

COMMUNITY ROOM PACKET

The Prescott Gateway Mall Community Room is available on a first-come, first-serve basis to members of the community for meetings, seminars, receptions, private parties, etc. The Community Room is not to be used for solicitations of any kind - including selling or fundraising. **Initial:** _____

Arrangements for use of the room are made by contacting the Mall Management Office, which is located down the corridor adjacent to Bath & Body Works and Hot Topic, next door to the Community Room. Check availability at least two weeks prior to your event and submit the executed agreement at least five working days prior to use of the room. The Community Room fee is \$50 per Hour with \$200 minimum. This fee includes set up and cleanup. Payment in full is required at least 5 days in advance.

Initial: _____

Please indicate the number of hours for usage: _____

OFFSITE FOOD AND BEVERAGE MUST BE APPROVED BY Mall Management no less than 5 days in advance.

Initial: _____

The room set up varies and diagrams of the various set ups can be viewed on page 2 of this packet. You must indicate on the agreement how you want the room arranged. Drawings are helpful if one of our predetermined set layouts does not work for you. Should you require a change to the arrangement of the room, please notify the Mall Management Office at least 24 hours in advance of your scheduled event. The Prescott Gateway Mall Community Room is approximately 1,000 sq. ft. and has a maximum capacity of 65 people. The maximum occupancy of 65 is a requirement of the Prescott Fire Department. **Initial:** _____

All equipment, supplies, etc. for use during your event is solely your responsibility. The Prescott Gateway Mall does not provide any supplies beyond the White Board, Projector Screen, Tables and Chairs. **Initial:** _____

The Prescott Gateway Mall is private property and management reserves the right to refuse rental to any individual or group at any time. **Initial:** _____

No smoking or alcoholic beverages are permitted in the Community Room. **Initial:** _____

The room can only be used during mall hours:

Monday through Thursday 10am-8pm

Friday – Saturday 10am-9pm

Sunday – 11am-6pm. **Initial:** _____

RESERVATION FORM

Name of Organization: _____

Today's Date: _____ Date(s)/Time(s) Requested: _____

Setup (Circle One): Theater Classroom Banquet Conference

Chairs Facing (Circle One): White Board Projector Screen

Maximum # Attending: _____ Telephone/Email: _____

Sign: _____ Print: _____

CHECK BOX IF REQUESTING:

- Table up front for speaker
- Tables in the back for food
- Table at the door for sign in
- Projector table

XXX XXX
THEATER
 XXXXX XXXXX
STYLE
 XXXXXX XXXXXX
CHAIRS
 XXXXXX XXXXXX
ONLY
65 MAX
 WHITE BOARD

XX XX XX
BANQUET
 XX XX XX
STYLE
 XX XX XX
CHAIRS
 XX XX XX
& TABLES
 XX XX XX
65 MAX
 WHITE BOARD

XX **CLASSROOM** XX
 XXX **STYLE** XXX
 XXX **CHAIRS** XXX
& TABLES
 XXX **45 MAX** XXX
 WHITE BOARD

XXXXXXXXXXXX
CONFERENCE
STYLE
CHAIRS
& TABLES
32 MAX
 WHITE BOARD

COMMUNITY ROOM LICENSE AGREEMENT

This is an agreement dated _____, 202__, between ZL Prescott, LLC (hereinafter called "Licensor") and _____ (Hereinafter called "Licensee").

Licensor is the owner of the Prescott Gateway Mall in Prescott, Arizona and is pleased to lease the Prescott Gateway Mall Community Room (hereinafter called "Community Room") at the shopping center to Licensee, subject to the following terms and conditions.

1. **Purpose:** Licensee shall use the Community Room for the purpose of _____ hereinafter known as the "Event" and for no other use or purpose. Under no circumstances shall liquor, alcoholic and/or spirituous beverages be served or consumed on the premises. Absolutely no sales of any kind are allowed.
2. **When:** Licensee may use the Community Room on _____, 20__, during the times of _____ to _____.

Charges: There is no charge to use the Community Room; however, a **\$60 fee** is assessed for set up and breakdown. **Cash or check is accepted. Please make the check payable to: ZL Prescott, LLC and mail to: ZL Prescott, LLC**

c/o 1st Commercial Property Management, LLC

2009 Porterfield Way, Suite P

Upland, CA 91786

3. **Clean-up:** After using the Community Room, Licensee shall ensure that it is clean, free of trash and in the same condition it was in before Licensee's use.
4. **Equipment/Supplies:** Licensee is responsible to provide any and all equipment and supplies required for the event. Licensor is only required to provide tables and chairs for the event.

- a. **Insurance and Indemnification:** Licensee agrees the Licensor shall not be liable for any injury or death of persons, loss or damage to property of Licensee or any other person, arising out of or in any way related to Licensee's use of the Community Room; or arising out of or in any way related to an act, omission or negligence of lessees or occupants of the shopping center or of owners or occupants of adjacent or contiguous property. Licensee agrees to indemnify and hold Licensor harmless against and from all claims, loss, injury, cost, damages or expense arising out of or in any way related to Licensee's use of the Community Room or any accident or occurrence in or at the Community Room during Licensee's use thereof. Licensee agrees to **procure or maintain comprehensive General Liability Insurance** with a minimum of \$1,000,000 per occurrence, insuring against any and all liability with respect to indemnification set forth above. The said policy of insurance shall be issued by a responsible insurance company qualified to do business in the State of Arizona; shall be in a form acceptable to Licensor; and name Licensor as an additional insured as follows and shall provide Licensor with a copy of the insurance policy or a certificate thereof prior to using the Community Room:

The Certificate Holder shall be:

ZL Prescott, LLC, 1st Commercial Property Management, LLC and 1st Commercial Realty Group, Inc.

3250 gateway Blvd

Prescott, AZ 86303

5. **License Revocable:** Licensee acknowledges that the license to use the Prescott Gateway Mall Community Room granted by this agreement is discretionary with Licensor, and that, for any reason, at any time, Licensor may revoke the license and terminate Licensee's use of the Prescott Gateway Mall Community Room.

Licensor:

ZL Prescott, LLC

c/o 1st Commercial Property Management Company, LLC

Signed: _____

Kaela Crow, Property Manager

Licensee:

Signed: _____

Date: _____



Vendor Certificate of Insurance Requirements for: Prescott Gateway Mall

Policy Minimum Requirements

General Liability: \$1,000,000 per occurrence / \$2,000,000 general aggregate Automobile Liability:

\$1,000,000 combined single limit

Umbrella: \$2,000,000 per occurrence and general aggregate

Workers Compensation: To comply with State Statutory limits or better regardless of eligibility for waiver or exemption of coverage under state statute. Must meet or exceed Arizona statutory requirements including A.R.S. 23-901 and Workers' Compensation Practice and Procedure rules contained in the Arizona Administrative Code (A.A.C. R20-5-101 et seq.)

Employer's Liability: \$1,000,000 per accident that can be satisfied through Umbrella limits if appropriately evidenced.

Certificate holder must be listed as additional insured.

Please list the certificate holder box as follows:

**ZL Prescott, LLC, 1st Commercial Property Management, LLC and 1st Commercial Realty Group Inc.
2009 Porterfield Way - Ste P
Upland, CA 91786**

Please **include** the additional insured endorsement.

Please mail your certificate of insurance with endorsements to the attention of Kaela Crow at the address above or via email to: k.crow@1st-comm.com

