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## California Zoroastrian Center

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### Hall Rent Contract

1. Date Submitted:

2. Renter:

Contact person:

Address:

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

\_\_\_\_\_  
Phone (Cell): Phone (Home/Work): \_\_\_\_

Email:

3. Renter is a:           Member           Non-member

4. Renter hires from CZC, and CZC rents to Renter:

Common areas in the Center including kitchen and lobby located at 8952 Hazard Ave. Westminster, Ca 92683 for holding the Event, on the date and during the hours, at the rent, and on the terms and conditions all as set forth below:

5. Event Date(s): Day(s) of the Week: \_\_\_\_\_

6. Event Times (inclusive of setup and clean up): Start \_ \_ \_ End \_ \_ \_

7. Event description:

\_\_\_\_\_  
8. Event Attendance: \_\_\_\_\_

Signature.....

## **USE OF FACILITY REGULATIONS**

1. Applicant is responsible for reading all information and for complying with all rules and regulations.
2. The individual signing the Rental Application and Agreement personally guarantees the obligations of the organization or group using the Hall and should be at least 21 years of age, who shall undertake to be present at the function.
3. Applications and deposits for the Hall will only be accepted by the office staff.

This Application does not grant any rights to applicant or authorize applicant's use of the Hall until approved by the Board of Directors (BOD). BOD reserves the right to refuse use of the Hall to any person or group.

4. California Zoroastrian Center (CZC) is not responsible for claims for personal injury or death, or for damage to or loss of property relating to rental of or occurring at the CZC property.
5. Individuals or organizations granted use of the Hall agree to be responsible for any loss, damage or injury caused by such use and agree to indemnify, defend, protect, and hold CZC harmless from all claims and damages arising from their use of the Hall.
6. The Applicant is certifying, on behalf of the organization applying to rent the facility that the organization will not discriminate on the basis of race, national origin, religion, sex, age, handicap, or sexual orientation with respect to attendance at the function to be held in CZC.
7. No animals, except service dogs, are allowed in the Hall facility.
8. No smoking or open flames are allowed in or around the Hall facility. State Law prohibits smoking within 20 feet of public entrances.

9. CZC reserves the right to require that security guards be present.
10. Applicant may not store items in the Hall prior to the event or after the event. Items left for more than 24 hours after an event will be considered abandoned and shall become the sole property of the CZC, which will be free to dispose of any such items as it sees fit.
11. On the date of the event, the Hall will be opened and closed by a representative of CZC. CZC representative shall have access to the facility at all times and shall not be excluded for any reason.
12. Posters and any publicity must be approved by BOD at least 72 hours prior to publication. Unapproved publicity may be cause for cancellation.
13. CZC reserves the right to videotape all attendees, including minor children and all photos and videotapes will remain the property of CZC.
14. No table or chair to be set on the dance floor of the hall.
15. The kitchen is only for heating food. Cooking is prohibited.
16. Unauthorized people are not allowed in the office
17. No alcoholic drink shall be served to anyone less than 21 years of age. No alcoholic drinks shall be served to any person after 11:00 midnight. Alcoholic beverages must be served by "Certified Bartender" ONLY.
18. The function shall end at 12:00 AM.

Renter Initials \_\_\_\_\_

### **Cancellation Policy**

1. If the reservation is canceled less than 15 days in advance of the event date, the entire rental fee will be forfeited. If no rental fee has been paid, the cancellation fee shall be the amount of the security deposit.
  - a. Recurring Rentals must provide 15 days advance notice of a cancellation or the rental fee will be forfeited.
2. Cancellation of your reservation by CZC will occur if:
  - a. The application is found to contain false or misleading information.
  - b. The proposed use would be detrimental to the health, safety, general welfare, or efficient operation of the Hall facility.

c. Any individual, group, member, or guest willfully or through gross negligence, mistreat the staff, equipment, facility, or violate state or local ordinance.

d. Failure to make rental payment within minimum times provided.

If applicant defaults on or has not completed all conditions and requirements for use of the facility.

f. If the facility is needed for emergency use.

g. Circumstances arising from natural disasters, power outage, or other unusual situation.

h. Failure to obtain required permits.

3. CZC shall not be liable to applicant for damages in excess of the Rental Amount for any cancellation or breach by CZC.

Renter Initials \_\_\_\_\_

### **Fees**

1. No later than 15 days before your event:

a. Rental fees and security deposits must be paid in full.

b. All permits, licenses and requests to have amplified sound must be submitted to CZC.

c. Plans for all decorations must be submitted to BOD and approved by this time.

d. If these requirements are not met at least 15 days before your event, CZC reserves the right to cancel reservations without refund of fees or deposits paid.

2. Arrangements for additional equipment must be made at least 30 days prior to the rental date.

3. Changes in reservation times must be submitted at least 30 days before event date.

Upon a request for change to your reservation, you will be provided a quote for any additional fees.

Once you accept these additional fees, any subsequent cancellation will be subject to our cancellation.

### **Permits**

1. All necessary permits must be obtained at least 15 days prior to date of event.

2. When serving alcoholic beverages permits are required.

Renter Initials \_\_\_\_\_

8952 Hazard Ave. Westminster, CA 92683

**Tel :**( 714)893-4737. **Fax :**( 714)894-9577. **Email:**info@czc.org

**Website:** www.czc.org

## Fire Safety Rules

1. All decorative materials shall be made from a nonflammable material or be treated and maintained in a flame retardant condition by means for a flame retardant solution or process. Fire Department approval may be required. Decorations are not allowed in the lobbies or otherwise outside of the rented area.
- 2-Table use in a lobby must be approved.
3. All exit doors shall be unlocked and shall not be obstructed by any means.
4. The number of persons in the Hall shall not exceed that number which is posted designating occupant.

Tables: 200 People  
Theatrical: 350 people

Renter Initials \_\_\_\_\_

California Zoroastrian Center has the right to collect the rental deposit for the late cancellation or violation of any items mentioned above.

Attached are the following check numbers:

Check No \_\_\_\_\_ Dated \_\_\_\_\_ for the amount: \$ \_\_\_\_\_

For Hall

Check \_\_\_\_\_ Dated \_\_\_\_\_ for the amount:\$ \_\_\_\_\_  
\_\_\_\_\_ for, security deposit

Signature. \_\_\_\_\_

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