

**Taiwanese American Center Facility Rental Application Form**

**Taiwanese American Center**  
Of Northern California  
4413 Fortran Ct., San Jose, CA 95134  
Tel: **(408) 263-7188**  
Fax : **(408) 263-7186**

**Liability Release Form**

I, \_\_\_\_\_ representing \_\_\_\_\_  
acknowledge that the Taiwanese American Center of Northern California is  
not insured against injury for any person(s) during the hours I have reserved  
and that TACNC will not and cannot be financially liable for personal  
injuries which might happen to any person while on the site of the  
Taiwanese American Center of Northern California.

I agree to hold the Taiwanese American Center of Northern California and  
authorized personnel(s) harmless from responsibilities for damages  
occurring out of personal injuries sustained by any person(s) and I concur to  
assume all responsibility found on part of the TACNC and its authorized  
personnel(s).

Signed by : \_\_\_\_\_ Date: \_\_\_\_\_

Print name : \_\_\_\_\_ Title: \_\_\_\_\_

TAC User's Guidelines:

- 1) Apply in writing 10 days before the event. Notify us of your cancellation five days prior to the event or you may lose your deposit.
- 2) \$ 100.00 deposit upon submitting the application for security/cleaning fee.
- 3) If you move furniture around, you need to put them back in its original location or we will charge you what we have to pay to Service Company.
- 4) Assembly of 100 people or more needs to have 1 million liability insurance naming TAC & Canaan Church as additional insured.
- 5) Smoking is prohibited in TAC at all times.
- 6) All applicants are require to enlist one TAC Board Member to endorse your event.
- 7) Children under 12 should be supervised at all time.
- 8) Any garbage your group produces must be placed in the dumpster in the parking lot area.
- 9) Fire exit must be observed. No blockage in any form.
- 10) Dancing with high-heel on the floor is prohibited.

Failure to comply with the above Guidelines will result in losing your deposit.

I have read the above and fully understand. I will accept and perform accordingly.

Group name

Person in charge (print)

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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1. Application Information:

Group Name: \_\_\_\_\_  
Person in Charge: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
Phone Number: \_\_\_\_\_

2. Purpose/usage: \_\_\_\_\_

3. Expected Maximum attendance:

Adult: \_\_\_\_\_ Youth (12 & under): \_\_\_\_\_ Total: \_\_\_\_\_

4. Date & Time of use:

Setup date: \_\_\_\_\_ Time: \_\_\_\_\_  
Opening date: \_\_\_\_\_ Time: \_\_\_\_\_  
Closing date: \_\_\_\_\_ Time: \_\_\_\_\_

5. Facility: ***your donation makes a difference***

Conference Room (Large): \$50.00 / 2 hour (min \$50.00)

Conference Room (Standard): \$30.00 / 2 hour (min \$30.00)

Hall: a. \$100.00 1<sup>st</sup> hour; \$50.00 each additional hour (min \$150.00)

b. Special usage: \$250.00 1<sup>st</sup> hour, \$100.00 each additional hour (min \$350.00)

c. Organization Annual usage (up to 12 hour or 6 times) : \$1,000.00

6. Equipment/Operator Charge: \_\_\_\_\_

7. Total Charge: \_\_\_\_\_; Pay-off Date: \_\_\_\_\_

Check No: \_\_\_\_\_; Collector: \_\_\_\_\_

8. Cleaning Deposit: \_\_\_\_\_; Check No: \_\_\_\_\_

9. Insurance Information: (assembly of 100 people or more needs to have 1 million liability insurance naming TAC & Canaan Church as additional insured). Please attached your liability insurance policy.

10. TAC Endorser: \_\_\_\_\_

11. Final Approval by TAC Board

Date: \_\_\_\_\_ Signature : \_\_\_\_\_