

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:

Conference Room (Large): \$100.00/4hour
Conference Room (Standard): \$50.00/4hour
Hall: \$100.00/1st hour; \$50.00 each additional hour

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 : _____