



Facility Use Application

Section A

Name of Renter or Organization		Today's Date	
Organization Type	<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.		
Event Contact		Home Phone	
Address		Work Phone	
		Cell Phone	
Email		Fax #	

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

<p>DECLARATION</p> <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 the HSJ, 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 School, its employees, agents and contractors.</p>
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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 for 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 200+. Number of portos to be determined by size of group*

YES NO Dumpster needed?

**Required for groups of 100+*

YES NO Recycle containers required?

YES NO Will there be amplified sound at the event?

**Amplified sounds must be turned off by 10pm*

YES NO Power/electrical needed?

**See attached electrical map and circle appropriate electrical outlets needed.*

YES NO Will parking space be needed?

Will show cars be parked inside the park? YES NO How many? _____

**Client is aware that parking is an additional \$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 signage be used?

**Client to take down all signage. This includes directional signs, parking signs, and signs identifying events.*

YES NO Will the trolley be used? Times: _____

YES NO Would you like access to Docents Buildings? Times: _____

YES NO Will the Print Shop be used?

Exhibition only YES NO Printing/Exhibition YES NO

YES NO Will you require History Park to set-up picnic tables?

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: _____

History San José



Preserving Our Heritage

**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.*