



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

Rental Fee Schedule

All paper checks payable to “The Polish Club”

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

OR: Pay with Venmo or Paypal to Polish Club Inc. (business) for an additional 3% fee.

Send using Zelle to: polishclubSF@polishClubSF.org

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 (NOT the alley behind the kitchen). Renters shall not have access to the balcony or any storage areas. **Please report trash dumping and homeless encampments to SF311.**

Maximum capacity: 120 Persons

Hall Rental Fees (Subject to Change):

	Monday – Thursday	Friday and Non Weekend Holidays	Saturday and Sunday (1:00pm- midnight)
Birthday Parties/ Quinceañera		\$1,300.00 (5pm to midnight)	\$1,500.00
Corporate Meetings (4hr block)	\$300.00	\$500.00	\$500.00
Non-Profit Groups	\$35/hr, 3 hr minimum	\$800.00	\$1,000.00
All Others	\$45/hr, 3 hr minimum	\$1,000.00	\$1,200.00

Hall Cleaning: Lessee is responsible for wiping down all tables and chairs provided by the Polish Club and all counter tops. Check for wads of gum under the tables. **Do not leave trash or any items on or behind the bar.** Lessee is responsible for wiping down the bar and kitchen areas. Lessee is also responsible for removing all trash on the premises and putting RECYCLED trash into plastic bags provided by The Polish Club (under the kitchen sink). **Bring your own cleaning materials, dish soap, dish towels and paper goods.** All trash should be deposited into the **outside garbage bins at the back of the parking lot behind the shed.** **DO NOT USE THE TRASH CANS IN THE ALLEYWAY or any items you did not bring with you.** **Lessee must also keep the parking lot free of trash, including cigarette butts.** NO SMOKING ANYWHERE ON THE PREMISES. If trash is not picked up and deposited into the outside trash bins, an additional amount will be charged.

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. Initial _____
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. 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. 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 _____
 - e) DO NOT USE the alley outside the kitchen door except for handicapped access.

Cleaning and Trash: The Polish Club will provide plastic bags for the trash bins (bags are under the kitchen sink). Should a container be filled during an event, the renter is expected to remove the garbage and re-line the bin with a plastic bag. Lessee is responsible for SEPARATING trash into appropriate recycle bins, wiping down the bar counter, kitchen tables and kitchen counter as well as the tables and chairs, sweeping the floors, and cleaning the sinks. If this is not done, an additional fee of \$100.00 will be added to the cleaning fee. The Club's trash bins are located at the BACK OF THE PARKING LOT behind the shed. Do NOT use the bins in the alley outside the kitchen door. If you anticipate OVERFLOW garbage (we have ONE large City bin of each type) you must let us know ahead of time so that we can order extra, one-time usage, garbage bins (for which you will be charged). You will be charged for bags of trash that do not fit in the bins. We have two large bins behind the shed that may be used inside for big gatherings. These must be LINED with plastic bags and returned after use (upside down) to the outside. Please sweep any food or debris that drops on the floor before you leave. Do NOT use the children's chairs in the kitchen (these are not intended for adults). Do not sit on the counters or help yourself to ANY items in the kitchen. Close windows if you open them. Close all drapes to the outside. Turn off all lights. Close windows. Heat and fans OFF.

5. Please respect ANY ITEMS in the Hall and do not use ANY items that you did not bring into the hall. Respect all signs and labels in the Club; do not use items that belong to others. Do not open drawers and cabinets in the kitchen. Do not sit on counters, bar or children's chairs in the kitchen. If you plan to use the oven/stove, please let us know in advance. Initial _____
6. **Decorations:** Decorations are allowed, however nothing may be used that will damage the walls, windows, woodwork, doors or ceilings of the building. All decorations must be removed immediately after the event, including balloons, zip ties, tape, bounce houses, and rubber bands. Anything removed from the stage must be replaced. The white boards on the stage should cover all items stored at the back of the stage. No

smoke, water or mist devices are allowed. Any damage left by decorations will result in additional charges. The renter will be responsible for the full cost of any repairs. Initial _____

7. **Children:** Children must be under the supervision of an adult at all times, whether they are inside and especially outside of the building. No tree climbing. No piano use by kids. Children should NOT be in the kitchen at any time. Initial _____
8. **Music:** Owing to the building's residential location, no music exceeding sixty (60) decibels is allowed. Amplified music is prohibited after 10 PM. Initial _____
9. **Tables and Chairs:** The Hall provides 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 tables and chairs must be wiped down and restacked (**no more than 10-12 chairs per stack, ONE row deep**). Tables are stored UNDER the stage. If the renter does not clean the tables and chairs of gum and debris they will be charged an additional \$100.00. Initial _____
10. Ideally, the parking lot gate should be locked at all times. **If anything in the lot or Club is stolen or defaced, you are responsible for the damages/theft if the gate is left open. A fine will be imposed if the gate is left open at the END of your event.** At the end of your rental, all lights, fans, heat, windows, curtains, and doors MUST BE OFF/CLOSED/LOCKED. Return trash bins to their original location and reline with clean trash bags. Leave the bar area, the kitchen counter, sinks, and tables free of items and food debris (crumbs attract flies, ants and rodents). **Do not leave food in the refrigerator or freezer or in the coolers.** **SANITIZE kitchen tables before and after food prep.** Follow Covid-19 guidelines.

Additional Polish Club Rental Policies

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 this happens (a rare occurrence), all deposits and rental fees shall be refunded for any party who is unable to use the hall.

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.

Cleaning and Damage Assessment:

- 1) Please inform us if your event depletes our stock of toilet paper and paper towels.
- 2) 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 damages in excess of the deposit are the responsibility of the renter and/or the insurance company of the renter.
- 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 (provide a copy of your driver's license)

ADDRESS

MOBILE TELEPHONE NUMBER (Required)

EMAIL ADDRESS (Required):

DATE/TIME OF EVENT:

NON-REFUNDABLE CLEANING DEPOSIT: \$150

RENTAL AMOUNT: \$

TOTAL DUE: \$

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 _____

How did you hear/learn about the Club? _____

Have you ever used/seen the Club facilities? _____