

**SOUTH END ROWING CLUB
RENTAL AGREEMENT**

Before filling this Rental Agreement out, you must:

1. **Read the “Rental Guidelines”** for important information about pricing (increased in 2009), who is eligible to rent the Club, which areas of the Club are available to rent, etc.
2. Contact the Club Entertainment Commissioner (sercparty@gmail.com) to discuss proposed event and dates. Commissioners are listed on the Club website at www.south-end.org.

For this rental request to be considered and added to the Club calendar, the following must be completed and submitted together at least **60 days prior to event** date:

1. **Signed rental agreement**
2. **Signed “Rental Guidelines” (a separate document), acknowledging they have been read and understood**
3. **Insurance liability (see instructions next page)**
4. **All applicable fees (see “Fees” below)**

NAME/ORGANIZATION: _____

ADDRESS: _____

PHONE: _____ CELL PHONE: _____

EVENT PURPOSE: _____ DATE OF EVENT: _____

HOURS OF EVENT (INCLUDING SET UP & CLEAN UP): _____

NUMBER OF GUESTS: _____

LIVE MUSIC: YES NO

AREA(S) REQUESTED:

- COOKSHACK/BAR
- DAYROOM

REQUIRED FORMS AND FEES*	MEMBER FEE	ATTACHED
Cookshack/Bar (8-hour rental)	\$600.00	<input type="checkbox"/>
Each Additional Hour	\$75.00/hr	<input type="checkbox"/>
Dayroom (8-hour rental)	\$400.00	<input type="checkbox"/>
Each Additional Hour	\$50.00/hr	<input type="checkbox"/>
Security Deposit (required and returnable)	\$500.00	<input type="checkbox"/>
Security Guard (required)	\$30.00/hr	<input type="checkbox"/>
Requires 30 minutes before and after event		
Garbage/Recycling (required)	\$90.00	<input type="checkbox"/>
Liability Insurance (required)	per your insurance	<input type="checkbox"/>
Signed Rental Guidelines (required)		<input type="checkbox"/>

*Notes about fees:

- The security fee must be given to the designated security guard directly.
- Standard rental is 8 hours, and must include set up and tear down time; see Fees above for applicable fees for additional hours
- Other fees must be submitted at least 60 DAYS PRIOR TO EVENT DATE and should be combined into one check made out to “SERC” and sent to:

**Kim Pross, Office Manager
South End Rowing Club
500 Jefferson St. SF CA 94109**

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CONDITIONS FOR USE

1. All fees must be paid in advance.
2. Signed Rental Agreement, signed Rental Guidelines, and proof of insurance liability must be submitted 60 days in advance of event.
3. Club rules and regulations must be observed at all times (see Rental Guidelines).

LIABILITY INSURANCE:

The Renter is liable for any damage done to the Club or equipment during their rental period. Instructions for providing Liability insurance:

1. Contact your home or renter's insurance company (or an insurance company if you don't already have one).
2. Ask them to provide a Certification of Liability Insurance in the minimum amount of \$1,000,000.00 (one million dollars) via an "Additional Insured Special Event Endorsement" form. Renter's and home insurance plans often offer this at no charge or at a nominal charge.
3. Make the South End Rowing Club, 500 Jefferson Street, San Francisco, CA 94109 as the additional insured for the date of the event for General Liability and Loss Payer with respect to property of other.
4. Should you choose to have a caterer, the certificate provided must show the Worker's Comp Carrier and Policy Number, also making the South End Rowing Club as holder.

SECURITY DEPOSIT RETURNS

Security deposits are required for all rentals. Once the event is over, to get the security deposit returned, the renter must:

1. **Confirm** that the **security guard** hired for the event checked the Club after the event to ensure no damage was done to the Club or its assets (such as boats).
2. **Contact** the Club **Entertainment Commissioner** to request to have the security deposit returned. The Entertainment Cmsr. will talk to the security guard, and, if no damage was done and no special cleaning is required, will then make a formal request to the Office Manager to make and send a check to the renter.
3. Security deposit return checks will be sent to the renter within roughly **2 to 3 weeks** after the Entertainment Cmsr. makes the request to have the rental deposit returned.

CANCELLATIONS AND REFUNDS

Deposits will be refunded if the Club is able to rent the space out to another party on event date.

SIGNATURES

By signing this rental agreement, you agree to indemnify and hold harmless the Club and its Board of Directors from any liability arising out of the use of the Club except for any damages caused solely by the Club's negligence.

Signature of Renter: _____ **Date** _____

If requested event date is available, and this form is signed and completed and submitted with all required fees and liability insurance, the event will be approved and scheduled.

Entertainment Commissioner Approval: _____ **Date** _____