

# Pedro Point Firehouse

## Rental Protocol During Covid

### Addendum to Contract

The Pedro Point Firehouse is beginning to open its doors for rentals after being closed for a year. As we reopen, our goal is to remain a thoughtful and safe venue to hold events. All events will need to adhere to the San Mateo County Protocol for Covid safety under the guidelines of "Religious and Cultural Celebrations".

**It is the responsibility of the renter to be clear on these guidelines, and host events accordingly.**

*Please read and initial that you are clear on the expectations to use our facility.*

- I/we (renter) understand that we will need to follow all of the San Mateo County guidelines for Covid safety, including but not limited to requiring mask wearing by attendees of an event, practicing social distancing, and taking extra precaution during food serving and cleaning procedures etc. under the criteria for "Religious and Cultural Celebrations". \_\_\_\_\_
- I/we (renter) also understand that as restrictions around Covid may change, we will need to abide by any necessary adjustments. This may include planned event attendance being limited to a lesser number of people, and the possibility of cancellation if it is deemed restricted by the county due to a change in the safety tiers of the county. In the unlikely case that SMC protocol completely restricts events, thereby forcing a Cancellation, a full refund of renter's deposit and rental fees will be given. \_\_\_\_\_
- I/ We (renter) are aware that The Pedro Point Community Association (PPCA) and The Firehouse, its officers or employees are not liable for any loss, or fees incurred with the unplanned changes or cancellation of events. Further, it is our responsibility as renters to do our best to stay current with the SMC guidelines in the weeks leading up to our event to be best informed. Please discuss any questions or changes with The Firehouse manager, or by visiting the link to the San Mateo County Health website. A link to the SMC guidelines page can be found here: <https://www.smchealth.org/coronavirus> \_\_\_\_\_
- I /we (renter) understand that non-compliance with any county guidelines during event may result in event shutdown or cancellation without refund, as well as potential fines by County Health Officers. \_\_\_\_\_

On behalf of The PPCA, we wish to welcome you back to a sense of normalcy by providing a safe space for you to celebrate! We appreciate the time and energy it takes to plan an event, and understand that these uncertainties can be difficult to navigate.

We hope your event is a memorable success!

CONTRACT \_\_\_\_\_  
DEPOSIT: \_\_\_\_\_  
CHECK \_\_\_\_\_ PAYPAL \_\_\_\_\_  
COPY OF ID \_\_\_\_\_  
REQ. SIGNATURES \_\_\_\_\_  
INSURANCE \_\_\_\_\_  
CONFIRMATION \_\_\_\_\_  
RENTAL FEES \_\_\_\_\_  
DOOR CODE \_\_\_\_\_  
EMERG. CONTACT \_\_\_\_\_  
DEPOSIT REFUND \_\_\_\_\_  
NOTES \_\_\_\_\_

## APPLICATION/CONTRACT FOR USE OF THE HISTORIC PEDRO POINT FIREHOUSE

### **A. APPLICANT/EVENT INFORMATION:**

**1. NAME OF APPLICANT(S):** \_\_\_\_\_

Address: \_\_\_\_\_ City/zip code: \_\_\_\_\_

Telephone: \_\_\_\_\_ Alternate phone# \_\_\_\_\_

Email address \_\_\_\_\_

DOB: \_\_\_\_\_ Copy of ID provided \_\_\_\_\_ (Applicant must provide proof of age 25+ to rent the facility)

**2. HOW DID YOU HEAR ABOUT THE FIREHOUSE?:** \_\_\_\_\_

**3. TYPE OF EVENT:** \_\_\_\_\_

### **4. DATE(S) AND TIME(S) OF USE INCLUDING PREPARATION AND BREAKDOWN**

**SET UP TIME:** Date \_\_\_\_\_ From \_\_\_\_\_ To \_\_\_\_\_

**EVENT TIME:** Date \_\_\_\_\_ From \_\_\_\_\_ To \_\_\_\_\_

**BREAKDOWN TIME:** Date \_\_\_\_\_ From \_\_\_\_\_ To \_\_\_\_\_

**BUILDING MUST BE VACANT BY END OF BREAKDOWN TIME TO ALLOW FOR CLEANING SERVICE ENTRY**

### **5. FACILITIES AND EQUIPMENT REQUIRED:**

Main floor meeting room  Playground area (see rates)

Projection Screen (\$45 for use — screen only; no projector or AV equipment)

# \_\_\_\_\_ of Chairs (100) and # \_\_\_\_\_ Tables (20- 6'X2.5') to be used

**6. EXPECTED ATTENDANCE:** (100 attendees MAX): Adults (over 21 yrs.) \_\_\_\_\_ Youths \_\_\_\_\_

### **7. EVENT INFORMATION:**

	<b>YES</b>	<b>NO</b>
a) Event limited to invitees only?	<input type="checkbox"/>	<input type="checkbox"/>
b) Event is open to the public?	<input type="checkbox"/>	<input type="checkbox"/>
c) Event is free to the public?	<input type="checkbox"/>	<input type="checkbox"/>
d) Fee to be charged or donation expected?	<input type="checkbox"/>	<input type="checkbox"/>
e) Refreshments to be served?	<input type="checkbox"/>	<input type="checkbox"/>
f) Commercial use of catering to be used?	<input type="checkbox"/>	<input type="checkbox"/>

If yes, caterer's name \_\_\_\_\_ Telephone \_\_\_\_\_

g) Outside rentals to be used?    
If yes, rental company name \_\_\_\_\_ Telephone \_\_\_\_\_  
Rental drop-off and pickup times \_\_\_\_\_

h) Wine or beer to be served?

i) Hard liquor to be served?

j) Any liquor to be sold as part of a fundraiser?

If yes on "j", you must obtain and provide a copy of your license approved by the California Department of Alcoholic Beverage Control (Form ABC-221).

k) If applicable, how will service of alcoholic beverages be handled? \_\_\_\_\_  
\_\_\_\_\_

l) What will be done to ensure that absolutely no minors (under the age of 21) will be served alcohol? \_\_\_\_\_  
\_\_\_\_\_

**B. INSURANCE COVERAGE: THE INDIVIDUAL APPLYING MUST CARRY LIABILITY INSURANCE**

There are two ways of providing insurance:

— **IF YOU ARE NOT A HOMEOWNER:** You may contact THEEVENTHELPER.COM through the link on our website to apply for the required coverage. The link will bring you to a pre-filled form that has all the information required, and names the Pedro Point Community Association as the additionally insured. THEEVENTHELPER's rates vary, but it is an affordable, easy-to-use option for acquiring the required event insurance.

— **IF YOU ARE A HOMEOWNER, contact your insurance provider and ask if "Special Event Coverage" is available to you. CERTIFICATE OF SPECIAL EVENT COVERAGE is due no later than TWO weeks prior to event date.**

They will need the following information:

- **THE NAMED ADDITIONAL INSURED:** Pedro Point Community Association, or P.P.C.A., **NOT** the Firehouse)
- **Location of event:** (The Pedro Point Firehouse, 1227 Danmann Ave.)
- **The date of event**
- **The amount to be covered:** (\$1 million worth of coverage required)

The actual Homeowner's Policy is NOT needed, just the Certificate of Special Event Coverage. This can be sent from you, or your agent, to: The Firehouse, 1227 Danmann Ave., Pacifica, CA 94044, or emailed to Pedroptfirehouse@att.net with your name and "insurance" in the subject.

\*\*\*Please note that there may be fees involved in establishing special event coverage through your homeowner's policy, as well as processing time needed, prior to the event date. We advise you to contact your agent asap if you are planning to provide your own coverage. Our Umbrella Coverage is always an option.

**HOW WILL YOU BE PROVIDING INSURANCE COVERAGE?** \_\_\_\_\_

**8. Designation of responsible representatives (one or both of representatives must be present at all times when building is in use). APPLICANT MUST BE 25 YEARS OR OLDER TO RENT AND MUST PROVIDE PROOF OF AGE, SUCH AS COPY OF DRIVER'S LICENSE.**

Name and signature of applicant/renter: \_\_\_\_\_

Signature \_\_\_\_\_

Name, address, telephone, and signature of Alternate person onsite if renter is not on premises:

Name: \_\_\_\_\_

Address: \_\_\_\_\_ Telephone: \_\_\_\_\_

Signature of Alternate: \_\_\_\_\_

**9. DECLARATION:**

UPON APPROVAL OF THIS APPLICATION, APPLICANT HEREBY ACCEPTS FULL RESPONSIBILITY FOR ANY AND ALL BREAKAGE OR DAMAGE TO THE FIREHOUSE, ITS FACILITIES, OR EQUIPMENT AND FOR THE DEPARTMENT AND CONDUCT OF THOSE ATTENDING THE FUNCTION, OR ACTIVITY FOR WHICH THE FIREHOUSE IS REQUESTED; PROVIDED FURTHER THAT APPLICANT AGREES THAT THE PEDRO POINT COMMUNITY ASSOCIATION (PPCA), ITS OFFICERS, DIRECTORS, MEMBERS, AGENTS OR EMPLOYEES WILL NOT BE RESPONSIBLE OR LIABLE FOR ANY CLAIMS, LOSS OR DAMAGE TO ANY PERSON OR THING, UNLESS SUCH A CLAIMS, LOSS OR DAMAGE TO ANY PERSON OR THING, IS CAUSED BY NEGLIGENCE OR UNLAWFUL ACT OF PPCA; PROVIDED FURTHER THAT APPLICANT AGREES THAT THE PEDRO POINT COMMUNITY ASSOCIATION (PPCA), ITS OFFICERS, DIRECTORS, MEMBERS, AGENTS OR EMPLOYEES WILL NOT BE RESPONSIBLE OR LIABLE IF THE FIREHOUSE IS UNUSABLE ON THE CONTRACTED DATE DUE TO CIRCUMSTANCES BEYOND THE PPCA'S CONTROL;

PROVIDED FURTHER THAT APPLICANT AGREES TO DEFEND, INDEMNIFY AND HOLD HARMLESS THE PPCA, ITS OFFICERS, DIRECTORS, MEMBERS, AGENTS OR EMPLOYEES, FROM AND AGAINST ANY AND ALL CLAIMS, INJURY, LOSS, OR DAMAGE REAL, ALLEGED, ARISING, OUT OF APPLICANTS USE OF THE FIREHOUSE; PROVIDED FURTHER THAT THE RESPONSIBLE REPRESENTATIVE(S) OR ALTERNATES DESIGNATED BY APPLICANT IN #8 (above) WILL BE PHYSICALLY PRESENT DURING THE ENTIRE TIME OF USE OF THE FIREHOUSE; AND PROVIDED FURTHER THAT THE APPLICANT AGREES TO COMPLY FULLY WITH ALL CONDITIONS OF APPROVAL SET FORTH HEREIN BY THE REPRESENTATIVE OF THE PPCA, AND TO PAY FOR ALL FEES REQUIRED FOR BUILDING USE.

**DECLARED BY (applicant)** \_\_\_\_\_ **DATE** \_\_\_\_\_

**ADDRESS** \_\_\_\_\_ **TELEPHONE** \_\_\_\_\_

**SIGNATURE OF ALTERNATE** \_\_\_\_\_

**DATE** \_\_\_\_\_ **TITLE, IF ANY** \_\_\_\_\_  
(EXAMPLE; CATERER, WEDDING PLANNER, FAMILY MEMBER ETC.)

### **C. RENTAL FEES/HOURS OF OPERATION**

**Hours of Operation:** The Pedro Point Firehouse is available from from 7am–9pm Mon-Thurs., 7am–11pm Fri., 9am–11pm Sat., and 10am–9pm Sun. **There is a security deposit of \$400 (\$500 weddings) for reservation, cleaning, and damages.** Of this fee, \$125 will be withheld as cleaning. The remaining \$275 is refundable after your event, provided that the hall is left in condition set forth in the building requirements, there is no damage or additional cleanup beyond the normal required, all garbage is properly contained, and all agreed-upon rules were followed. *(Please refer to the Pedro Point Firehouse Rental Guidelines document).* Any questions regarding cleanup should be discussed prior to rental.

**CANCELLATION:** Within 30 days of event, a full refund will be given. If less than 30 days, \$275 will be withheld, and only the \$125 cleaning fee will be refunded.

Deposit may be forfeited if applicant cancels or does not use the facility, or if use differs from that sanctioned by application. The deposit is separate from all rental fees and should be sent with application as soon as date is chosen and said to be available by manager. (Please allow up to 2 weeks for refund of deposit if applicable.)

There is a block of 6 hours allocated to each event (except weddings; see below). This includes 1 hour of setup, 4 hours of event time and 1 hour for breakdown/ cleanup. Weddings have 10 hours allocated: 4 hours of setup, 4 hours of event time and 2 hours of breakdown/cleanup. Extra setup and cleanup time can be arranged for \$25 per hour, and extra event time is \$50 per hour. Please contact manager to arrange for extra time.

Saturday	700	800	900
<b>WEEKEND DAYTIME (Out of hall by 3pm)</b>			
Friday	\$150	\$250	\$300
Saturday	250	300	400
Sunday (any 6 hrs from 10am to 9pm)	300	400	475
<b>WEEKDAY (End by 8, out by 9)</b>			
Monday - Thursday evenings	\$50/hr.	\$75/hr.	
<b>WEDDINGS (10-hr. rental: 4 hrs. set up; 4 hrs. event; 2 hrs. clean-up)</b>			
Monday - Friday (M-Th: end by 8, out by 9; Fri: end at 10, out by 11)	\$600	\$700	\$750
Saturday (end at 10, out by 11)	900	1,000	1,100
Sunday (end at 8 ,out by 9)	500	600	700
<b>OTHER</b>			
DEPOSIT -Non-wedding	\$400		
DEPOSIT -Wedding	\$500		
Extra event time	\$50/hr		
Extra cleanup/setup	\$25/hr.		
Umbrella Insurance - Event Helper ( <a href="https://www.theeventhelper.com/">https://www.theeventhelper.com/</a> )	\$105 and up		
<b>DISCOUNTS</b>			
Multiple rentals - rent 3 or more times, 25% discount			
Fundraisers/Non-profits - 25% discount			
Contact Manager for information on special rates for other events such as memorial services and classes/seminars			

\*The Pedro Point Playground is a beautifully crafted community playground on the PPCA property just behind the Firehouse. The Playground is open to the neighborhood, and the "Playground Use Fee" does not give your event exclusive use but allows for enjoyment during your event. As well, it helps the PPCA to keep our special community treasure maintained. We hope you and your children take care of and enjoy what we have created. Playground is designed for children ages 2-10; adult supervision required. In consideration of neighbors, playground use ends at dark.

<b>Building Use Fees</b>	<b>Hours</b>	<b>\$</b>
Regular Rental Time	_____	_____
Extra time: Setup and cleanup (\$25/hr)	_____	_____
Event time (\$50/hr)	_____	_____
Playground Use fee	_____	_____
	<b>Total Rental Amount</b>	<b>\$_____</b>
<b>Deposit Paid by:</b>	<b>Check #_____ or Paypal Inv. #_____</b>	

- **REMIT DEPOSIT ASAP TO HOLD YOUR DATE. THIS CAN BE DONE VIA PAYPAL THRU OUR WEBLINK, OR BY CHECK. INCLUDE A SELF-ADDRESSED, STAMPED ENVELOPE FOR RETURN DEPOSIT PAID BY CHECK.**
- **FINAL PAYMENTS (CHECKS PAYABLE TO PPCA) ARE DUE 3 WEEKS PRIOR TO EVENT), ALONG WITH PROOF OF INSURANCE**

For rates for special events, such as classes or workshops, please contact Firehouse manager.

Please make a copy of application before submission.

Send deposit and all paperwork to:

The Pedro Point Firehouse  
 1227 Danmann Ave.  
 Pacifica, CA 94044

On behalf of the Pedro Point Community Association – thanks for choosing the Firehouse for your special event!!

## FIREHOUSE RENTAL RULES AND REQUIREMENTS

**PLEASE READ THESE RULES AND INITIAL INDICATING YOUR AGREEMENT TO ABIDE BY THEM.  
RETURN THIS FORM WITH YOUR APPLICATION.**

Dear Renter: Thank you for choosing our historic venue for your special event. The following are requirements for renting the hall. Complying with these rules will ensure that you will receive a refund of your deposit. You are completely responsible for the hall during your rental time and the condition of the building at the end of your event.

**RENTAL TIME\***: The hall is rented for a minimum window of time totaling 6 hours. This includes 4 hours of event time, with 1 hour each for setup and breakdown/cleanup. Weddings have 10 hours. You can schedule extra time for an additional fee of \$25/hour for set up or cleanup and \$50 /hour for extra event time. This scheduled overtime must be paid in advance as well as confirmed with the manager. All events must comply with the curfew of 10 pm quiet, and 11pm complete closure, depending on day of rental (weekday vs. weekend).

**NON-SCHEDULED OVERTIME WILL BE BILLED AT \$50.00 PER HOUR TO RENTER AND/OR TAKEN FROM THE DEPOSIT. LOCAL AUTHORITIES MAY ENFORCE THE BUILDING CURFEW.**

\*We are happy to accommodate the needs for your event. Please discuss any overtime questions with the manager prior to the date of your event. Occasionally, if no one is renting the hall directly before your event, the manager can allow you to have one hour of paid set up time at an earlier time of day or the night before the event if the hall is available.

**PAYMENT PROCEDURE**: A deposit of \$400 (\$500 weddings) is due at the time of scheduling an event to confirm your rental. This is a completely separate fee from the rental charge and is partially refundable following the event if no damage occurs, no additional cleanup is required, or no non-scheduled overtime is used. RENTAL FEES ARE DUE IN FULL ONE MONTH PRIOR TO THE EVENT. Payment should be made to the PPCA (Pedro Point Community Association) and sent to Pedro Point Firehouse, 1227 Danmann Ave, Pacifica, CA 94044. We accept checks or money orders. Sorry, but we do not accept credit cards. \_\_\_\_\_

**CANCELLATION**: If cancellation occurs within 30 days of the date of the rental then rental fees and full deposit will be refunded. If cancellation occurs less than 30 days before the scheduled date of the event then the janitorial fee portion of your deposit will be refunded, and the remainder withheld.

**BUILDING ACCESS**: The week of your event, you will be given a combination number to the front door lock and/or a key for building access for the day of your event. You will also be given a phone number in case you need to reach the manager for any rental emergencies. Please be sure that all lights, heater, running water, etc. are OFF and that the door is securely closed and locked when you leave. The "lock icon" on the front door keypad should be pressed to ensure the door is locked.

**CLEANUP REQUIREMENTS**: The property must be left in its original condition; that is, undamaged and ready for detailed cleaning at the end of your rental. This means at the end of your scheduled rental time the building must be ready for the janitorial staff to come in. Tables and chairs must be returned to their storage drawers, decorations taken down, garbage and sorted recycle disposed in outside garbage housing. Floors should be free of major debris, and outside of hall should show no sign of your event. Detailed cleanup requirements are listed separately and can also be downloaded from our website at [www.pedropoint.org](http://www.pedropoint.org)

**CATERING AND RENTAL WARE**: You may use professional catering and/or equipment rentals. The Firehouse provides tables and chairs to seat up to 100 (located under the stage area in large pull-out drawers). We have a wet bar area with an ice chest freezer, large professional size refrigerator, and double deep sink. There are NO COOKING APPLIANCES PROVIDED except for a microwave oven. Chafing dishes, hot plates, and coffee urns may be brought in and used in the wet bar area, with special attention to using "surge protecting" outlet plugs. (Most heating and cooling appliances use a lot of power.) The surge protector will eliminate circuit-outs. If caterers will be performing the building cleanup and table/chair

breakdown please be sure the lead caterer has a copy of the rental cleanup requirements, as you will ultimately be responsible for how the hall is left. \_\_\_\_\_

**GARBAGE AND RECYCLE:** We have garbage and recycle housing outside of the hall by sidewalk near the deck. It is very important that all event trash is properly stored in bags and put securely inside the housing with the doors locked. Because of raccoons and other animals, **no garbage is to be left out in any spot other than inside the garbage housing.** We ask that all recyclables including glass, cans, plastic bottles, aluminum chafing dishes, and flattened cardboard be separated from garbage to limit trash and to help our environment. Please take advantage of the recycle cans inside the hall during your event, and then empty these into the large recycling containers outside during your cleanup. Garbage bags are provided; however, extras are great to have on hand.

Each event is allocated 2 garbage cans within the garbage housing; use of extra cans (if available) and/or extra bagged garbage left inside the garbage housing will incur a charge of \$10 per can or bag.

CIGARETTE AND CIGAR BUTTS ARE GARBAGE AND NEED TO BE PROPERLY DISCARDED OF IN THE ASHTRAYS (to be later dumped in the trash). CIGARETTE AND CIGAR LITTER REMAINING AFTER YOUR EVENT WILL RESULT IN PARTIAL DEPOSIT WITHHOLDING. The front street area, deck, playground, and private driveway must be left free of debris. \_\_\_\_\_

**PARTY RENTAL SUPPLIES DROP OFF AND PICK UP:** In most cases, party rental supplies can be delivered to the hall just before your rental time, usually during set up time, and picked up at the end of the event. In some cases rental equipment is dropped off only on Fridays and picked up only on Mondays. To help accommodate your rentals, we can offer a layover of rental equipment (if neatly stacked out of the way) for \$25 per day. **Be sure to confirm with the manager** and your rental ware company for this extra usage, as there are times when a layover of equipment is not possible.

**ACOUSTIC PANELS** The PPCA has upgraded the hall acoustics with the installation of blue acoustic panels located on the walls of the Firehouse. These panels help with noise reduction and echo suppression, thereby improving the experience of conversation and music. Please take care not to touch, disturb, remove, decorate over, or manipulate the panels.

**The following criteria must be strictly followed:**

- NO SMOKING IN THE HALL AT ANY TIME
- NO HOLES IN WALLS, NO TAPE OTHER THAN EASILY REMOVABLE PAINTER'S TAPE. NO STAPLES OR TACKS. (PLEASE DO YOUR BEST TO KEEP OUR NEWLY PAINTED WALLS IN GOOD CONDITION)
- NO ALCOHOL SALES WITHOUT PROPER STATE "ABC LICENSE"
- NO UNDERAGE DRINKING WILL BE ALLOWED
- NO GLASS INSIDE THE PLAYGROUND AREA
- NO UNSUPERVISED CHILDREN UNDER 12 YEARS ALLOWED IN THE PLAYGROUND
- NO PLAYGROUND USE AFTER 9PM
- NO USE OF DECORATIVE CONFETTI
- NO LOUD MUSIC AFTER 9:00pm\*  
\*Volume should not be heard outside of the building (please close the front and side doors at 9:30pm to prevent noise spillage, if music is used.)
- NO TRESPASSING OR LITTERING INTO NEIGHBOR'S PROPERTY (the driveways located on both sides of the Firehouse, and near the playground is PRIVATE. Please be respectful of our neighbors!!)
- CANDLES OR OPEN FLAMES USAGE: Use only glass-enclosed votives when set atop a secondary flame-resistant plate/mirror/trivet. Use of sternos for catering permitted.

**CLEANUP REQUIREMENTS:** The following cleanup criteria and fee schedule will be used to determine the refund of your deposit.

**ADDITIONAL CLEANUP REQUIRED AFTER YOUR EVENT WILL BE CHARGED A MINIMUM OF \$50/HOUR**

The janitorial fee paid takes care of detailed cleanup needed to prepare the hall for the next event. This includes sweeping and mopping of floors, and cleaning and sanitizing the restrooms and bar area. This does not include cleaning above and beyond the normal; for example, janitorial is not responsible for frosting or spills on walls, restrooms left in exceptionally poor condition, or cigarette butts or debris left outside, etc. Please make sure that:

- All decorations including balloons are removed.
- Floors are left free of debris.
- Tables and chairs are properly stored: Wipe down with antibacterial solution, then stack neatly in carts.
- Counters are wiped and clean.
- Sink and wet bar area, including the microwave oven, refrigerator and freezer are left clean and empty. Garbage is bagged and stored inside of garbage housing.
- Recycling material is separated and contained inside of bins **inside of garbage housing.**
- Street area, sidewalk, deck and playground are free of cigarette butts and debris.
- Ashtrays are dumped into trash cans and replaced in the hall.

**By initialing each section above, and below**, I confirm that I have read the rental and cleaning responsibilities, and agree to abide by the detailed "cleanup requirements" list. I understand that not fulfilling these requirements may result in a withholding beyond the \$125 janitorial fee portion of the deposit, and/or forfeiture of the entire deposit amount.

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Printed name of person renting the Pedro Point Firehouse

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Signature of person renting the Pedro Point Firehouse

**RENTER'S COPY**  
**PEDRO POINT FIREHOUSE RENTAL GUIDELINES**

**--PLEASE KEEP FOR YOUR REFERENCE--**

Dear Renter: Thank you for booking your event with us. To ensure that the Firehouse will be as ready for the event following yours as it is for your event, we ask your cooperation with the following guidelines. You are completely responsible for the Pedro Point Firehouse during your rental time. You must make certain that the building is left clean, and in the condition that it was originally in, to insure full refund of your deposit.

**PLEASE FOLLOW ALL OF THE CLEANUPREQUIREMENTS LISTED BELOW :**

1. **TRASH AND RECYCLE\*\*\*\*\* VERY IMPORTANT\*\*\*\*\***WE PRACTICE RECYCLING AT THE FIREHOUSE. PLEASE SEPARATE ALL TRASH FROM RECYCLABLE MATERIALS. Please put trash bags in the trash containers located in the garbage housing outside by the front sidewalk. Make sure the doors on the refuse container are closed and locked securely. This will keep the raccoons from making a big mess. If you use more than 2 trash cans, **\$10.00 per additional can or bag will be deducted from your rental deposit.** RECYCLE -- ALL RECYCLABLE CONTAINERS: (GLASS BOTTLES, ALUMINUM CANS, PLASTIC BOTTLES AND CARDBOARD) MUST BE COLLECTED IN THE BLUE RECYCLE CONTAINERS LOCATED INSIDE THE GARBAGE HOUSING (2 LEFTHAND DOORS). PLEASE SEE LAMINATED GARBAGE/RECYCLE INSTRUCTIONS INSIDE BAR OR ON GABAGE HOUSING DOOR IF YOU ARE UNSURE ABOUT HOW TO SEPARATE.  
There are smaller blue recycle cans inside the hall for use during the event, but these MUST be emptied into the larger outside containers. A \$50 FINE MAY BE ASSESSED IF RECYCLABLE MATERIALS ARE NOT SEPARATED FROM GARBAGE!! We appreciate your help to reduce waste and help keep our environment clean. Do not leave any debris on premises or the grounds outside of the building.
  2. Smoking in the hall is prohibited. Please make sure that ashtrays are placed in front of the building and on the deck. Make sure that the deck and the sidewalks are swept clean of leftover butts when you leave. Ashtrays should be dumped into the trashcans and replaced inside the hall.
  3. Remove all decorations, ribbon and tape from the walls. Please use only masking tape for easier removal and do not use anything that puts holes in the walls — no tacks or staples!!
  4. Acoustic Panels: The Firehouse has begun its sound upgrade with the implementation of blue acoustic panels located on the walls of the Firehouse. These panels help with noise reduction and echo suppression, thereby improving the experience of conversation and music. Please take care not to touch, disturb, remove, decorate over, or manipulate these panels.
  5. The floors and stage: Our hardwood floors are a great asset. Please make sure that objects are not dragged across the hardwood floors. Lift and carry objects during set up and cleanup.
  6. Stack all folding chairs (wipe down with antibacterial solution first) in carts carefully **as described inside the front of each cart.** Tables should be wiped clean and replaced in the rear of the carts. **Carts are very heavy so please use caution when moving them.** Please push them slowly to not bump the sides. Neatly stack non-folding wooden chairs in 'twos' on the stage.
  7. Check restrooms for cleanliness: remove paper from floor, turn faucets off, toilets must be flushed and the water not running
  8. Kitchen area: Wipe splatters and make sure the freezer and refrigerator doors are completely shut. Make sure sink is free of food/debris.
  9. Turn off all light switches completely until they "click." Make sure that the thermostat is set to 'OFF.' Main lights on side wall near fridge. Deck light near deck door. Front lights in entryway.
  10. PLAYGROUND AREA must be left clean of debris and garbage, toys, etc. No smoking, or glass containers in playground. Adult supervision required during use.
  11. For the consideration of neighbors, please keep the side door closed after 9:30 pm if music is used.
  12. The driveways across from the Firehouse, and near the playground are private. Please do not park, or congregate, in the driveway area.
- PLAYGROUND CURFEW IS AT DUSK. PLEASE ADVISE GUESTS TO COME INSIDE AFTER THIS TIME. ANY DAMAGE THAT OCCURS DURING YOUR RENTAL TIME WILL RESULT IN DEPOSIT DEDUCTIONS OR FORFEITURE. NON-SCHEDULED OVERTIME WILL RESULT IN PARTIAL DEDUCTION OF DEPOSIT. THE BUILDING MUST BE QUIET BY 10 PM AND VACATED BY 10/11PM DEPENDING ON DAY OF THE WEEK. We thank you for your consideration.

**QUICK CHECK LIST:**

1. **RECYCLE** — separate from trash, put in containers outside in garbage housing. Trash gathered in bags and put in cans inside of garbage housing by sidewalk. LOCK DOORS OF GARBAGE HOUSING. Each event is given 2 garbage cans for use. Use of more than 2 cans will be charged \$10 per can or bag.
2. **ASHTRAYS** — empty, clean and replace inside.
3. **FLOORS AND STAGE** — wipe or sponge mop any spills or sticky spots. PLEASE DON'T DRAG FURNITURE ACROSS FLOORS.
4. **TABLES & CHAIRS** — Wipe down with antibacterial solution, then stack neatly in carts below the stage. **See inside the front of the carts for descriptions of contents. Caution: the carts are very heavy.**
5. **RESTROOMS** — pick up paper, flush toilets, and turn off faucets and lights.
6. **KITCHEN** — Make sure counters and sink are free of food/crumbs/debris. Wipe all counters. Close refrigerator and freezer doors completely.
7. **POWER** — Turn lights completely out and thermostat off.
8. **DECORATIONS** — completely remove decorations and ensure that walls are free of tape.
9. **OUTSIDE & PLAYGROUND** — leave clean and free of debris and cigarette butts. Toys removed from playground.

WE HOPE YOU HAVE A WONDERFUL CELEBRATION AT THE PEDRO POINT FIREHOUSE!