

Lillard Hall Rental Application

(530) 756-0212

Applicant Information *

Name: _____

Address: _____

Phone: _____ (primary) Cell Phone: Yes No

_____ (alternate) Cell Phone: Yes No

* The Applicant must attend, and personally supervise, the event and shall meet all conditions outlined in the Lillard Hall Use/Rental Policies document (hereinafter "Rental Policies") as appropriate to the event. Fire Department Staff (the "Hall Manager") must be able to reach the Applicant by phone (text or voice) at all times during the event.

Event Information

Date of Event: _____ Group Size: _____ (max 150)

* Hours: _____ Total Hours: _____

Brief Description of Event: _____

Food Service: Yes No

** Alcohol Served: Yes No

Fee Charged: Yes No

If yes, explain: _____

Describe any equipment to be brought in (DJ, band, lighting, bouncy house, etc) **

* Max rental period is 10:00 AM to 11:00 PM, this includes setting up and cleaning up. **Events must end by 10:00 PM and the premises must be cleaned, inspected, and vacated by 11:00 PM.** All applicants must secure and lock all windows and doors and turn off the lights, heater, or air conditioner prior to vacating the premises. See Rental Policies for additional information.

** (a) If the event has alcohol and/or a live band, DJ, or music, the Applicant must provide two uniformed security guards. **Security guards must remain on-site for the duration and must check in with on-duty Fire Department Staff upon arrival and departure.** (b) Additional event Insurance will be required if Bouncy Houses/Carnival Rides will be present at the event or if alcohol will be served. (c) If alcohol will be served, Applicant must either hire a licensed bartender or complete required training. In all cases, the Applicant must obtain liability insurance naming the West Plainfield Fire Protection District as additional insured. See the Rental Policies for additional information on these additional costs.

Lillard Hall Rental Application

Applicant: _____
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Event Date: _____

Fee and Deposit

Check the appropriate box (see above for additional costs that may be associated with this Application/Rental, depending on event particulars):

- Personal Function - WPPFD Personnel (\$50 per hour; security deposit \$800)
- Personal Function - WPPFD Resident (\$50 per hour; security deposit \$800)
- Meeting and Class (\$50 per 2-hour block *; security deposit \$200 **)
- Other Function - Duration 1-2 hours (\$125 per hour, security deposit \$1,500)
- Other Function - Duration 3-8 hours (\$120 per hour, security deposit \$1,500)
- Other Function - Duration Over 8 hours (Daily) (\$960, security deposit \$1,500)

The security deposit must be made no later than 7 days of Application approval. The rental fee must be made no later than 21 days prior to the Event, or upon approval of the Application if the event date is within 21 days. If the Event is within 21 days of approval, Fire Department Staff may require that payment be made by money order, cash, or cashier's check.

If payment is made by check, money order or cashier's check (check), two checks shall be presented to Fire Department Staff: one for the rental fee and the other for the security deposit. **Checks shall be made payable to the West Plainfield Lillard Hall Fund.**

* Community groups meeting for any purpose which benefits the District may apply for an exemption to the meeting rental fee and security deposit.

** A non-profit meeting may request a waiver on the deposit.

Signature

Applicant Signature: _____ Dated: _____

SUBMIT A SIGNED COPY OF THE LILLARD HALL USE/RENTAL POLICIES DOCUMENT; APPLICATIONS SUBMITTED WITHOUT THEM WILL BE RETURNED UNPROCESSED.

Application Approval (see next page)

(Lillard Hall Use Only)

Lillard Hall Rental Application Approval

(Lillard Hall Use Only)

PLEASE USE INK AND PRINT

APPLICANT: _____

EVENT DATE: _____

Confirm Event Type

- Personal Function - WPPFD Personnel (\$50 per hour; security deposit \$800)
- Personal Function - WPPFD Resident (\$50 per hour; security deposit \$800)
- Meeting and Class (\$50 per 2-hour block; security deposit \$200)
- Other Function - Duration 1-2 hours (\$125 per hour, security deposit \$1,500)
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- Other Function - Duration Over 8 hours (Daily) (\$960, security deposit \$1,500)

Application Approved

By: _____ [print name and title]

On: _____

Security Deposit / Rental Fee Received

(Security deposit due within 7 days of Application approval; rental fee, 21 days; or upon approval of Application if event is within 21 days of approval.)

Security Deposit

- Amount Due: \$ _____
 - Security Deposit Waived – Reason _____
- Received by _____ on _____

Rental Fee

- Amount Due: \$ _____
 - Rental Fee Waived – Reason _____
- Received by _____ on _____

Insurance / Security Firm Contract / Alcohol-Service Event-Specific Documentation

- Proof of Insurance Provided – Minimum Coverage: Yes No N/A
- Proof of Insurance Provided – Additional Coverage(s): Yes No N/A
- Proof of Security Firm(s) Contract Provided: Yes No N/A
- Proof of Licensed Bartender Hire OR Yes No N/A
- Proof of proof of completion of the California Alcohol and Beverage Control Board *California Responsible Beverage Service (RBS) Certification Course* Yes No N/A

After Event

After-Event Inspection by: _____

Conditions Noted During After-Event Inspection:

Security Deposit Amount Returned: \$ _____

Security Deposit Returned by _____ on _____