



THE HILLSIDE CLUB

2286 CEDAR STREET • BERKELEY, CA 94709 • 510 848 3227 • 510-644-2967 DIRECT • 510-495-4137 (-4138) CELL

HILLSIDE CLUB RENTAL AGREEMENT

Thank you for your interest in renting The Hillside Club.

TO SECURE A CALENDAR DATE A date will be reserved only after receipt of a 50% deposit and a signed agreement:

1. Fill in the appropriate blanks below and sign at the bottom right.
2. Read the **HILLSIDE CLUB USE CONDITIONS** on page 2 and initial it at the bottom that you have read and agree to the terms.
3. Mail or bring page 1 and 2 together with a check or money order for 50% of the total rental to:
Hillside Club Rental Coordinator 2286 Cedar Street Berkeley, CA 94709
4. Upon receipt of this form and the 50% deposit, the Rental Coordinator will also sign the form, enter a receipt number, and return a copy of the signed agreement to the Renter.

The **RENTAL WORKSHEET** and **FLOOR PLAN** on page 3 and page 4 are provided to help you plan your event. When completed, send page 3 and 4 to the Rental Coordinator at the above address as soon as possible or at least 2 weeks prior to your event.

Renter: _____ and _____ to rent The Hillside Club for (event): _____

DATE OF RENTAL EVENT	RENTAL DAY	SETUP TIME FROM - To	EVENT TIME FROM - To	CLEANUP TIME FROM - To	TOTAL TIME FROM - To	TOTAL # HOURS	AMOUNT
		-	-	-	-		
		-	-	-	-		
		-	-	-	-		

UP TO 75 PEOPLE	MONDAY-FRIDAY (day or night/Friday to 4 PM)	FRIDAY (after 4 PM) SATURDAY, SUNDAY, HOLIDAYS (day or night)
	<input type="checkbox"/> \$500 (for up to 5 hours+\$100 per add'l hour)	<input type="checkbox"/> \$1100 (for up to 5 hours + \$220 per add'l hour)
OVER 75 PEOPLE	<input type="checkbox"/> \$550 (for up to 5 hours+\$110 per add'l hour)	<input type="checkbox"/> \$1150 (for up to 5 hours + \$230 per add'l hour)

Rental is for no more than 200 persons present at any event, or no more than 125 persons for seated dining. Rental includes: Hall, Lobby, Restrooms, 165 Chairs, 15 **Round Tables**—4' tables seat 6 comfortably—5' extensions over the 4' tables seat 9 comfortably (10 total); 15 **Rectangular Tables**—8' long tables seat 10 comfortably; Catering Staging Kitchen; Green Room; Stage; Theater-size Screen; and WiFi.

DEPOSIT
A 50% deposit of the rental fee is due at the signing of this agreement. Any cancellation request must be made in writing to: The Hillside Club (attn. Rental Chairperson) at least 30 days prior to the scheduled event date in order to obtain a 75% refund of the deposit.

FINAL PAYMENT
Final payment, and a Damage and Security Deposit of \$300 is due at least 30 days prior to the rental date.

If there is no damage or breakage nor complaints from neighbors about excessive noise, a Hillside Club check for the deposit will be mailed to the Renter after one week and/or no later than 30 days following the rental date.

The Renter shall promptly pay for any damage or breakage caused by the Renter, the Renter's guests, employees or contractors (including caterers).

- Rental amount** up to 5 hours (minimum) \$ _____
- Additional hours** (+ ___ add'l hours @ \$ _____ /hour) \$ _____
- Subtotal Rental Amount** \$ _____
- Optional:**
- PA system—\$10 \$ _____
 - additional microphones—each \$10 \$ _____
 - Steinway grand piano (on stage)—\$50 \$ _____
 - Piano tuning—\$125 \$ _____
 - Spinet piano (on floor)—\$15 \$ _____
 - Self catering—\$100 \$ _____
 - Theatrical lighting—\$50 \$ _____
 - Basement theater dressing rooms—\$20 \$ _____
 - Slide projector—\$25; our AV person—\$75 \$ _____
 - Digital projector—\$25 \$ _____
 - DVD PC Mac with sound \$ _____
 - Fireplace—\$20 \$ _____
 - Setup/breakdown/cleanup—\$100 \$ 100

Subtotal Options \$ _____

TOTAL RENTAL AMOUNT \$ _____

_____ Date: _____
Accepted: Hillside Club 510-644-2967 Direct; 510-495-4137, -4138 Cells

Authorized Signature for Renter: _____ Date: _____

RECEIPT NO.	DATE	\$	TOTAL
RENTAL DEPOSIT #		<\$	>
BALANCE		\$	
SECURITY DEPOSIT		\$	3 00
	TOTAL BALANCE DUE	\$	
PAYMENT		<\$	>

Name (printed) _____

Address (to return security deposit): _____

City: _____ State: _____ Zip: _____

Phone: (____) _____ Cell: (____) _____

Email: _____



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HILLSIDE CLUB USE CONDITIONS

To help preserve the beauty of this historical building, the following requirements must be observed by all Renters:

- NO SMOKING** 1. Absolutely **NO SMOKING** in any part of the building.
- ALCOHOL** 2. **HARD LIQUOR IS NOT ALLOWED ON THE PREMISES.** Wine, champagne, and beer are permissible for private events. If alcohol is served at an event open to the public, a one-day alcohol permit from the Alcoholic Beverage Control Board of the State of California (\$25 from www.abc.ca.gov) must be displayed.
- NOISE** 3. **This is a residential neighborhood, and the Berkeley Noise Ordinance requires QUIET AFTER 10:30 PM. No loud and/or amplified music is allowed after 10:30 PM. Outside doors should be closed if loud music is played. Noise outside the building must be kept within reasonable limits. DJs must abide by sound levels set by the managers if the music is excessively loud.**
- 4. **NUISANCE** to the immediate neighbors shall be avoided at all times, either because of actions by the Renter or the Renter's guests, inside or outside the building, before or after the rental time. **PLEASE ENSURE THAT GUESTS DO NOT CONGREGATE OUTSIDE THE PREMISES AFTER AN EVENT.**
- SETUP/
CLEANING** 5. A **SET UP/CLEANING FEE** of \$100 is charged for most events. Excessive cleanup beyond the minimum \$100 fee will be charged at \$25 per hour.
- TRASH
PLASTIC** 6. **The Renter agrees to REMOVE ALL TRASH, RECYCLING (except bottles), and PERSONAL PROPERTY at the end of the rental period** and is encouraged to use compostable materials. To discourage the use of plastic water bottles, the club's refillable 4-gallon glass beverage container is available.
- MINORS** 7. **Children (minors) under the age of 18 must be under complete control and supervision of an appointed adult supervisor at all times. Climbing on the building, running, jumping, throwing of food or taking food or drink into the rest rooms is not permitted.**
- RICE
CANDLES** 8. Throwing rice, confetti, birdseed, sequins, flower petals and similar materials is not permitted inside or outside the building or on the adjoining property including sidewalks and street. If candles are used they must be in a container that will retain their wax and extend above the flame. Violation of this rule requires excessive cleanup and you will be charged a minimum of \$100 (at \$25 per hour).
- HANGING** 9. Only existing wall nails can be used. Nothing should be nailed, taped, pushpinned, or attached to the walls or doors. Wall putty is permitted.
- BALLOONS** 10. Helium filled balloons can interfere with the fire alarm system and are not permitted.
- KITCHEN** 11. A kitchen is available for warming and staging only. Since it is not a commercial kitchen, it cannot be used for cooking.
- VACATING** 12. After the rental period, excessive time in vacating the premises will be deducted from the deposit in 15-minute increments at \$150/hour (\$37.50).
- PARKING** 13. Parking for The Hillside Club is available on neighborhood streets. There are no time restrictions on weekends. Monday through Friday have a 2-hour maximum time limit for parking during the day from 8 am to 7 pm without a "G" Berkeley City parking sticker.
- LOSS** 14. The Renter agrees that The Hillside Club shall not be responsible for any loss of or damage to property belonging to the Renter, Renter's guests, employees or contractors (including caterer) or for any injuries to same while on Hillside Club property.
- INSURANCE** 15. A Certificate of Liability Insurance in the amount of \$1 million per occurrence, naming the Hillside Club as additional insured, is required prior to most events. This is usually affordable and protects the renter from any claims arising out of use of the clubhouse and facilities, since the club's insurance does not cover events by others. If requested we can assist you in locating this insurance.

The Renter agrees that the use of the Clubhouse and facilities shall be in full compliance with the conditions set forth in the HILLSIDE CLUB USE CONDITIONS above, which is part of this agreement.

You as the Renter shall take full responsibility for the welfare of your guests, the overall behavior of your guests, and their compliance with all of The Hillside Club rules as outlined above, and that all regulations regarding No Smoking Regulations as specified by California law and City of Berkeley ordinances are not violated.

VIOLATION OF ANY OF THE ABOVE REQUIREMENTS FORFEITS RENTER'S DAMAGE AND SECURITY DEPOSIT, AND ALLOWS THE MANAGER, AT ANYTIME, TO CLOSE THE CLUBHOUSE TO FURTHER USE BY THE RENTER.

I have read and agree to the above conditions: Initials _____



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RENTAL WORKSHEET

Renter: _____ Day of event: _____ Date of event: _____ Number of people attending: _____

Type of event Wedding Celebration Memorial Fundraiser Party Concert
 Theatrical Lecture Film Other: _____

Tables Numbers of tables needed: ___ 8' rectangular tables (15 total) ___ 4' round tables (15 total) ___ 5' extentions over the 4' tables (10 total)

Chairs Number: _____ in room (maximum 165); _____ in rows: theatrical (facing stage) facing fireplace; _____ around sides of room;
_____ around 4' round tables (6 is comfortable); _____ around 5' round tables (9 is comfortable); _____ around rectangular tables (10 is comfortable)

DO YOU REQUIRE?:

Audio IPOD/CD connections Yes from balcony from floor
PA system (microphone and stand) Yes (\$10 additional charge) podium lectern Where? _____
Microphones (number of mics ___) Yes (\$10 additional charge per mic)
Our AV person to attend Yes (\$75 additional charge)

Projector Slide projector Yes (\$25 additional charge)
Digital projector Yes (\$25 additional charge) with sound without sound
DVD hookup Yes
Computer hookup to projector PC Mac Yes

Stage Yes

Screen Yes

Lights Theatrical lights Yes (\$50 additional charge)

Basement rest rooms/dressing rooms Yes (\$20 additional charge)

Music stands Yes _____ (number)

Piano Steinway Grand piano on stage Yes (\$50 additional charge) Tuning (\$125 additional charge)
The pianos are tuned frequently during the year. For a tuning specifically for the rental, the cost of the tuning is \$125.

Spinnet piano in hall Yes (\$15 additional charge)

Fireplace Yes (\$20 additional charge. Manufactured fire logs will be supplied for you)

Catering Will your event be catered? No Yes Self catering—\$100 additional charge

Use of: Kitchen No Yes Professional caterer: _____ Caterer Name

Refrigerator No Yes _____ Address

(_____) _____ Phone

Marketing All publicity is the responsibility of the Renter

Where did you hear about us? www.hillsideclub.org Website _____ Friend _____ Other _____



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FLOOR PLAN

_____ Renter Name

_____ Event Date

Setup time from _____ to _____

Event time from _____ to _____

Cleanup time from _____ to _____

Total # of **People** _____ # of **Chairs** _____

Face: Stage Fireplace # against wall _____

4' Round tables total # _____

5' Round tables total # _____

chairs around _____ 4' tables _____ 5' tables

Rectangular tables total # _____

_____ # chairs around _____ rectg. tables

Microphones total # _____

Music from Stage Balcony Hall
live IPOD CD DJ

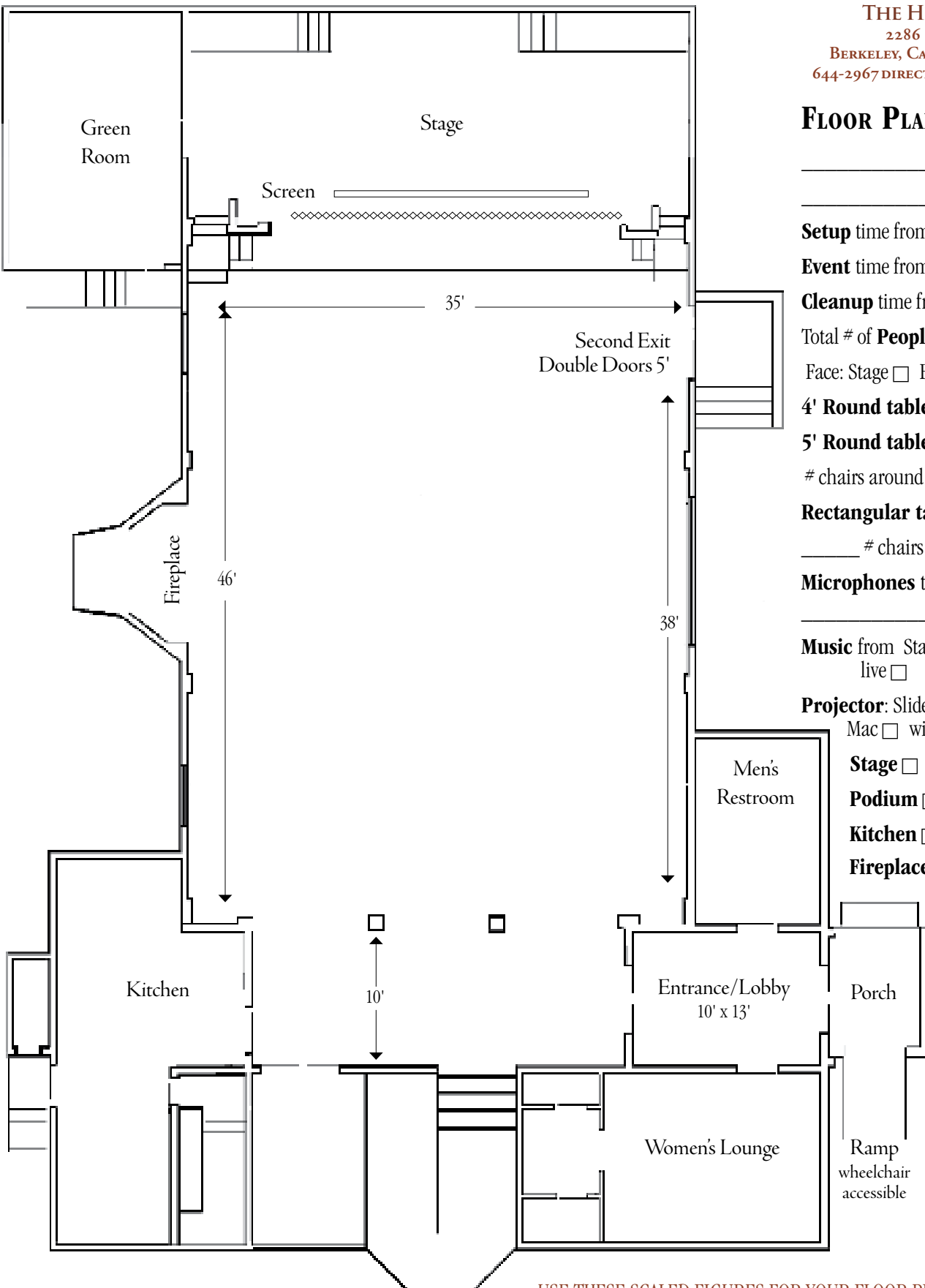
Projector: Slide Digital DVD PC
Mac with sound without sound

Stage **Piano** Tune for event

Podium **Lecturn**

Kitchen Refrigerator Freezer

Fireplace



CEDAR STREET

USE THESE SCALED FIGURES FOR YOUR FLOOR PLAN

