

# San Antonio Community Center Rental Agreement

Thrift Store Room Is Unavailable And Not Included In Rental

Please read and fill out **ALL** information

I/We \_\_\_\_\_ would like to rent the  
San Antonio Community Center on \_\_\_\_\_, 20\_\_\_\_\_.

Description of event: \_\_\_\_\_

Expected Attendance: \_\_\_\_\_ Phone #: \_\_\_\_\_

Address: *The rentor and responsible party must have a local address which is Lockwood or Bradley.  
The only exception is if the building is rented on a recurring basis which is of benefit to the Lockwood community.*

**Will there be alcohol on premises?**

YES

NO

**Will alcohol be SOLD\***

YES

NO

\*If yes, you are required to obtain a Day Use Permit from the Monterey County Department of Alcohol & Beverage  
1137 Westridge Parkway, in Salinas (behind Costco). Fee is: \$25 for Beer or Wine or \$50 for both

Phone: 831-755-1990. Download application (ABC Form 221) at [www.abc.ca.gov](http://www.abc.ca.gov)

**Failure to provide SACBA with a copy of the permit will forfeit future use of the building**

I/We will need the following...Check all that apply:

Main Room

  
  

Gazebo

  
  

Tables

  

Main Room with Kitchen

Kitchen Only

Chairs

Outdoor (grounds)

Bathrooms

All fees to include rent & deposit must be paid **IN ADVANCE** ...no exceptions .

**Fees are non-negotiable**

Mail fees to SACBA, POBox 222, Lockwood, CA 93932

**You may include rental fee and security deposit all in one check, as all checks will be cashed when received**

**Rental Fee: Include ALL hours needed for setup, event, and cleanup**

From \_\_\_\_\_ am/pm to \_\_\_\_\_ am/pm at **\$25/hr** = Total: \_\_\_\_\_

**You will be texted a code to enter building two hours prior to your event**

**Cleaning/Security Deposit:**

Up to 6 hours

**\$250**

Over 6 hours

**\$500**

**If building is left dirty or damaged in any way and your deposit does not cover it, you will be billed accordingly**

\* A walk-thru will be scheduled the day before your event, so please make time for that.

\* Building and/or grounds will be inspected to determine deposit refund.

\* Building **must be vacated by 12:00 midnight** unless prior arrangements have been made.

\* If the building is rented for the following day then you must clean the same night as your event.

\* If the building is not rented for the following day, you have until 12:00 (noon) the day after your event to clean.

\* **Nothing is to be removed from walls or windows...you must decorate around existing décor.**

**I/We agree to all of the above terms and conditions:**

Signature of Rentor: \_\_\_\_\_ Date: \_\_\_\_\_