

REQUEST FOR RESERVATION OF FACILITY
Casa Romana Hall, 26050 Kay Avenue, Hayward, CA 94545

Name: _____

Address: _____

Reservation date: _____ From: _____ am/pm To: _____ am/pm

Type of event (e.g. wedding reception, christening, etc.): _____

Number of guests expected: _____ Security Deposit Paid: \$ _____
(maximum hall capacity is **80**; **excess guests will lead to forfeiture of security deposit**)

In applying for reservation of the above-named facility, I agree to the following conditions of use:

1. All expenses related to this function, including food, beverage, caterers, servers, set-up and clean-up are my personal responsibility. Premises will be cleaned and returned to pre-event condition. If any damages occur, or any clean-up costs are incurred as a result of the use of the premises, reasonable costs for such damages and clean-up shall be charged to me for prompt payment. I herewith tender a security deposit against such costs, with the understanding that any portion of the deposit not used to offset such costs will be refunded.

2. I understand that my guests are expected to observe the privacy and rights of the Casa Romana administrator, guests, and neighbors. They will not be over-loud or impinge on areas outside the facility. The event will cease as follows: Sunday-Thursday: By 10:00 pm. Friday-Saturday: By 12:00 am. At the close of the event, I will remind my guests to leave quietly as a courtesy to the Casa Romana administrator, guests, and neighbors.

3. I will not impose on Casa Romana's administrator, members, or volunteers, to assist in the preparation and clean-up of the facility, nor will I request any service from them in connection with the event.

4. I understand that selling of alcoholic beverages is not allowed on the premises, even if an Alcoholic Beverage Control (ABC) permit is obtained. If alcoholic beverages are served at the event, I accept responsibility for the sobriety and safety of my guests during the event and upon their departure. I will arrange transportation for any intoxicated guest and not permit him/her to drive away from the event. I will call police for assistance if I cannot arrange transportation or persuade the guest to use the transportation or if the guest is otherwise out of control. I understand that the premises may only be used for private events, and not for events open to the public without Casa Romana's prior permission. I understand that if any food is served at the event, it must be prepared off-premises, and that food preparation is not allowed on the premises.

5. The fee for use of the facility is **\$700** for Casa Romana members, and **\$800** for non-member guests for Friday-Sunday rentals, and **\$300** for Casa Romana members and **\$400** non-members for Monday-Thursday rentals. In addition, a cleaning fee of **\$100** is due for members and non-members. These fees and a security deposit of **\$500** are required at the time a reservation application is submitted. The facility rental fee and the cleaning fee will be deposited immediately upon receipt. The security deposit will be held on file until the day of the event.

6. Confirmation/cancellation

Events must be confirmed or cancelled 2 weeks prior to the scheduled date. If the event is cancelled, the security deposit and cleaning fee will be returned. The facility rental fee will be refunded partially or totally as follows. If notice of cancellation is received at least 2 weeks prior to the date of the event, Casa Romana will refund \$150 of the facility rental fee, or the total amount of the facility rental fee if Casa Romana accepts, at its own discretion, a suitable replacement reservation. **If notice of cancellation is received later than two weeks before the date of the event, the facility rental fee will not be refunded.**

7. I have received a copy of the "Casa Romana Hall Rules and Regulations" sheet.

8. I agree to bear full responsibility for the above conditions of use, and agree to indemnify and hold harmless the owner, Lessor, administrator, members, officers, directors, agents, and volunteers of Casa Romana for any loss, cost, or liability whatsoever arising out of or in connection with the event or the performance of this agreement.

9. Changes of Rules and Regulations: Casa Romana reserves the right at its sole discretion to modify or revoke the "Casa Romana Hall Rules and Regulations."

Signature of applicant: _____ Date: _____

Casa Romana use only:
Reservation taken by: _____ Date: _____

Security deposit returned on: _____ Check No: _____ By: _____

Hold security deposit due to: _____ Date: _____ By: _____

Casa Romana Hall Rules and Regulations

1. Approval

A reservation form, the required deposit and/or fees and the approval of Casa Romana are required for all reservations made.

2. Clean-up

The Casa Romana Hall and adjoining space (outdoor and indoor, including restrooms, kitchen, and any other space used) must be restored to their previous condition, including removal of all food, personal items, and trash. Dumpsters are available outside the building. The clean-up must be done at the conclusion of the event, not the next day. **Part or all of the security deposit will be automatically forfeited if cleanup is not done at the end of the event.** A checkout inspection is required at the end of the event—please see the Casa Romana administrator when your event has ended.

3. Cover charge

Any event requiring a cover charge (admission fee) must have the express prior written approval of Casa Romana's Board of Directors.

4. Private events only

Any event open to the general public must have the prior approval of Casa Romana.

5. Decorations

Temporary decoration of the facilities is permitted with the following exceptions: no confetti; if you use any tape, please remove all of it when you clean up; no burning candles or open flames; no pins or thumbtacks.

6. Deposit

The following security deposit is required **with your reservation application: \$500**. Make checks payable to **Casa Romana**. The security deposit is refundable if no damages occur and if the hall capacity limitation is respected. The security deposit is also refundable if the reservation is cancelled prior to the event. Your security deposit will be held on file until the event date, and returned to you if the premises have been returned in their previous condition, and if the hall capacity limitation is respected. The security deposit **will be forfeited in its entirety if the hall capacity limit (80) is not respected**.

7. Music

Live or taped music is permitted provided the volume is kept at an acceptable level, to be determined by Casa Romana.

8. Parking

Please respect all traffic and parking laws and posted signs. Please do not park in the neighboring Church's parking lot (across the street from Casa Romana).

9. Flammable or other hazardous materials

No flammable or other hazardous materials are permitted on the premises.

10. Cleaning charges: **\$100** for ordinary cleaning; actual cost for extraordinary cleaning expenses.

11. Changes to Rules and Regulations, Refusal of Reservations

Casa Romana reserves the right at its sole discretion to modify or revoke the Casa Romana Hall Rules and Regulations at any time without prior written notice. Casa Romana also reserves the right at its sole discretion to refuse reservations.