

INDEPENDENCE HALL RENTAL APPLICATION

Application Date: _____

Name of Adult Woodside Resident	Address	Telephone	E-mail
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Organization Name	Address	Telephone	E-mail
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Date of Rental: _____ Hours from: _____ Hours to: _____ Purpose of Rental (party/meeting, etc.) _____

Expected Number in Attendance: Adults: _____ Children: _____

Will Refreshments be Served? Yes: _____ No: _____ Alcoholic Beverages? Yes: _____ No: _____

Will Electrical Equipment be brought into Independence Hall? Yes: _____ No: _____

If using Town's AV equipment training will be required prior to use of Town AV equipment. Indicate Yes or No Yes: _____ No: _____

Cancellation Policy: Written cancellation to be received one month in advance for rental. Less than one month notification will result in no refund.

The Undersigned States: To the best of his/her knowledge, the Town of Woodside's property will not be used for any illegal program or act, and that the applicant agrees to comply with the regulations and conditions set forth in this permit. Furthermore, the applicant agrees to hold harmless and indemnify the Town of Woodside, its officers, agents, and employees from any and all liability for personal injury, death, or property damage arising out of any permit issued, activities there under, or in result of consequence thereof.

Signature (Adult Woodside Resident)

Fee Use: \$100.00 per hour

Number of Hours: _____ **Total Fee:** _____

FOR OFFICE USE ONLY

Rental Fee:

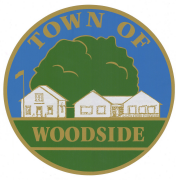
Date Paid _____ Amount Paid _____ Receipt # _____ Initial _____

Table Rental: (6- 60" rounds, \$8/Table)

Date Paid _____ Amount Paid _____ Receipt # _____ Initial _____

Insurance Rider Date Received: _____

Key Returned Date: _____



INDEPENDENCE HALL RENTAL REGULATIONS

Hall Information:

Rental of Independence Hall is limited to Woodside Residents.

The rental fee is \$100.00 per hour.

Independence Hall rental includes use of 48 stacked chairs and 3 wooden rectangular tables (1 table about 30" wide x 9 ft. long x 31 1/2 "high; and 2 tables at 30" wide x 8 ft. long x 31" high). There are 6 - 60 inch round tables in the Hall for rent at \$8.00 each.

The maximum capacity is 148 people (standing). The dimensions of the Hall are approximately 36.5' long x 29' wide.

The Hall has central heat/air conditioning. There is a dial located on the left side near the main hall room entrance.

There is a small refrigerator & sink in the Hall.

Hall Requirements:

Meeting AV equipment is available for use in the Hall. Training is required before use of AV equipment. Please schedule a training session with Jennifer Li by calling (650) 851-6790.

INITIAL

Application form, rental fee, insurance coverage must be delivered to Town Hall before keys for Independence Hall can be picked up at Town Hall's front desk. Please contact Julie Paping for rental.

INITIAL

Keys for Independence Hall must be picked up the day before the event & keys must be returned following the event on the next business day during regular business hours to Town Hall (Monday - Friday 8am - 5pm closed 12pm-1 pm.)

INITIAL

An insurance rider is required for one million dollars, naming: "The Town of Woodside, its Council, officers, boards, commissions, employees and agents" added as additional insureds & indicating the date of the event. Rider must be provided one week prior to event date.

INITIAL

No furniture (tables, chairs, etc.) may be removed from the Hall during the event.

INITIAL

The Town does not allow tape, pins, staples, or hooks to be used for decorating the walls, woodwork, or furniture in the Hall.

INITIAL

Following an event, the Hall & exterior of the building must be cleaned and free of any debris generated by the event, the interior of the room including the tables and chairs wiped clean, and floor swept and cleaned. Cleaning supplies are in the men's restroom closet.

INITIAL

All garbage must be bagged and placed in the dumpster at the rear of Town Hall (plastic bags are in supply closet in men's room). No food can be left in Hall or refrigerator.

INITIAL

I have read and understand these regulations. I understand that I will be responsible for any damages incurred during the rental, and the insurance rider I have taken out will be used to recoup fees for damages. The fee for damage withheld will be at the discretion of the Town of Woodside.

INITIAL

Signature: _____

Date: _____

POLICY FOR USE OF INDEPENDENCE HALL, TOWN OF WOODSIDE

(Revised September 2017 and as per Resolution 2006 – 6550, Exhibit A)

All Rental Applications must submit the Refundable Security Deposit and Certificate of Insurance.

A. Uses Permitted Without Fee

1. Town Council meetings. Town commissions, boards and committee meetings. Council sponsored meetings.
2. Woodside Elementary School District Board meetings and meetings of the committees established by the Woodside Elementary School District Board.
3. Elected officials of any government agency when held for the express purpose of providing information to the public, including election campaign meetings when all candidates are invited to attend and participate with equal opportunity and provided meetings are open to the general public.
4. Meetings of Woodside organizations whose activities serve Woodside residents such as: homeowner groups, garden clubs, historical societies, arts and recreation groups.

B. Uses Permitted with Fee Provided the Use is Applied for and Attended by a Woodside Resident

1. Private parties, weddings, dances, and other social functions.
2. Political meetings or election campaign activities open to the public.
3. Series of recreation or art classes when a fee is charged to Woodside residents. Classes must be approved by Woodside Recreation Committee.
4. Bingo games by an organization qualified pursuant to Woodside Municipal Code, Title IX, Chapter 92.

C. Uses Permitted Only with Town Manager Approval

1. Fund raising for any Woodside private group or individual when a fee or donation is required as a condition of attending.
2. Uses not similar to uses listed in Categories A and B if they are non-commercial and meet the criteria of the stated purpose.

D. Uses Not Permitted

1. Commercial activities.
2. Display and sale of items by non-commercial/not-for-profit organizations when such display and sale are the sole purpose for that organization's use of the hall (display and sale of items by noncommercial/not-for-profit organizations incidental to the primary use of the hall are permitted).