



**THE POLISH CLUB, INC**  
**Hall Rental Application**  
**3040 22nd Street**  
**San Francisco, CA 94110**

**Rental Fee Schedule**

**All checks payable to “The Polish Club”**

**MAIL TO:** Treasurer, Polish Club; 165 Merced Ave.; San Francisco, CA 94127

Rental of the Polish Club includes use of the main hall and stage, the entry hall, the bar room, the kitchen, bathrooms and parking lot. Renters shall not have access to the balcony or any storage areas. **CLOSE and lock all windows before leaving the hall.**

Maximum capacity: 120 Persons

**Hall Rental Fees:**

	Monday – Thursday	Friday and Non Weekend Holidays	Saturday and Sunday (1:00pm- midnight)
Birthdays Parties/ Quinceañera		\$1,000.00	\$1,700.00
Corporate Meetings	\$75/hr, 3 hr minimum	\$125/hr, 3 hr minimum	\$125/hr, 3 hr minimum
Non-Profit Groups	\$35/hr, 3 hr minimum	\$500.00	\$1,100.00
All Others	\$45/hr, 3 hr minimum	\$600.00	\$1,400.00

All Rentals require a \$100.00 non-refundable reservation fee. If Lessee requests Hall to be opened more than once for an event, Lessee will be charged an **additional \$35.00** per hour with no incremental discount available.

**Fees Due By:** All rental fees must be **paid in full 30 days** prior to the event date.

**MAIL TO:** Treasurer, Polish Club; 165 Merced Ave.; San Francisco, CA 94127

**Non-Refundable Reservation Fee:** A **\$100.00** non-refundable reservation fee is required in order to secure your event date. This cash fee is required at the time of submission of the application to rent the hall. *If cancellation of the event is necessary, notification to The Polish Club, Inc. must be RECEIVED in writing at least 14 days in advance of the reserved date for a refund of the paid fees and does not include the \$100.00 reservation fee. The Notification must be signed by the individual who signed the rental agreement or their legal representative.*

**Hall Cleaning:** Lessee is responsible for wiping down all tables and chairs provided by the Polish Club in addition to wiping down the bar and kitchen areas if these facilities are used. Lessee is also responsible for disposing of all trash on the premises and putting it into black plastic garbage bags provided by The Polish Club. All such trash should be deposited into the outside garbage bins **located in the parking lot**. Lessee is also responsible for keeping the parking lot free of trash and debris during and after the event. If the trash is not picked up from both the premises and the parking lot and deposited into the outside trash bins, an additional amount will be deducted from the security deposit.

**Use of the trash receptacles in the area outside of the kitchen door is prohibited and will result in a fine.** If trash exceeds the bin capacity, it is the responsibility of the lessee to take the trash off the premises.

### **Deposit Requirements**

**Deposit:** A security/cleaning deposit of **\$600.00** is required for all events. **\$150.00** is kept for cleaning the Hall. The remaining deposit is returned after the Hall has been inspected, cleaned and any damages repaired. The deposit is due **30 days** prior to the event date. Initial \_\_\_\_\_

### **Other Requirements**

1. **Time of Usage:** All renters must abide by the hours quoted in their contracts. These rental hours are also outlined in the Hall Rental Fees section above. If the event goes beyond the agreed to hours, an additional **\$100.00** per hour will be charged. Discounts for increments will not be allowed.
2. **Indemnity Agreement:** Lessee agrees to indemnify and holds the Lessor and the property of the Lessor, including the facilities, free and harmless from any and all liability for injury to or death of any person, including Lessee and the employees of Lessee, or for damage to the property arising from the use and occupancy of the facilities by Lessee and employee of Lessee, in or about the facilities with the express or implied consent of Lessee. Initial \_\_\_\_\_
3. **Assignment and Subletting:** Lessee shall not assign or sublet the facilities or any interest therein without first obtaining the written consent of Lessor. A consent by Lessor to one assignment or subletting shall not be deemed to be a consent to any subsequent assignment or subletting. An assignment or subletting without the written consent of Lessor, or an assignment or subletting by operation of law, shall be void and shall, at the option of the Lessor, terminate this lease. Lessor's consent will not be unreasonably withheld. Initial \_\_\_\_\_
4. **Use:** Lessee shall not permit the facilities or any part thereof to be used for:
  - a) the conduct of any offensive, noisy, or dangerous activity Initial \_\_\_\_\_
  - b) the creation of maintenance of a public nuisance Initial \_\_\_\_\_
  - c) anything which is against any laws or rules or regulations of any public authority at any time applicable to the facilities Initial \_\_\_\_\_
  - d) any purpose or in any manner which will obstruct, interfere with, or infringe on the rights of neighbors Initial \_\_\_\_\_
5. **Sale of Alcoholic Beverages:** An Alcoholic Beverage Control Daily License is required if alcoholic beverages will be sold. It is the responsibility of the individual who signed the rental agreement to provide proof of the daily license at least 14 days prior to the event. The cost for the liquor license is the responsibility of the renter. ([www.abc.ca.gov/forms](http://www.abc.ca.gov/forms)) Initial \_\_\_\_\_
6. **Security Guards:** Security Guards **are required** for all events where alcoholic beverages are sold. Security Guards **are also required** when the Hall is rented for a **Quinceañera**. We require one (1)

security guard per 100 people. It is the responsibility of the individual who signed the rental agreement to provide proof that a security guard has been hired at least 21 days prior to the event. The cost for hiring a security guard is the responsibility of the renter. Initial \_\_\_\_\_

7. **Cleaning and Trash:** The Polish Club will provide plastic bags for the trash containers. These bags will be stored in the bar area. Should a container be filled during an event, the lessee is expected to change the bag and remove the garbage so that the receptacle does not overflow onto the floor. Lessee is responsible for SEPARATING trash into appropriate recycle bins, wiping down the bar and kitchen area as well as tables and chairs. The trash bins outside of the kitchen door (in the alley) are **OFF LIMITS**. Garbage bins are in the back of the parking lot. NO garbage or items should obstruct the alley or be discarded there. Overflow garbage bags (those that do not fit into the garbage bins) must be disposed of by the lessee immediately after the event. All trash should be separated according to recycling standards. Kitchen sinks and oven/stove must be left clean and nothing belonging to lessee and their guests should be left behind. Do not leave food, ice or beverages in the refrigerator. Bathrooms should be left tidy. The area behind the bar must be left clean and free of items. Mops, brooms and dustpans reside in the alley only. If these rules are ignored the lessee will be fined \$200.00 in addition to the \$150 Hall cleaning fee. Initial \_\_\_\_\_
8. **Decorations:** Decorations are allowed, however nothing may be used that will damage the walls, windows, woodwork, doors or ceilings of the building. Use only painters' tape. **No tacks** or other types of tape allowed. **All decorations must be removed after the event ends.** Modem boosters and plugs are NOT to be touched. Use only free plug outlets. No smoke, water or mist devices are allowed. Any damages left by decorations will result in an additional amount deducted from the deposit. The renter will be responsible for the full cost of any repairs. Bring your own extension cords and adaptors. Initial \_\_\_\_\_
9. **Bicycles and Misc.:** NO bicycles are allowed inside the Club. There is a bicycle rack in the parking lot. Do NOT use the belongings of other renters (labeled items), including children's toys, coffee makers, and items in the drawers and cabinets, except those that belong to the Club, labeled "PC." Do not open kitchen drawers or cabinets or use supplies therein. Return furniture to its rightful place. **Report any damage or breakage that occurred during your rental.**
10. **Children:** Children must be under the supervision of an adult at all times, whether they are inside and especially outside of the building. Initial \_\_\_\_\_
11. **Music:** Owing to the building's residential location, no music exceeding sixty (60) decibels is allowed. Initial \_\_\_\_\_
12. **Tables and Chairs:** The Hall does provide tables and chairs for the use of the renter. It is the responsibility of the renter to set up the chairs and tables prior to the event. After the event, all the tables and chairs must be wiped down and cleaned. If the renter does not clean the tables and chairs they will be charged an additional **\$100.00**. Initial \_\_\_\_\_
13. **NO smoking on the Club premises,** including the parking lot.
14. **Before you leave,** please close all windows, "arm" the security system, and draw the curtain that covers the children's toys in the back of the bar room.
15. Electrical outlets. **DO NOT unplug anything that is plugged in.** Bring your own adaptors and extension cords. Do NOT touch the switch that controls the lights in the parking lot.

## **Additional Polish Club Rental Policies**

The Polish Club, Inc. has set forth the following policies with respect to rental and other uses of the Polish Club:

### **Rights and Priorities of Use:**

- 1) Anyone or any group can rent the Polish Club on a first come first serve basis.
- 2) Rentals can be pre-empted in the event of a declared emergency. In this event, all deposits and rental fees shall be refunded for any party who is unable to use the hall during the emergency.

### **Fees and Payments:**

- 1) All fees shall be paid in accordance with the published rental rates and deposits listed on the front page of the agreement.
- 2) Polish Club Member Societies (PNA, St. Stanislaus Benevolent Society and Literary and Dramatic Circle) requesting the use of the Polish Club for business activities will not be charged a rental fee but will be responsible for the cleaning costs of the Hall following their activity. Member Societies/Non-profit groups wishing to take advantage of the reduced rates must provide a copy of their 501(c)(3) status as well as a copy of their liability insurance information upon reserving the Hall.

### **Cleaning and Damage Assessment:**

- 1) Each renter is required to do a pre-rental walk through with an agent of the Polish Club to assess any existing issues that might be present with the building. Any existing issues must be noted in writing signed by the renter and the Polish Club agent during this walk through to avoid subsequent assessment against your deposit.
- 2) After each event, the Club cleaning contractor will clean the area and report any changes to the conditions of the building. The renter may be charged for the cost to fix, repair, or clean any damage or detrimental condition found by the cleaning staff and confirmed by the Polish Club. This includes, but is not limited to, wall and floor damage, excess garbage and appliance damage.
- 3) Each rental fee contains an allowance for building cleaning. Any cleaning costs in excess of that allowance will be taken out of the deposit. Any cleaning or repair of damages in excess of the deposit are the responsibility of the renter and/or the insurance company of the renter. Lessee is responsible for any damages following their event.
- 4) Any fees assessed for cleaning or damage may be appealed to the Polish Club Board of Directors.

NAME OF LESSEE

---

DL # AND EXP DATE  
Or SSN

---

ADDRESS

---

TELEPHONE NUMBER

---

EMAIL ADDRESS

---

DATE/TIME OF EVENT

---

CLEANING/SECURITY DEPOSIT

---

RENTAL AMOUNT

---

The POLISH CLUB, INC. agrees to rent the facilities located at 3040 22nd Street, San Francisco, CA, on the terms and conditions of lease set forth in this document. Lessee hereby acknowledges that he/she has read and signed all terms and conditions of lease and agrees to abide thereby.

SIGNATURE OF LESSEE

---

SIGNATURE OF AUTHORIZED AGENT

---

SIGNATURE DATE

---