



## FIELDHOUSE AND PATIO RENTAL REQUEST

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

Home Address: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

### RULES AND REGULATIONS

- You must be a Mission ID Card holder to rent CSA facilities.
- Renter listed above must remain for the entire duration of the function and be responsible for the conduct of all their guests. This includes replacement costs of any losses or damages.
- All spaces are to be left in the manner in which they were found. Renter is responsible for cleaning up all areas. A cleaning checklist can be found on our website. <https://www.csafrankfurt.com/2021-fieldhouse-and-patio-rental.html>
- All guests must present an ID to enter the premises.
- CSA reserves the right to cancel your reservation if the following conditions are not met.
  - The Fieldhouse interior and patio are open for reservations Sunday, Monday, Wednesday, Thursday and Saturday.
    - Reservations that include the Fieldhouse interior must be catered by Valerio Canto. To coordinate catering an event, please contact Valerio Canto at 017 9515 5154.
  - Personal use of the kitchen is not permitted for any reservations.
  - The Fieldhouse Wunderbar must be tended by the CSA bartender and can be rented for an extra fee of \$15 per hour as a cash bar.
    - CSA is also able to provide you with the option to pre-purchase beer and wine from our bar stock to self-serve at your event as well.
  - Fee and deposit information
    - **Rental Fee:** \$75 for the first four hours, \$25 for every additional hour
    - **Security & Cleaning Deposit:** \$150, refunded after the function has been held assuming all conditions of this agreement have been met. All funds due must be paid in full by the date the day of the event.
    - Fundraisers do not have to pay the Fieldhouse rental fee if the event is open to the community, however they must pay the Security & Cleaning Deposit for \$150, which will be refunded after the function has been held assuming all conditions of the agreement have been met.
    - **Deposits must be in the form of a check. Cash deposits are not accepted.**
- Cancellation Policy: The renter can cancel without penalty seven days prior to the function. CSA can cancel if the rules and regulations above are not met, or with just cause.
- Please email all questions and requests to [events@csafrankfurt.com](mailto:events@csafrankfurt.com)

### RENTAL DETAILS

Space(s) Requested (*Circle your Selection*):      Fieldhouse Interior      Fieldhouse Patio      Both

Event Date: \_\_\_\_\_

Beginning Time (including set-up): \_\_\_\_\_ Ending Time (including clean-up): \_\_\_\_\_

Alcohol? (*Circle your selection*)    None      Bar Rental      Pre-Purchase      Self-Provide

Renter Signature \_\_\_\_\_ Date \_\_\_\_\_

### Office Use Only

Rental Amount Paid: \_\_\_\_\_ Bar Rental Amount Paid: \_\_\_\_\_

Deposit Check #: \_\_\_\_\_ Amount: \_\_\_\_\_ Cashier Int.: \_\_\_\_\_

Date Deposit Check Returned: \_\_\_\_\_ Cashier Int.: \_\_\_\_\_ Check List Received: \_\_\_\_\_