



## **FIELDHOUSE AND PATIO RENTAL APPLICATION**

In order to rent the Fieldhouse, please contact the CSA Events Coordinator at [events@csafrankfurt.com](mailto:events@csafrankfurt.com)  
Reservations must be made at least 30 days in advance of planned event

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

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

**Email:** \_\_\_\_\_

**Home Phone:** \_\_\_\_\_

**Work Phone:** \_\_\_\_\_

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

**Start Time (including set-up):** \_\_\_\_\_

**End Time (including clean-up):** \_\_\_\_\_

## Rental Fees

Refundable Security & Cleaning Deposit: €150,00. Returned upon completion of the rental and return of facilities in appropriate condition.

Renters must choose one of the following rental fee/catering options. Rental fees include a four-hour rental, each additional hour payable to CSA at - €25 per hour:

### 1. **Table Rental – Restaurant Vendor & Bar open for normal service:**

Tables reserved for your use.

- Up to 10 Guests - €15,00 payable to CSA - with one large table reserved bar and restaurant will remain open.
- 10 to 30 Guests - €25,00 payable to CSA - with tables reserved bar and restaurant will remain open.

### 2. **“Shared space” Rental – Restaurant Vendor & Bar open for take-out/patio service:**

Private use of interior Fieldhouse space. Interior doors of the bar will be closed, and bar will remain open, with patrons directed to the patio space. Restaurant Vendor will open to all other patrons.

- €50,00 payable to CSA

### 3. **Fieldhouse Rental and Full Catering through Restaurant Vendor:**

Private use of interior Fieldhouse space. Interior doors of the bar will be closed, and bar will remain open, with patrons directed to the patio space. Restaurant Vendor will be closed to all other patrons.

- €65,00 payable to CSA and minimum €250,00 catering through Restaurant Vendor (payable directly to restaurant vendor)
  - **Bar can be rented for exclusive use of event** at the rate of €25,00 per hour (hourly rate does not include drinks).

### 4. **Full Closure of Restaurant Vendor and Bar** (no use of Fieldhouse kitchen space):

- €300,00 payable to CSA
  - **Bar can be rented for exclusive use of event** at the rate of €15 per hour (hourly rate does not include drinks).

\*Organizations and community groups do not have to pay the Fieldhouse rental fee if the event is open to the entire community, however they must pay the Security & Cleaning Deposit which will be refunded after all conditions of the agreement have been met.

Cancellation Policy: the renter or CSA may cancel the reservation, without penalty, if cancelled at least seven days prior to the function.

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#### Official CSA Use Only

Deposit Check #: \_\_\_\_\_ Amount: \_\_\_\_\_ Cashier Init.: \_\_\_\_\_ Rental

Amount Paid to CSA: \_\_\_\_\_ Cashier Init.: \_\_\_\_\_

Cleaning Check List Completed: \_\_\_\_\_ Cashier Init.: \_\_\_\_\_

Date Deposit Check Returned: \_\_\_\_\_ Cashier Init.: \_\_\_\_\_

## **RULES AND REGULATIONS**

CSA reserves the right to cancel your reservation if the following conditions are not met:

- You must be a Mission ID Card holder to rent CSA facilities.
- Renter is responsible for the condition of the Fieldhouse.
- All events must end no later than the start of quiet hours.
- All guests must have identification and the renter is responsible to ensure that outside visitors are only present at the invitation of a badge holder/community resident.
- If there is a security issue during your event, please contact the guards, RSO or local police depending on the seriousness of the issue.
- The renter takes supervisory responsibility for the participation and conduct of all guests and invited visitors during the entire length of the scheduled event. This includes the cost associated with any losses or damages.
- The renter must clear the Fieldhouse of all guests at the end of their event.
- The Fieldhouse is to be left in the condition in which it was found. All decorations must be removed and all event trash removed from the Fieldhouse. Renter is responsible for cleaning up all areas including restrooms. A cleaning checklist will be provided to you.
- To consume alcoholic beverages at the Fieldhouse or Wunderbar, you must be 21 years or older.
- The Fieldhouse is open for reservations any day of the week.
- Personal use of the kitchen is not permitted for any Fieldhouse reservations.

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

**Event Coordinator's Signature** \_\_\_\_\_ **Date** \_\_\_\_\_