INDEPENDENCE HALL RENTAL APPLICATION

Application date:_____

Name of Adult Woodside Resident | Address | Telephone

Organization Name | Address | Telephone

Purpose of Rental (party/meeting etc,)
Expected number in attendance: Adults Children _____
Will refreshments be served? Yes No Alcoholic Beverages Yes No
Will electrical equipment be brought into Independence Hall? Yes ___No

Date of Rental:

Month, day, and year Hours: From To

Cancellation Policy: Written cancellation to be received one month in advance in order for full refund of deposit/rental. Less than one month notification will result in no refund.

The undersigned states that, to the best of his/her knowledge, the Town of Woodside property will not be used for any illegal program or act, and that the applicant agrees to comply with the regulations and conditions set forth in this permit. Furthermore, the applicant agrees to hold harmless and indemnify the Town of Woodside, its officers, agents, and employees from any and all liability for personal injury, death, or property damage arising out of any permit issued, activities there under, or in result of consequence thereof.

Signature, Adult Woodside Resident

User Fees:

$100.00 per hour Number of hours: Total Fee Due:

$350.00 Refundable Security Deposit is due with each application

FOR OFFICE USE ONLY

Security Deposit:(IHDEP)

Date Paid: Amt. Paid: _____Receipt #: _____ Initial _____

Fee: (IHRNT)

Date Paid: _____Amt, Paid: _____ Receipt #: _____ Initial _____

Table Rental: (RENT)

Date Paid: _____Amt, Paid: Receipt #: _____ Initial _____
$8/Table, 60" round tables

Insurance Rider: Date Received:_____

Deposit Refunded: Date: _____ Amount: _____
101-30025-670
Key Returned: Date: _____ Initial: _____

INDEPENDENCE HALL RENTAL REGULATIONS

Rental of Independence Hall is limited to Woodside Residents.
Requirements:

Application form, rental fee, insurance coverage and $350 deposit.

_____ INITAL An insurance rider from the Woodside resident on the application for one million dollars ,naming "The Town of Woodside, its Council, officers, boards, commissions, employees and agents" added as additional insureds, indicating the date of the event. Rider must be provided one week prior to event date.

Keys for Independence Hall must be picked up the day before the event, Mon.-Fri., SAM to 5PM. (Town Hall is closed 12-1 PM) .

+ The total fee and deposit for the event must be paid before the key is picked up.

Rental fee is based on the number of hours the Hall is used for the event, extra time is allotted for set-up and clean-up.

Independence Hall rental includes use of stacked chairs and 4 rectangular tables

_____ INITAL The Town does not allow tape, pins, staples or hooks to be used for decorating the walls, woodwork or furniture in the Hall,

The Town can provide up to 6, 60" round tables at $8 each .

_____ !NITAL Following an event, the Hall must be cleaned the tables and chairs wiped clean and floor swept and damp mopped. Cleaning supplies are in the men's restroom closet.

_____ INITAL All garbage must be bagged (plastic bags are in supply closet in men's room) and deposited in the dumpster at the rear of Town Hall. No food can be left in Hall or refrigerator.

_____ INITAL The exterior area of the buildings must be cleaned and free of any debris generated by the event.

No furniture (tables, chairs etc.) may be removed from the Hall during the event.

Independence Hall keys must be returned the following business day during regular business hours.
Deposits are refunded at the Town's discretion, and must be applied for in writing, P.O. Box 620005, Woodside, 94062.

.Heat/air conditioning is activated by turning the dial located on the left side of archway, just before entering the main hall room.

I have read and understand these regulations. I understand that all or a portion of my deposit will be withheld at the discretion of the Town.

- Date._____Signature._____

RESOLUTION NO. 2006 - 6550

RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF WOODSIDE
AMENDING THE POLICY FOR USE OF INDEPENDENCE HALL

WHEREAS, the Town Council adopted Resolution 1980-3350 on September 10, 1980 and established the use policy for Independence Hall; and

WHEREAS, the Council reiterated this basic policy by adopting Resolution 1991-4737 on June 11, 1991; and

WHEREAS, the Town Council modified the basic policy on January 24, 2006, through the adoption of Resolution No. 2006- 6546, delegating the approval of Category C uses from the Town Council to the Town Manager; and

WHEREAS, the Town Council is desirous of clarifying the policy as it pertains to the display and sale of items in Independence Hall; and

WHEREAS, Category D of the existing policy provides that the following uses are not permitted:

1. No commercial activities;
2. No display of items when the objective is for the sale of items displayed; and

WHEREAS, a draft revision of Category D of the policy clarifying the Town's intent about the display and sale of items in Independence Hall has been presented to the Town Council for its consideration by the Town Manager.

NOW, THEREFORE, IT IS HEREBY RESOLVED, that the Town Council of the Town of Woodside, does hereby amend the Policy for Use of Independence Hall, as designated on Exhibit A attached hereto, by adopting revised Category D language concerning uses not permitted of Independence Hall, as follows:

1. Commercial activities.
2. Display and sale of items by non-commercial/not-for-profit organizations when such display and sale are the sole purpose for that organization's use of the hall (display and sale of items by non-commercial/not-for-profit organizations incidental to the primary use of the hall are permitted).

* * * * *

Passed and adopted by the Town Council of the Town of Woodside, California, at a meeting thereof held on the 14th day of February 2006, by the following vote of the members thereof:

AYES, and in favor thereof, Councilmembers: Boynton, Goeld, Hodges, Romines, Sinclair, Tanner, Mayor Gordon
NOES, Councilmembers: None
ABSENT, Councilmembers: None
ABSTAIN, Councilmembers: None

Mayor of the Town of Woodside

Clerk of the Town of Woodside

IndependenceHallUsePolicyAmendment021406

RESOLUTION 2006 - 6550

POLICY FOR USE OF INDEPENDENCE HALL
EXHIBIT A
(Revised February 14, 2006)

A. Uses Permitted Without Fee

1. Town Council meetings. Town commissions, boards and committee meetings. Council sponsored meetings.
2. Woodside Elementary School District Board meetings and meetings of committees established by the Woodside Elementary School District Board.
3. Elected officials of any government agency when held for the express purpose of providing information to the public, including election campaign meetings when all candidates are invited to attend and participate with equal opportunity and provided meetings are open to the general public.
4. Meetings of Woodside organizations whose activities serve Woodside residents such as: homeowner groups, garden clubs, historical societies, arts and recreation groups.

B. Uses Permitted with Fee Provided the Use is Applied for and Attended by a Woodside Resident

1. Private parties, weddings, dances and other social functions.
2. Political meetings or election campaign activities open to the public.
3. Series of recreation or art classes when a fee is charged to Woodside residents. Classes must be approved by Woodside Recreation Committee.
4. Bingo games by an organization qualified pursuant to Woodside Municipal Code, Title IX, Chapter 92.

C. Uses Permitted Only with Town Manager Approval

1. Fund raising for any Woodside private group or individual when a fee or donation is required as a condition of attending.
2. Uses not similar to uses listed in Categories A and B if they are non-commercial and meet the criteria of the stated purpose.

D. Uses Not Permitted

1. Commercial activities.
2. Display and sale of items by non-commercial/not-for-profit organizations when such display and sale are the sole purpose for that organization's use of the hall (display and sale of items by non-commercial/not-for-profit organizations incidental to the primary use of the hall are permitted).