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**TIBETAN ASSOCIATION OF NORTHERN CALIFORNIA**

*Motto: Unity of Purpose; Strength in Diversity*

**FACILITY SPACE RENTAL FORM**

1. CLIENT INFORMATION	NAME:	
	ADDRESS:	
	PHONE NO.:	
2. EVENT INFORMATION	RENTAL DATES/TIME:	
	TYPE OF EVENT:	
3. DEPOSIT FEE <i>Required to be paid at the time of booking.</i>	<input type="checkbox"/> PAID <input type="checkbox"/> NON-PAID (Rental not confirmed until deposit is paid)	
4. ARE YOU TANC MEMBER?	<input type="checkbox"/> YES (Proceed to Step 5) <input type="checkbox"/> NO (Skip to Step 6)	
5. SPACE RENTAL FOR TANC MEMBER <i>(special pricing)</i>	HALL RENTAL	KITCHEN RENTAL
	<input type="checkbox"/> FULL DAY - \$525 <input type="checkbox"/> HALF DAY - \$300	<input type="checkbox"/> FULL DAY - \$300 <input type="checkbox"/> HALF DAY - \$150 <input type="checkbox"/> GAS CYLINDER - \$25
6. SPACE RENTAL FOR NON-TANC MEMBER <i>(regular pricing)</i>	HALL RENTAL	KITCHEN RENTAL
	<input type="checkbox"/> FULL DAY - \$700 <input type="checkbox"/> HALF DAY - \$400	<input type="checkbox"/> FULL DAY - \$400 <input type="checkbox"/> HALF DAY - \$200 <input type="checkbox"/> GAS CYLINDER - \$25
7. A/V RENTAL	<input type="checkbox"/> FLAT RATE - \$150	
8. EXTERIOR SPACE RENTAL	<input type="checkbox"/> FLAT RATE - \$400	

5200 Dalai Lama Ave., Richmond, CA 94804

[www.tanc.org](http://www.tanc.org)

contact: Lobsang Jampa (510) 289-6783

email: jampadt@gmail.com



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9. TABLES & CHAIRS	<input type="checkbox"/> FOLDING/METAL TABLE - \$5 x ..... = ..... <input type="checkbox"/> ROUND TABLE - \$6 x ..... = ..... <input type="checkbox"/> CUSHIONED CHAIR - \$1 x ..... = ..... <input type="checkbox"/> METAL CHAIR - .50 Cents x ..... = .....
10. TENTS	<input type="checkbox"/> Stage Tent - \$150

### RENTAL AGREEMENT

#### 1. USE OF PREMISES

The premises shall be used solely for rented intended as filed in rental form. The client shall not use the premises for any unlawful activities or purposes.

- Hall/Kitchen rented for a full day is limited to **10 Hrs.** and half day is limited to **4 Hrs. \$50** for each additional hour
- Tables and chairs included with hall space rental are 30 Cushioned chairs and 5 folding tables.
- Tables and chairs included with exterior space rental are 50 metal chairs and 8 metal tables.
- Exterior space rented is limited to **8 Hrs.** and **\$25** for each additional hour.
- The event needs to be wrapped up by **10PM** and the facility locked by **11PM**.
- The garbage disposal policy will be either the event organizer takes away the garbage or pays **\$50** per day.

**NOTE:** Up to 2 Hrs. preparation time will be allowed without any charge. Preparation time exceeding 2 Hrs. will be charged the hourly rate without any exception.

#### 2. DISCOUNT

- Paid TANC Members are offered a 25% discount on all event-related rental fees.
- All Non-Profit Organizations are eligible for a 25% discount rate on all rentals.
- Religious events benefiting TANC community members are eligible for a 35% discount rate on all rentals.
- CTA Official Sikyong and Chitue Election candidates shall enjoy one time of 50% rental discount.
- SF RTYC and SFT will be given an opportunity to host one free event annually with the Hall rental only.

#### 3. DEPOSIT FEE

Deposit Fee of \$200 must be paid at the time of booking to reserve the event space.

#### 4. RESPONSIBILITIES

- Maintain cleanliness and order during the rental period.
- Dispose of trash and food waste appropriately.
- Report any damages or issues immediately.
- **NO ALCOHOL MUST BE SOLD ON PREMISES**

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### **5. CANCELLATION POLICY**

The deposit will be refunded only if cancellation occurs at least 72 hours before the event.

### **6. LIABILITY**

The Client agrees to indemnify and hold harmless the TANC from any claims, damages, or liabilities arising from the use of the premises during the rental period.

### **7. PAYMENT**

Acceptable methods of payment include credit card, cheque, cash and bank transfer.

### **8. ENTIRE AGREEMENT**

This Agreement constitutes the entire understanding between the parties and may only be amended in writing signed by both parties.

**IN WITNESS WHEREOF**, the parties hereto have executed this Rental Agreement as of the date first above written.

**Client Signature:** \_\_\_\_\_ **TANC Representative Name:** \_\_\_\_\_

**Date:** \_\_\_\_\_ **Signature:** \_\_\_\_\_

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

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