South End Rowing Club
Club Rental Agreement
Updated November 2016

Before filling this Rental Agreement out, you must:

1. Read the “Rental Guidelines” for important information about pricing (increased in November 2016), who is eligible to rent the Club, which areas of the Club are available to rent, etc.
2. Contact the Club Entertainment Commissioner (sercparty@gmail.com) to discuss proposed event and dates. Commissioners are listed on the Club website (see: www.serc.com, About, Board of Directors).

For this rental request to be considered and added to the Club calendar, the following must be completed and submitted together at least 60 days prior to event date:

1. Signed rental agreement
2. Signed “Rental Guidelines” (a separate document), acknowledging they have been read and understood
3. Insurance liability (see instructions next page)
4. All applicable fees (see “Fees” below)

NAME/ORGANIZATION: ____________________________
ADDRESS: ________________________________________
PHONE: ___________________ CELL PHONE: ___________________
EVENT PURPOSE: ___________________ DATE OF EVENT: ________________
HOURS OF EVENT (INCLUDING SET UP & CLEAN UP): ________________
NUMBER OF GUESTS: ________________
LIVE MUSIC: ✓ YES ❑ NO
AREA(S) REQUESTED:
❑ COOKSHACK/BAR
❑ DAYROOM

REQUIRED FORMS AND FEES* MEMBER FEE ATTACHED
Cookshack/Bar (8-hour rental) $1,200.00 ✓
Each Additional Hour $100.00/hr ✓
Dayroom (8-hour rental) $600.00 ✓
Each Additional Hour $75.00/hr ✓
Security Deposit (required and returnable) $750.00 ✓
Security Guard (required) $30.00/hr ✓
Required 30 minutes before and after event
Garbage/Recycling (required) $100.00 ✓
Liability Insurance (required) per your insurance ✓
Signed Rental Guidelines (required) ✓
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*Notes about fees:
  • The security fee must be given to the designated security guard directly.
  • Standard rental is up to 8 hours, and must include set up and tear down time; see Fees above for applicable fees for additional hours.
  • Other fees must be submitted at least 60 DAYS PRIOR TO EVENT DATE and should be combined into one check made out to “SERC” and sent to:

Office Manager
South End Rowing Club
500 Jefferson St.
SF CA 94109

CONDITIONS FOR USE
1. All fees must be paid in advance.
2. Signed Rental Agreement, signed Rental Guidelines, and proof of insurance liability must be submitted 60 days in advance of event.
3. Club rules and regulations must be observed at all times (see Rental Guidelines).

LIABILITY INSURANCE:
The Renter is liable for any damage done to the Club or equipment during their rental period. Instructions for providing Liability insurance:
1. Contact your home or renter’s insurance company (or an insurance company if you don’t already have one).
2. Ask them to provide a Certification of Liability Insurance in the minimum amount of $1,000,000.00 (one million dollars) via an “Additional Insured Special Event Endorsement” form. Renter’s and home insurance plans often offer this at no charge or at a nominal charge.
3. Make the South End Rowing Club, 500 Jefferson Street, San Francisco, CA 94109 as the additional insured for the date of the event for General Liability and Loss Payer with respect to property of other.
4. Should you choose to have a caterer, the certificate provided must show the Worker’s Comp Carrier and Policy Number, also making the South End Rowing Club as an additional insured.

SECURITY DEPOSIT RETURNS
Security deposits are required for all rentals. Once the event is over, to get the security deposit returned, the renter must:
1. Confirm that the security guard hired for the event checked the Club after the event to ensure no damage was done to the Club or its assets (such as boats).
2. Contact the Club Entertainment Commissioner to request to have the security deposit returned. The Entertainment Cmsr. will talk to the security guard, and, if no damage was done and no special cleaning is required, will then make a formal request to the Office Manager to make and send a check to the renter.
3. Security deposit return checks will be sent to the renter within roughly 2 to 3 weeks after the Entertainment Cmr. makes the request to have the rental deposit returned.

CANCELLATIONS AND REFUNDS
Cancellations must be made at least one week in advance of the event for a full deposit refund.

SIGNATURES
By signing this rental agreement, you agree to indemnify and hold harmless the Club and its Board of Directors from any liability arising out of the use of the Club except for any damages caused solely by the Club’s negligence.

Signature of Renter: ___________________________  Date ____________

If requested event date is available, and this form is signed and completed and submitted with all required fees and liability insurance, the event will be approved and scheduled.

Entertainment Commissioner Approval: ________________  Date ____________