



Application & Agreement for Use Oroville Municipal Auditorium

A City of Oroville Cultural Facility
 1200 Myers Street, Oroville, CA 95965
 Mail to: 1735 Montgomery St. Oroville, CA 95965

Date Received: _____	
Check List:	
<input type="checkbox"/>	Scheduled
<input type="checkbox"/>	Deposit Paid
<input type="checkbox"/>	ABC License
<input type="checkbox"/>	Alcohol Permit
<input type="checkbox"/>	Insurance
<input type="checkbox"/>	Rental Paid
<input type="checkbox"/>	Business License
<input type="checkbox"/>	Deposit Returned

Date of Event _____ Use Time _____

Areas Required _____

Rehearsal/Set-up Dates _____ Use Time _____

Activity or Event Title _____

Requestor Name _____ Address _____

Requestor Phone No. _____

Organization _____ Address _____

Insurance Company _____ Certificate No. _____

Alcohol Permit (if needed) No. of Guests _____ (Separate Application along with an ABC License)

Estimated Event Cost; Minimum per day is \$625 for 8 hours, includes one city staff person for 8 hours. After 8 hours, an additional \$35 per hour fee applies.

Facility Use Fee: _____ Hours (Include Setup and Cleanup) No. Days of Use _____ **Total: \$** _____

Additional Personnel: _____ **Total: \$** _____

Alcohol Permit: _____ **Total: \$** _____

DEPOSIT: \$500.00 Date Received _____ **Total Use Estimate: \$** _____

(Deposit is refundable if Auditorium is returned in the condition it was received) (Not Including Deposit)

Deposit Full Refund YES NO (See Attached) By _____

* I understand this estimate is based on the personnel working the hours indicated and may increase or decrease depending on the actual hours worked.

Fee Paid : \$ _____

Applicants Signature: _____

Tables & Chairs No. Of Tables Needed: _____ No. of Chairs Needed: _____

Lights: Stage Lights

PA System Kitchen Use

Concessions: Alcoholic Beverages Payment Amount \$ _____ Permit Applied For Date: _____

Payment Received Date: _____

The City does hereby grant to User, permission to use the above stated facility for the time and purpose specified, and subject to, the conditions and limitations appearing on the attached sheets which are part of this Agreement. The User agrees to indemnify, defend and hold harmless the City of Oroville, its officers, employees, or agents for any claims arising out of the use of the facility and equipment.

IN WITNESS THEREOF the parties hereto, or their duly authorized agents, have caused this agreement to be executed this _____ day of _____, _____. Checks or Purchase Orders made out to **City of Oroville**

City Authorized agent _____ User authorized agent: _____

Oroville Municipal Auditorium Contract Addendum

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The City of Oroville grants the privilege and right to use the Oroville Municipal Auditorium under the terms, conditions, and limitations herein specified.

1. Certificate of insurance naming the City of Oroville and their officers, agents, and employees added as additionally insured for the date(s) that the Oroville Municipal Auditorium is being used in the amount of \$1,000,000.00
2. The Oroville Municipal Auditorium is **a no smoking facility**. It is the responsibility of the user group to enforce this regulation.
3. Your organization has the right to operate concessions during use of the Oroville Municipal Auditorium. If you decide to exercise this right, 20% of the gross shall come to the City of Oroville. This is standard practice for rental facilities that allow concessions due to the additional cleaning and other problems associated with having a concession.
4. Should an alcoholic beverage be served, an Alcoholic Beverage Concession license (ABC License) and City Permit must be submitted and approved by the City prior to serving said alcoholic beverages. Completing the City Permit takes a few days; plan ahead.
5. Under no circumstances shall any aspect of the center or the event being held be subcontracted without the expressed written permission of the City of Oroville.
6. A deposit of \$500 to hold the reservation, and to cover any excessive cleaning/repair cost is required and due upon receipt of the contract. The deposit is not included in the "use fee" and may not be applied to it.
7. The amount due for your use of the Oroville Municipal Auditorium is \$ _____. **This amount is due ten (10) working days prior to the event.** This dollar amount is based on the stated hours of facility use and staff time. This is only an estimate, and the exact dollar amount shall be computed based on the actual use time. It does not include the refundable deposit.

Thank you for your cooperation!

_____ Initial