. The stairs may be used for photography purposes if appropriate arrangements are made with the Banquet Room Coordinator.
Banquet Room Contact:	For further information contact: Santa Clara City: (435) 673-6712. Contact information for the Banquet Room Coordinator will be given upon payment of deposit. The Coordinator will be responsible for room arrangements, such as temp. controls, set-up & take down of facility chairs and tables, & serve as the general contact during the event.

**The undersigned have read and understand the terms and conditions of the Banquet Room Application, Use Agreement and Rental Indemnity Agreement and Santa Clara City's Town Hall Banquet Rental and Fee Policies established by Resolution which are incorporated by reference herein. Any additions, deletions, or revisions to this Agreement must be made in writing and approved by all parties. This Agreement constitutes the extent of all obligations of the City to the Renter. Renter agrees to abide by these terms and conditions and to obey all applicable federal, state, and local laws.**

\_\_\_\_\_  
Signature of Renter/Responsible Person(s)  
Phone Number

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name

Santa Clara Town Hall  
2603 Santa Clara Drive  
Santa Clara, UT 84765



# Santa Clara Town Hall Banquet Room Rental Indemnity Agreement

In consideration of the agreement of the City of Santa Clara to rent space to the undersigned on \_\_\_\_\_ at the Santa Clara Town Hall Banquet Room, I/we agree to take full responsibility for all claims of costs, losses, or damages that may occur due to the use of the premises, or any damage or injury to property or persons on the premises during my/ our rental of the Banquet Room space, kitchen, public restrooms, lobby area and the outside grounds. Accordingly, I/we agree to indemnify and hold harmless the City of Santa Clara from all such claims and agree to also defend any such claims, including the payment of all reasonable attorney's fees and costs.

\_\_\_\_\_  
Signature of Renter / Responsible Person(s)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name