

## FCOMP Hall Rental Application

### 1) Applicant & Contact Information

Applicant/Organization Name: \_\_\_\_\_  
Primary Contact Name: \_\_\_\_\_  
Title/Role (if organization): \_\_\_\_\_  
Organization Type (checkbox): ☐ Nonprofit ☐ For-profit ☐ Individual/Other  
Tax ID (if applicable): \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
City, State, ZIP: \_\_\_\_\_  
Phone (primary): \_\_ (\_\_\_\_) \_\_\_\_\_ Alt: \_\_ (\_\_\_\_) \_\_\_\_\_  
Email: \_\_\_\_\_

### 2) Event Details

Event Name/Purpose: \_\_\_\_\_  
Date of Hall Use: \_\_\_\_ / \_\_\_\_ / \_\_\_\_ (Month/Day/Year)  
Start Time (Access): \_\_\_\_\_ End Time: **10:00 PM (NO EXCEPTION)**  
Estimated Attendance: \_\_\_\_\_ attendees  
Hall/Room(s) Reserved (if multiple): \_\_\_\_\_  
Setup/Teardown Window: from \_\_\_\_\_ to \_\_\_\_\_  
Audio/Visual Equipment Needed (brief list): \_\_\_\_\_  
Catering/Bar (if any): \_\_\_\_\_  
Special Access, Loading, or Deliveries: \_\_\_\_\_  
On-site Contact (if different on day): Name/Phone: \_\_\_\_\_

### 3) Eligibility & Verification (Required)

Legal Name (as on ID): \_\_\_\_\_  
Date of Birth (for ID verification): \_\_\_\_\_  
Address (street): \_\_\_\_\_  
City, State, ZIP: \_\_\_\_\_  
Email: \_\_\_\_\_  
Phone: \_\_\_\_\_

### 4) Identification & Verification (Required for Authorized Use)

Government-issued ID Type (Driver License, Passport, etc.): \_\_\_\_\_  
ID/License Number: \_\_\_\_\_  
Issue Date: \_\_\_\_\_ Expiration Date: \_\_\_\_\_  
Issuing State/Country: \_\_\_\_\_  
Copy/Upload of ID Provided? Yes / No \_\_\_\_\_  
If no, provide alternative verification method: \_\_\_\_\_  
Authorized Representative (if applicable):  
Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

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Contact Phone/Email: \_\_\_\_\_

Note: A valid government-issued ID or other approved verification is required to confirm identity and authorization to use the facility.

### 5) Insurance, Permits & Compliance

Required Insurance (if venue policy requires): General Liability with minimum \$1,000,000 per occurrence \$2,000,000 aggregate

Certificate Holder: Filipino Community Organization of the Monterey Peninsula, 629 Pearl Street, Monterey, CA 93940

Policy Expiration Date: \_\_\_\_\_

Additional Insured: Filipino Community Organization of the Monterey Peninsula its officers, directors, employees

Compliance with Laws: Applicant agrees to comply with all applicable laws, venue rules, safety regulations, and any local permits.

### 6) Security, Health & Safety

Security Deposit (refundable): \$500.00

On-site Security Needed? Yes / No (If yes, hours: **5PM to 10PM** )

First Aid/Medical Services on-site? Yes / No

Accessibility Needs: \_\_\_\_\_

COVID-19/Health Protocols (if applicable): \_\_\_\_\_

### 7) Fees & Payment (Summary)

Rental Fee (one day): \$\_\_\_\_\_

Security Deposit (refundable): \$500

Save-the-Date Fee (non-refundable): \$150

Cleaning fee \$400

Credit Card Processing Fee (4% for credit card payments only): 4% of card charges

Subtotal (before tax/fees): \$\_\_\_\_\_

Estimated Tax (if applicable): \$\_\_\_\_\_

Total Due Today (due at contract signing): \$\_\_\_\_\_

Payment Method(s): ☐ Check ☐ Credit Card ☐ Other: \_\_

Save-the-Date Paid? Yes / No (if not, indicate date): \_\_

Notes on Payment Terms: \_\_\_\_\_

Credit card payments incur a 4% processing fee. Other methods are not subject to this surcharge.

### **8) Rules, Responsibilities & Miscellaneous**

**No smoking, vaping, or illegal substances on premises.**

**Noise levels to comply with local ordinances and venue policy.**

**Vehicle/loading zone rules must be followed; parking restrictions apply.**

**Cleanup: Remove trash/recyclables; leave surfaces in original condition.**

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***Equipment Usage: Use equipment as instructed; report damage immediately.***

***Alcohol Policy: Allowed, require permits and responsible serving***

***Pets: Not Allowed***

### 9) Cancellation & Refunds

Cancellation Policy: Cancellation made at least 60 days prior to the scheduled event date will receive a full refund of the security deposit, cleaning fee and the rental fee.

Refund Timeline: Refund will be issued using the original payment method within 10 business days of the cancellation notice.

Force Majeure: If Filipino Community Organization of the Monterey Peninsula (FCOMP) is unable to fulfill the booking due to events beyond its control such as natural disasters, government restrictions, acts of terrorism, the Renter will receive a credit toward a future booking at FCOMP's discretion

### 10) Digital Signatures (Authorization)

By typing your name and date below, you agree to the terms and authorize this rental agreement. This serves as a legally binding digital signature.

#### Authorized Applicant Representative

Name (print): \_\_\_\_\_

Title/Role: \_\_\_\_\_

Organization (if applicable): \_\_\_\_\_

Signature (digital): \_\_\_\_\_ Date: \_\_\_\_\_

Email for confirmations: \_\_\_\_\_

#### FCOMP Representative

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

Name (print): \_\_\_\_\_

Title: \_\_\_\_\_

Signature (digital): \_\_\_\_\_ Date: \_\_\_\_\_

Contact Phone/Email: \_\_\_\_\_ [FcompRental@gmail.com](mailto:FcompRental@gmail.com)