



# Camron-Stanford House

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## RENTAL AGREEMENT

This agreement is made this \_\_\_\_\_ day of \_\_\_\_\_, 2011 by and between \_\_\_\_\_, User, and the Camron-Stanford House Preservation Association (CSHPA), Owner. User desires to rent space at the Camron-Stanford House Museum, 1418 Lakeside Drive, Oakland, CA 94612 for the purposes of \_\_\_\_\_, on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, to be attended by a maximum of \_\_\_\_\_ people. The event, which includes all set-up and clean-up time required by a caterer, will last from \_\_\_\_\_ (a.m./p.m.) to \_\_\_\_\_ (a.m. /p.m.), for a total of \_\_\_\_\_ hours.

A rehearsal for this event will take place on \_\_\_\_\_ at \_\_\_\_\_ o'clock and shall last no more than two (2) hours. There is no additional cost for this rehearsal.

The total rental fee for this agreement shall be \$\_\_\_\_\_. Fifty percent (50%) of this amount or \$\_\_\_\_\_ shall be required at the time this agreement is signed. The remaining fifty percent (50%) or \$\_\_\_\_\_ shall be due no later than 60 days prior to the event on \_\_\_\_\_.

A cleaning and damage deposit of \$\_\_\_\_\_ is required at least 60 days prior to the event. The amount of the cleaning deposit (*includes*) / (*does not include*) \$200 paid as a booking fee. The cleaning and damage deposit, less any applicable overtime charges, will be returned, if the condition of the Camron-Stanford House upon completion of the event meets with the approval of the Event Coordinator.

Additional hours of use for the event may be added up to one (1) week before the event date at regular rates and shall be covered by an addendum to this agreement. **Additional hours of use requested on the day of the event shall be charged at the overtime rate of \$300 per hour** and shall be deducted from the cleaning and damage deposit and/or billed to the User.

User hereby acknowledges receipt of Use Restrictions for Rental Events which is attached hereto and incorporated herein by reference and agrees that all guests, agents, and employees will be bound by the rules contained therein. User agrees to be responsible for all damage caused by guests, agents, or employees, and will pay the costs of repair and/or restoration as determined by the CSHPA, or its Event Coordinator.

User Name (*please print*) \_\_\_\_\_

User Signature(s) \* \_\_\_\_\_

\_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_

Telephone \_\_\_\_\_ Cell \_\_\_\_\_ E-mail \_\_\_\_\_

Date \_\_\_\_\_

Caterer Information (if available):

Name \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_

Telephone \_\_\_\_\_ Cell \_\_\_\_\_ E-mail \_\_\_\_\_

\* This agreement must be signed by a person 21 years of age or older who shall be financially responsible for payment to CSHPA.

Camron-Stanford House Preservation Association  
1418 Lakeside Drive, Oakland, CA 94612  
Event Coordinator 510-444-1876  
Administration 510-874-7802  
FAX 510-874-7803 email [sevans@cshouse.org](mailto:sevans@cshouse.org)