

Santa Clara Heritage Square Site Rental



Contact Information:

Name: _____

(If wedding/wedding reception please list both bride & groom names)

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 of Renting Square: _____

of Guest Expected: _____ Number of Tables: _____ Chairs: _____

Date of Rental: _____

Rental Time: All Day (\$300+ \$90 prep fee) 8:00 am-10:00 pm

By the Hour (\$25 per hour + \$90 prep fee)

Rental Time From: _____ To: _____ # of Hours _____

Reservation Deposit and Use Fee Payments:

*Deposit Amount: \$200.00 Method: Credit Card only

(note: the deposit will be reimbursed after event pending staff/coordinator review of cleaning/damage checklist and whether renter stays within allotted rental time. Additional fees incurred will be deducted from deposit.)

Rental Use Fee Amount: \$ _____ (\$300 all day or \$25 per hour)

Preparation Fee: \$90.00 (applies to all uses)

Total Rental Fee: \$ _____ Method: Cash or Credit Card

Cleaning Checklist-will be filled out by the City Event Coordinator

Bathrooms and Kitchen cleaned and picked up.

Floors Cleaned

Fridge Empty and wiped out

Tables wiped off and put away

All trash emptied into the gray container at the northeast corner of the square.

(if there is more trash than the container will hold, use the church dumpster)

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

Please do not adjust the heating or cooling. We will do it according to the situation.

Signature of Renter

Date

Santa Clara Heritage Square Use Agreement

Description of Parties and Facilities:	Facilities use options include the Gubler House (kitchen only) and the outdoor grounds. (NOTE: It is highly recommended for the Renter to visit and tour the facility in person with a Heritage Square Coordinator prior to an event.)
Hours of Use:	The Renter will have the use of the facility in their designated time frame (from the Site Rental Agreement). These hours include set-up, any 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.
Rental Includes:	Tables, Chairs, Kitchen Facilities, and grounds. (A Heritage Square approved rental company must provide any additional furniture, linens, dishes, utensils, and glassware, etc.)
Catering:	If catering is desired, Renter may choose a caterer or chef, at their discretion. Food must be brought ready to serve. For special requests (such as self-catering) please speak with our Heritage Square Coordinator.
Alcohol/Smoking/Pets:	No alcohol is permitted on City property. Santa Clara City is a smoke free City; smoking is not permitted in public buildings or on City grounds. Pets are not to be brought to the facility or grounds. Please advise your guests of our policies. Subject to citation and shut down of event if these conditions and policies are abused or violated.
Decorations:	The specified venue will be available for decorations, to be provided by outside vendors of self. All decorations and other preparations must be set up and removed within the time period reserved. Screws, nails, tacks, or other damaging items may not be used on the Heritage Square Buildings. No lighted candles are allowed to be used on the Heritage Square Grounds or in the buildings. No heavy live plants or other heavy decorations are allowed be hung from the building eaves. Climbing on the building roof to hang lights or other decorations is absolutely prohibited.
Music:	The choice of bands or DJ's must be approved in advance by the Heritage Square Coordinator. Please contact the Heritage Square Event Coordinator before signing any band contracts. In addition, the Square coordinator or other City Staff reserves the right to monitor the volume of the music during the event. It will be at the discretion of the Square coordinator or other City staff to make the request to reduce the volume of the sound. Renter's failures to comply with this rule may, at the sole discretion of the Heritage Square Coordinator, result in the end of all further music and may forfeit the Renter's reservation deposit.
Deliveries:	Flowers, cakes, decorations, gifts, and clothing may be delivered anytime within the Renter's designated time frame. Fresh flowers should be delivered in leak-proof containers.
Parking:	Free parking is available on surrounding city streets and in the parking lot north of Heritage Square (in the church parking lot). No parking is allowed in alley/fire lanes.
Weather:	Weather is a very important factor when planning an event at Heritage Square. The time of the year and the time of day need to be considered due to weather fluctuations. Back-up plans are recommended. If Renter wishes to cancel their reservation, they must do so 48 hours before their scheduled time. Otherwise the deposit will be forfeited.
Cancellations:	Cancellations must be received seven (7) days prior to the Renters scheduled event. Any cancellation within seven (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 Heritage Square. Please watch your children respectfully. All children 12 and under in attendance should remain in 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 renters use. 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 \$200.00 (by credit card) is required with the signed agreement. This will be returned to the Renter if the cleaning/damage checklist is satisfactory to the Event Coordinator and Renter has stayed within their allotted time frame and has complied with all the conditions of the Heritage Square Use Agreement. If cleaning, damage, or use time exceeds the deposit amount the renter's credit card will be charged for those additional fees.
Billing Information:	Payment in full is required seven (7) business days prior to your event. If additional charges are incurred during the event, collection of balance will be due the following business day.
Additional Information:	Birdseed, rice, and confetti are not allowed. Flower petals and blow bubbles are suggested as an alternative. Decorating "getaway" cars on the property is prohibited. Please arrive dressed for your event.
Heritage Square Contact:	For further information contact: Santa Clara City: 435-673-6712. The event coordinator will call you and arrange for a meeting regarding your event set up approximately 2 weeks before your event.

The undersigned have read and understand the terms and conditions of this Use Agreement. 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 Square and Owner to the Renter. Renter agrees to abide by its terms and conditions and to obey all applicable federal, state, and local laws.

Signature of Renter

Date

Print Name

Phone Number

Heritage Square
3020 Santa Clara Drive
Santa Clara, UT 84765

Santa Clara City
2603 Santa Clara Drive
Santa Clara, UT 84765



Santa Clara Heritage Square Rental Indemnity Agreement

In consideration of the agreement of the City of Santa Clara to rent space to the undersigned on _____ from _____ to _____, at Heritage Square, 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 Santa Clara Heritage Square space. 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

Phone #