


TIBETAN ASSOCIATION OF NORTHERN CALIFORNIA

*Motto: Unity of Purpose; Strength in Diversity*


# FACILITY SPACE RENTAL FORM

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


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| 9. TABLES & CHAIRS | ☐ FOLDING/METAL TABLE - $5 x ..... = .....<br>☐ ROUND TABLE - $6 x ..... = .....<br>☐ CUSHIONED CHAIR - $1 x ..... = .....<br>☐ METAL CHAIR - .50 Cents x ..... = ..... |
| 10. TENTS | ☐ 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

**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:**_____