



## Facility Rental Check List

- Check with Anna for available dates. We only book for rentals 6 months in advance (exception: Weddings) or less than two weeks prior to event.

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- In order to **secure your** rental date, the **deposit and Facility Rental Agreement** must be turned in and paid for. (We do not hold the date until the deposit is received.)

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- Steps after your deposit is paid for:**

- ✓ If having D.J. / Alcohol, security needs to be arranged and paid for before requesting to have paperwork signed off by APD (**No** alcohol is allowed for any child events.)
- ✓ Certificate of Insurance with the additional endorsement page naming the City of Avenal as an additional insured party must be turned in 2 weeks prior to your rental. Renters may purchase event insurance from [www.privateeventinsurance.com](http://www.privateeventinsurance.com).
- ✓ Pay rental fee 2 weeks prior to your scheduled use.
- ✓ All payments must be made in cash, money order or credit card.
- ✓ All rental walk-throughs are done on Fridays at 4:30 p.m. at rental building You will get your rental key at that time.

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- Process after rental:**

- ✓ Drop off rental key after rental or turn the key in before 10:00 a.m. Monday morning in drop off box at City Hall.
  - ✓ Refund of Deposit, if building is left in a satisfactory state, will be mailed to address provided on building request form, process may take up to 10 business days.
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