



**APPLICATION FOR USE OF TANC COMMUNITY CENTER
(DESHI PHUNTSOKLING) PROPERTY**

The undersigned hereby requests permission to use the following TANC premises on dates and times indicated below:

Facility:- Main Hall: Kitchen: Garage: Class Room: Other: _____

Indicate dates and times of use below:

Date	Day of Week	Hours		Type of Event (wedding, graduation, birthday party etc.)

An extra fee will be charged for any equipment, such as mic, sound system or projector.

Equipment needed: _____

NAME OF THE APPLICANT: _____

ADDRESS: _____

CONTACT NUMBER: _____

Email: _____

.....Please complete the indemnity clause below.....

The _____ agrees to provide TANC with a Certificate of Liability Insurance and Endorsement naming TANC as an additional named insured. The minimum general liability limits of insurance on the certificate shall be 1 million dollars per occurrence with an aggregate limited no less than 2 million dollars for the policy period.

I, the undersigned, hereby certify that I will be personally responsible on behalf of the organization/party for any damage sustained by the TANC's building furniture or equipment, occurring through the occupancy or use of same by the organization/party.

Security deposit in the amount of \$200.00 will be held as a refundable security deposit. This check will be held and return back to you within 15 business days, if the hall, after inspection, and is deemed that hall has been returned to its original condition. Damage to the hall will be charged to your security deposit. If more than \$200.00 damage occurs, you will be responsible for the balance. This includes inside and the outside of the hall.

I hereby certify that I have read the applicable Rules and Regulations of the TANC Property Usage and agree that the permit holder, as well as I personally, will abide by all rules and regulations and conditions set forth therein and will conform to all applicable provisions.

Signature of Applicant: _____ Date: _____

Authorized Agent: _____ Date: _____



----- DO NOT WRITE BELOW THIS LINE -----

Approval and Payment Record:

On File: Insurance Certificate: Deposit: _____ Date Received: _____

Receipt No: _____ Total Fee charged: _____ Amount Due: _____

Deposit Return Received By: _____ Date: _____

Signature of Caretaker/Board Member: _____ Date: _____

General Rules and Regulations for use of the TANC's Main Hall and Property:

- a. Deposit check of \$200.00 and Rental fee check should be made separate. The check must accompany this rental agreement before the hall is reserved.
- b. NO DECORATIONS, TAPE, STAPLES, SCOTCH TAPE OR OTHER ITEMS ARE ALLOWED ON THE WALLS. Upon inspection, if walls are damaged, charges for damages will be taken from the security deposit. If damages are more than the amount of the security deposit, you will be billed for the balance.
- c. NO SMOKING ALLOWED IN THE BUILDING
- d. NO SHOES are allowed in the hall.
- e. NO FOODS are allowed in the hall.
- f. NO DANCING in the hall.
- g. No pets or animals, except helper dogs, are allowed in the hall.
- h. Clean up is the renter's responsibility. The hall and property must be restored to its original condition.
- i. Any damages to equipment, property and/or facility will be charged to the renter.
- j. The TANC Board reserves the right to refuse service to any group or individual.
- k. All functions end at 11:00 pm. This includes clean up time.
- l. Please supervise all children.
- m. All garbage and recyclables need to be separated and put into the appropriate outside bins. Bins are clearly marked for recyclables and garbage.
- n. Make sure all trash is picked up outside and any cigarette butts are pick up also.
- o. Clean up kitchen and all the containers used. All left over foods must be clean.
- p. Make sure all lights are out (inside and outside) and the all doors are locked.

Thank you for using Deshi Phuntsokling Property.

If you have any questions or problems, please call 510-230-8333 or write to board@tanc.org



TANC PROPERTY RENTAL FEE STRUCTURE

1. \$300 for the main hall and kitchen rental for the first 3 hours. \$30 for every additional hour.
2. \$150.00 for the main hall rental for the first three 3 hours. Then, \$25.00 for every additional hour.
3. \$75.00 for meeting room rental for 3 hours duration. Then, \$10.00 for every additional hour.
3. \$50.00 for the ground floor garage rental for 3 hours duration. \$10.00 for every additional hour or \$100.00 flat rate.
4. Event should be wrapped up by 10:00 PM and doors locked by 11:00 PM sharp.
5. Renter should sign a rental agreement paper and submit the rental deposit of \$200.00 prior to the event.
6. 20% off for registered Non-profit Organization and TANC's members.