

Oak Conference Room Rental Agreement

Rentals@LLLCF.org - (925) 283-6513 x103 - 3491 Mt. Diablo Blvd, Ste. 214 Lafayette, CA 94549



LAFAYETTE LIBRARY
AND LEARNING CENTER
FOUNDATION

CONTACT & EVENT INFORMATION

Event Date* _____ Phone Number* _____

Full Name* _____ E-mail* _____

Organization or Company _____

If you are a 501c3 non-profit, please send us your Letter of Determination in order to be eligible for reduced rates.

Arrival Time* _____ Event Start Time* _____

Event End Time* _____ Departure Time* _____

➤ **Please select all that apply to your event:**

- Open to public
- Free event
- Meal served
- Refreshments served
- Alcoholic beverages served ☒

➤ **Number of attendees*** _____

ROOM SET UP

➤ **Seating style (maximum capacity of the room is 25, including staff, caterers, performers/presenters, etc.)***

- Boardroom (*can accommodate approx 20 at 10 tables butted together*)
- Theater (*can accommodate up to 25, rows of chairs with no tables*)
- Classroom (*can accommodate up to 16 at 8 tables*)
- Other (*please describe in Special Instructions on next page*)

➤ **In addition to those used above, how many 3' x 6' tables would you like to use?*** _____

Depending upon your preferred seating arrangements, there is room for up to 2 additional tables which can be used for refreshments, a presenter, etc.

➤ **Registration/welcome table at the entrance of the Oak Conference Room?***

- Yes – If yes, would you like any chairs behind the table? **0 1 2** (please circle one)
- No

➤ **Use of small podium at front of room?***

- Yes
- No

➤ **Use of portable screen/projector OR use of HDMI connection to large screen TV?***

- Yes
- No

➤ **Use of easel?***

- Yes
- No

➤ **Use of table linens (\$10 per linen)?***

- Yes – If yes, please note quantity & color: _____ **White Black Red Burgundy** (please circle one)
- No

Please complete other side.

➤ **Special Instructions (Layout details, use of coat rack, etc.):**

ADDITIONAL SERVICES

- **Will you need additional audiovisual or other staff assistance for your event, charged at \$25/hour?**
This is for anything over the included planning/consulting services or basic room setup)
- Yes
 - No
- **Are you interested in advertising your event in the LLLCF e-newsletter *Ad(Lib)* for \$40/weekly listing?***
- Yes, please send me more information.
 - No

SURVEY

- **How did you hear about the rental spaces at Lafayette Library & Learning Center?**
- Word of mouth
 - Printed publicity
 - Social media
 - Have attended events at LLLC
 - Ad(Lib) newsletter
 - Other: _____

AGREEMENT

By signing below, I agree that I have read the terms and conditions set forth by the Lafayette Library and Learning Center Foundation in the Rental Policies, found at www.llcf.org/rental-policies and on the next page.*

X _____

Signature of Renter _____
Date of Submission

Thank you! Please save and email the completed Oak Conference Room Rental Agreement to Rentals@llcf.org or mail to the Foundation Office. We will be in touch shortly to collect deposit payment and confirm the room rental.

LLLCF Rental Policies

www.lllcf.org/rental-policies

Rental Policies and General Information

- All fees and use regulations are subject to change.
- Rental Agreements cannot be transferred, assigned, sublet or issued to minors.
- Use of the facilities cannot interfere with regular County Library operations and programs.
- Renter shall restrict all activities to the area(s) so designated and to the restrooms.
- Set up and clean up time must be accounted for in your rental time.
- Storage (for food/beverages, decorations, equipment, rentals, etc.) is not available either before or after an event.
- LLLCF has the right to review materials used to publicize events held at LLLC as well as proposed entertainment. Please ensure to specify the name of the room/space that you are renting on your event publicity (i.e. "The Oak Conference Room at the LLLC").
- All decorations must be approved and flame retardant. Use of nails, tacks, staples, sticky tape, confetti, uncontained candles, aerosol streamers, sand, hay, etc. are prohibited.
- For large parties or events, as determined by LLLCF, a \$150 janitorial fee will be charged.
- Applicant shall exhibit no permanent signs on or adjacent to the building. Temporary portable signs may be exhibited during rental period with prior authorization.
- We do not rent to any individual or group that discriminates because of race, religion, color, national origin, ancestry, gender, disability, age or sexual orientation.

Deposits, Payments, and Cancellations

- Your rental is not confirmed until LLLCF has received a signed Rental Agreement and a deposit of 50% of the estimated total balance. The remaining balance is due one week after your rental.
- **Cancellations must be made in writing and any deposit paid will be forfeited.**
- Cancellations made less than 14 days in advance may be subject to loss of the entire rental fee.
- The LLLCF reserves the right to reschedule, relocate or deny a request of a previously confirmed reservation.

Security Deposits, Damages, and Insurance

- A \$500 security deposit may be required for large parties and sit-down meals and if required, will be billed in advance and is due no later than 30 days before the event. Charges for extra cleaning, damage to the facility, furnishings and/or property, and overtime fees will result in a deduction or forfeit of deposit. Renters will be billed for damages not covered by the deposit. If property is not vacated by end of the contractual period, associated costs will be deducted from security deposit or billed accordingly.
- When a certificate of insurance is required, obtain this from your insurance company naming the City of Lafayette, the Lafayette Library and Learning Center Foundation, and the Lafayette Library and Learning Center and its employees and agents as additional insured and indicating that your insurance coverage is primary. The amount of the insurance should be for no less than \$1 million.

Responsibilities

- Renters are responsible for set-up and removal of all decorations and outside equipment. Tables/chairs are to be cleared off and trash placed in appropriate receptacles. Spills/stains are to be cleaned from floors. Kitchen area is to be cleaned and all personal items removed.
- All property brought in by renters must be removed at end of the rental. We cannot guarantee the return of any items left behind.
- Renters are solely responsible and answerable financially for any and all accidents or injuries to persons or property resulting from the use of Library facilities.
- Renters shall be responsible for the control and supervision of all people in attendance during the usage of the facility and shall take care to see that the facility suffers no damage, and that everyone conducts him/herself in an orderly manner. If damages or behavior of the group warrant, a function may be stopped in progress, and renter may be denied further use of the facilities.

Alcoholic Beverage Policy

☞ If alcoholic beverages will be sold, a license must be obtained in advance from the Alcoholic Beverage Control Board. This includes direct exchange of money for beverages, purchase of tickets that may be exchanged for beverages, or purchase of a dinner or event ticket that includes the service of alcoholic beverages. For more information and to download Form 221, go to www.abc.ca.gov.

Please retain this copy for your records.