



# 2021 FACILITY/ PARK USE CONTRACT AGREEMENT

## RENTER INFORMATION

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

Organization: \_\_\_\_\_

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

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

Email: \_\_\_\_\_

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

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

(Circle One)

*Tam Valley Resident    Non-Resident    Tam Valley Non-Profit    Non-Profit    Commercial (charging admission)*

Event Type: \_\_\_\_\_

## FACILITY RENTAL INFORMATION

Rental Date: \_\_\_\_\_

Facility Renting (circle one):

*Community Center    Cabin    Tot Lot  
Eastwood Park    Kay Park    Flamingo Park*

Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_

Total Hours: \_\_\_\_\_

*(Please include setup & cleanup time in your rental hours)*

Estimated Attendance: \_\_\_\_\_

**(Comm Ctr-Max 192; All others-Max 30)**

Serving Alcohol:  Yes  Form  No

### **OFFICE TO COMPLETE SECTION BELOW**

Insurance (*Comm Ctr rentals only*): \_\_\_\_\_

Key # (*Cabin only*): \_\_\_\_\_ Returned: \_\_\_\_\_

**Total Hours:** \_\_\_\_\_ @ \$\_\_\_\_/hr = \$\_\_\_\_\_

**Attendant (*Comm Ctr only*)** \_\_\_\_\_ @ \$31/hr = \$\_\_\_\_\_

**Any event needing an attendant for more than 8 hours will pay \$41/hr for additional attendant's time**

**TOTAL RENTAL CHARGES:** \$\_\_\_\_\_

## CLEANING REQUIREMENTS

\_\_\_\_ I understand that I am responsible for removing all decorations and personal property. TCSD is not responsible for items left behind.

\_\_\_\_ As a result of COVID-19, the Applicant must use TCSD's cleaning service for the Community Center (\$203) and the Cabin (\$152).

## HOLD HARMLESS AGREEMENT

**(Please initial next to each statement)**

\_\_\_\_ I understand that a 1 day, \$1 Million **Certificate of Insurance** adding TCSD as an additional insured is required for *all* events at the **Community Center**.

\_\_\_\_ I understand that smoking is not permitted at any time within 30 feet of any facility and I will be responsible for informing my guests.

\_\_\_\_ It is distinctly understood and agreed that the Applicant assumes all risks for loss, damages, liability, cost or expense that may arise during or be caused in any way by such use of occupancy of the facility of the Tamalpais Community Services District. The Applicant further agrees that in consideration of being permitted to use said facility, they will save and hold harmless the TCSD and said Parks and Recreation Department and/or their employees, officers, volunteers, and agents from any loss, claims, liabilities, or damages and/or injuries of persons and property that in any way may be caused by Applicant's use of occupancy of said facility. I have read the rental conditions and requirements carefully and the COVID-19 specific Liability Waiver and agree to them as written. By signing this Contract for Facility Use, I hereby agree to abide by and enforce all obligations set forth in the attached rental conditions and requirements. Violation of any requirement or condition therein shall constitute a breach of this contract and entitles TCSD, in addition to other remedies, to recover damages and/or to immediately terminate my continued use of the facility. The provisions of the rental conditions and requirements are hereby incorporated into and made a part of this contract for facility use.

\_\_\_\_\_  
Signature of Applicant or Representative

\_\_\_\_\_  
Date

## PAYMENT INFORMATION

(MC/VISA): \_\_\_\_\_ EXP DATE: \_\_\_\_\_ V-CODE: \_\_\_\_\_ ZIP CODE: \_\_\_\_\_

**CABIN: RENTAL FEES & DEPOSITS**

**Residents of Tam Valley:** \$36/hour

**Non-Residents:** \$46/hour

**Tam Valley Non-Profits:** \$36/hour

**Public Agencies:** \$31/hour

**Commercial:** (any event charging admission-profit or non-profit) \$61/hour

**2 hour minimum**

**Maximum Capacity:** 30 people in/outside of the cabin

**Cleaning Service fee:** \$152

**Parking:** Availability for 20 Cars

**Jumpees: Permitted outside**

**Amplified music: Until 8:00pm**

**Location:** [60 Tennessee Valley Road, Mill Valley, CA 94941](#)

**Deposit** – A credit card number will be held by the District until TCSD staff determines that all conditions of TCSD’s Rental Agreement have been met. In the event of a violation of the Rental Agreement, an amount may be retained to recover the administrative cost of recovering damages from the Renter.

Pony parties or laser tag are **NOT** permitted.

**THE COMMUNITY CENTER RENTAL FEES AND DEPOSITS**

**Tam Valley Residents:** \$81/hour

**Non-Residents:** \$107/hour

**Tam Valley Non-Profits:** \$91/hour

**Public Agencies:** \$71/hour

**Commercial:** (any event charging admission-profit or non-profit) \$122/hour

**2 hour minimum**

**Maximum Capacity:** 192

**Cleaning Service Fee:** \$203

**Parking:** Availability for 47 regular spaces

**Attendant Fee:** \$31/hour required for ***all*** events, **NO EXCEPTIONS.** *Any events over 8 hours will pay \$41/hr for the attendant.*

**Location:** [203 Marin Avenue, Mill Valley, CA 94941](#)

**Deposit:** A credit card number will be held by the District until TCSD staff determines that all conditions of TCSD’s Rental Agreement have been met. In the event of a violation of the Rental Agreement, an amount may be retained to recover the administrative cost of recovering damages from the Renter.

**Renters must also secure a \$1 million one-day insurance certificate naming TCSD as an additional insured.**

*PA/Speaker sound systems are not available through this rental.*

Doors must be closed when amplified music is playing.

Teen events require the submittal of a security plan prior to booking the center.

**\*NEW: FULL WEEKEND RATE (For Community Center Only):**

Any 8 hours per day Saturday and Sunday

Tam Valley Residents: \$1219 per 2 - 8 hr days

Non-Residents: \$1626 per 2 – 8 hr days

Tam Valley Non-Profits and Public Agencies: \$1422 per 2 - 8 hr days

Commercial (any event charging admission-profit or non-profit) \$1930 per 2 - 8 hr days

**Attendant Fee: \$31/hour required for all events, NO EXCEPTIONS.**

**Eastwood, Kay and Flamingo Park Rentals**

**Residents of Tam Valley:** \$26/hour

**Tam Valley Non-Profits:** \$26/hour

**2 hour minimum**

**Maximum Capacity:** 30 people

**Parking:** Availability for 12 Cars

**Jumpee houses and organized sports are NOT permitted in TCSD parks.**

Reservations are not confirmed until payment in full is received.