

Chaffey Communities Cultural Center

Cooper Regional History Museum

Rental Contract Requirements

Premises: Cooper Museum Courtyard

Location: 127 East "A" Street Upland Ca. 91786

Rental Date: _____

Duration of Event: _____

Purpose of Event: _____

Rental Fee: \$ _____

Deposit: \$ _____

The following Rental Policy contract contains important information regarding the use of the Courtyard. It is imperative that you read and review the items listed.

If you have questions regarding the policy and its guidelines please contact Dave Stevens Property Manager at (909) 982-4813.

1. Application Contact.

Rental contract guidelines may be obtained from The Cooper Regional History Museum at 217 East "A" Street Upland Ca. 91786 (909) 982-8010 during normal operating hours.

2. Rental Fee

\$100 for each hour with a 3-hour minimum. Half due the date of the application/booking and the balance due at the beginning of your event.

3. Security Deposit

\$500 or equal to the original rental (Whatever is greater)

As stated above the security deposit is due at the time of application. All money shall be returned if the application is not approved.

The security deposit will be returned within 14 days after your function provided that all of the guidelines have been adhered to an/or subject to any damages, cancellations or miscellaneous expenses incurred during the rental period. If damages occur that are more than the security deposit, applicant agrees to either perform the repairs to the CCCC's satisfaction or pay for the extra damages.

4. Cancellation Policy

A written cancellation request must be received by the CCC's office. Refunds will occur as follows:

- 1. If the written cancellation is received more than 60 days prior to the event date a full refund of rental and security deposit will be made.**
- 2. If the written cancellation is received between 45 and 60 days prior to the event date full refund less \$200 cancellation fee will be made.**
- 3. If the written cancellation is received between 15 and 45 days prior to the event date full refund less \$350 cancellation fee will be made.**
- 4. If the written cancellation is received 14 days or less, prior to the event date full refund less \$500 cancellation fee will be made.**

5. Capacity

The maximum capacity is one hundred and twenty five (125) people.

6. Decorations

Decorations shall be reviewed with the Property Manager for proper consideration of the facility.

7. Clean up

Renting party is responsible for clean up of the courtyard area. Making sure all rubbish gets into the trash bins. This is critical to security deposit refund.

8. Smoking Policy

This facility is a no smoking facility and will be enforced. Smoking is permitted outside the courtyard.

9. Indemnification / Hold Harmless

The renting party, by executing this application form, shall agree to indemnify and hold harmless the CCCC, its employees, agents, trustees, and Executive Officers from and against any and all claims, damages, losses and expenses, including attorneys fees resulting from the renting parties use of the facilities.

Lessee: Company Name

Lessee: Address

Lessee: Contact Phone / E-Mail

Lessee: Signature

Lessee: Printed Name/Position or Title

Date:

Lesser: Dave Stevens, Property Manager and President of Chaffey Communities Cultural Center. 217 East A Street Upland CA. 91786 (909) 982-4813 Cell (909) 838-9221

Date: