

## Facility Use Application

### Section A

<b>Name of Renter or Organization</b>		<b>Today's Date</b>	
<b>Organization Type</b>	<input type="checkbox"/> Private <input type="checkbox"/> Commercial <input type="checkbox"/> Non-profit (501(c) 3)* <input type="checkbox"/> Other _____ <input type="checkbox"/> Community/Neighborhood Association    * Proof of non-profit status required.		
<b>Event Contact</b>		<b>Home Phone</b>	
<b>Address</b>		<b>Work Phone</b>	
		<b>Cell Phone</b>	
<b>Email</b>		<b>Fax #</b>	






<b>Event Title</b>	<b>Co-Sponsors</b>
<b>Facilities Requested</b>	<b>Indoor Areas</b> <input type="checkbox"/> Empire Firehouse <input type="checkbox"/> Renzel Room <input type="checkbox"/> Fox Den <input type="checkbox"/> O'Brien's Ice Cream Shop <b>Outdoor Areas</b> <input type="checkbox"/> Plaza <input type="checkbox"/> BBQ <input type="checkbox"/> Tower <input type="checkbox"/> All (Buy-Out) <b>Fallon House</b> <input type="checkbox"/> Dining Room <input type="checkbox"/> Fallon House Gardens <input type="checkbox"/> Manny's Cellar
<b>Event Type</b>	<b>Estimated Attendance</b> (including staff)
<b>Start Date</b>	<b>End Date</b>
<b>Event Time (s)</b>	<b>Move-in time</b> _____ <b>Event/Meeting Start Time</b> _____ <b>Event end time</b> _____ <b>Time the space will be vacated</b> _____ <i>Arriving before the move in time and/or staying after the end time will result in additional charges.</i>
<b>Event Description</b> Attach additional pages if necessary	

<b>DECLARATION</b>	
<p>As the authorized representative of the applicant, I hereby declare that: The information contained in this <i>Facility Rentals Application</i> and attachment(s) is true, complete and correct to the best of my knowledge.</p> <p>I hereby release and agree to hold harmless History San Jose, its employees, its agents, and contractors for and from liability and responsibility for any claim, loss or injury connected with the proposed event, except for loss or injury or death caused through the intentional acts or willful misconduct of the Renter/Organization, its employees, agents and contractors.</p>	
Signature: _____	Date: _____
Print Name: _____	Date: _____

**Section B**

- YES  NO Is the event open to the public?
- YES  NO Will admission be charged?
- YES  NO Will food and beverage served?  
Will a caterer be used?  YES  NO Caterer: \_\_\_\_\_
- YES  NO Will alcohol be served?  
Will a caterer be used?  YES  NO Caterer: \_\_\_\_\_  
*\*Alcohol is limited to beer and wine, and requires security. Renter is responsible of acquiring permit from SJPD if alcohol is sold.*
- YES  NO Security needed?  
*\*Required (SJPD) for groups of 100+ and/or events with alcohol. Private security hired in addition cannot be armed.*
- YES  NO Maintenance/janitorial?  
*\*Required for groups of 100+. Number of janitors to be determined by size and type of group.*
- YES  NO Portable-potties needed?  
*\*Required for groups of 100+. Number of portos to be determined by size of group*
- YES  NO Dumpster needed?  
*\*Required for groups of 100+*
- YES  NO Will there be amplified sound at the event?  
*\*Amplified sounds must be turned off by 10pm*
- YES  NO Power/electrical needed?
- YES  NO Will parking space be needed?  
*\*Client is aware that parking is an additional \$6-\$10 per vehicle in City lots. No vehicles are allowed to be moved without security escort on Park grounds during regular hours. All car shows must have drip pans under every car for car shows.*
- YES  NO Will you require History Park to set-up tables and or picnic benches?
- YES  NO Will booths and tents be used? How many? \_\_\_\_\_  
*\*Client is responsible to submit a layout including the location of all tents/booths to History Park prior to the event*
- YES  NO Will rides/bounce houses/stage/outdoor games be set up?  
List all items and vendors: \_\_\_\_\_
- YES  NO Will you need to set up in advance? Date and time: \_\_\_\_\_  
*\*Set-up must take place during park hours (8am-5pm.)*
- YES  NO Will break down take place the day of? Date and time: \_\_\_\_\_  
*\*All take down and clean must be completed within the contracted time frame. If extended clean up and take down is required, renter will be required to finish the following day at hours specified by HSJ.*

**Additional information to keep in mind when planning your event:**

-  Fire/Health Code Requirements (renter is responsible for proper permits from San José Fire Department and/or Santa Clara County Health Department.)
-  General Liability Insurance and First Aid will be required regardless size of event
-  List of All Vendors (renter is responsible for supervising vendor set-up and clean-up.)
-  Submission of rental delivery/pick-up dates and times (must be completed during Park hours 8am-5pm.)
-  Entertainment Plan, Event/Production Layout

**Rain Or Shine Policy:** Renter is responsible for rental fees regardless of weather conditions. Every attempt will be made to utilize alternate indoor space if available and adequate for group needs.

**HSJ Evacuation Plan:** HSJ will have supervising staff in case of an emergency to open emergency exits. Emergency exits are located by Post office, Vietnamese Museum, Staff Parking Lot and Service Entrance. Client must provide staff for every 200 people on site to manage evacuation of their guests.

**Client must notify HSJ if the following items will be used during event:** sidewalk chalk, water guns, water balloons, bubble machines, smoke machines, guns of any type, pets/animals, alcohol (beer and wine only), generators, interactive game equipment, portable ATM's. Items not included in Application are not permitted.