



Rental Agreement

I, _____ hereinafter referred to as a '**Renter**', am signing this Rental Agreement with '**Gurkha Event Center LLC**' hereinafter referred to as '**Downtown Event Center**' located at 1026 B St, Hayward, CA 94541 to rent their facility on _____ between the hours of **10 am to 11 pm** for the purpose of _____ for an estimated _____ people.

The **Date Securing Deposit** in the amount of **\$500 (Five Hundred Dollars)** is hereby collected at signing to secure this reservation of Downtown Event Center for the above mentioned date. I do understand and agree that in the event of a **cancellation, this deposit is Non Refundable**. This \$500 will be used as an advance payment towards the total payment of the event.

Security Deposit: Refund depends on condition of the property (\$500): \$ _____

Event Center Rental: Basic Hall Rental (Sat / Fri or Sun / Mon-Thurs):\$ _____

Alcohol Serving Fee: Non compliance results Event Shut Down (\$300):\$ _____

Early Check-in Fee: Earliest 8 am, day before on availability (\$100/hr):\$ _____

Additional Services: Extra services or Decorations (In Separate Contract): Used / Not Used

Renter agrees to pay on or before 7 days of the Event; Total charge of \$_____

Renter's Signature: _____ Date: _____

Renter's Full Name: _____

Renter's Address: _____

Cell Phone: _____ Email: _____

Renter hereby acknowledges that a representative from Downtown Event Center has explained this contract in detail and all the charges included here were explained and agreed as signed. We are also provided with a copy of this agreement.

Phone: 510-826-7229 Email: haywardeventcenter@gmail.com

1026 B Street Hayward, CA 94541

www.dteventcenter.com



1. The Legal drinking age in California is 21. Sales of alcohol during an event is prohibited. Smoking, using illegal drugs, carrying guns, weapons are prohibited inside the building.
2. Cooking food on the premises is not allowed. Candles or open flames are not permitted too. Noise Level must be maintained at a reasonable volume confined within the building.
3. The capacity of this Event Center is 120 people. No congregating in front or behind the building is permitted. The event should be confined within the premises of this Center.
4. No decorations are permitted to be hung on ceiling or walls with nails or thumb tacks. No glitter or confetti is allowed. Any decorations left behind will be thrown away.
5. Renter and guests acknowledge that the premises has closed circuit security cameras in use at all times. Any actions not disclosed prior or permitted or paid for is prohibited.
6. If any costs arise due to violation of any city ordinances including but not limited to public disturbance or nuisances, it shall be the sole responsibility of the renter.

If any of the above rules are broken, the event shall be canceled immediately and you will have to leave the event center. You will solely be liable for all of its consequence too.

I, _____ will indemnify, defend and save harmless Downtown Event Center, as well as the property owner, its officers, agents and employees from and against any and all loss, cost (including attorneys' fees), damage, expense and liability (including statutory liability and liability under workers' compensation laws) in connection with claims, judgments, damages, penalties, fines, liabilities, losses, suits, administrative proceedings, arising out of any act or neglect by me, my agents, employees, contractors, Lessees, invitees, representatives, in, on or about the Facility. This indemnity shall survive the termination of this Agreement. I hereby releases Downtown Event Center from any and all liability or responsibility to me or anyone claiming through or under me, by subrogation or otherwise for any loss or damage to my equipment or property covered by any insurance then in force.

Renter's Signature: _____ Date: _____

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CLEAN-UP CHECKLIST

I Will Hand Over The Hall In The Same Condition It Was Handed Over To Me

MAIN HALL AREA:

- ☐ Garbage will be dumped properly in garbage bags, tied and put outside.
- ☐ Decorations will be removed from all walls, ceiling and table tops.
- ☐ Banquet chairs will be stacked and table tops will be cleaned.

DINING AREA:

- ☐ Decorations will be disposed and the floor will be kept clean and dry.
- ☐ Remaining food and serving dishes will be disposed or put away.
- ☐ Heating cabinet and refrigerator will be emptied and cleaned.

RESTROOMS & HALLWAY:

- ☐ Used papers and tissues will be off the floor and placed in the trash bins.
- ☐ The Hallway will be kept clear of any furniture or obstructions.
- ☐ Neither any flush nor any water faucets will be left running.

FINAL CHECKLIST:

- ☐ All lights and A/C will be turned off and both doors will be properly locked.
- ☐ Pictures of Main Hall, Dining, Restrooms and Hallway will be taken.
- ☐ These pictures will be texted to 510-826-7229 at check out.

I, _____ will be responsible for any and all damages to Downtown Event Center, its furnishings, fixtures, or any other property belonging to Downtown Event Center, caused by me, my guests, or my subcontractors. I agree to compensate Downtown Event Center for all their loss even if it exceeds the amount held by them as a security deposit held on my behalf.

Renter's Signature: _____ Date: _____