



**Main contact person and information:**

Name: \_\_\_\_\_ Home Phone Number: \_\_\_\_\_

Cell Phone Number: \_\_\_\_\_ E-mail: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

---

**RENTAL AGREEMENT**

The undersigned in consideration of using the room(s) provided by the East Bay SPCA, agrees to indemnify and hold the East Bay SPCA harmless and release the East Bay SPCA, its officers, employees and agents from any and all liability for any injury to person or property arising out of or in any way connected with the use of its premises located at 4651 Gleason Drive, Dublin, California, or 8323 Baldwin Street, Oakland, California, including but not limited to any injury caused by simple negligence of the East Bay SPCA, its officers, employees and/or agents.

Responsibility for the set up of furniture and equipment prior to the event and clean up following the event is the responsibility of the EBSPCA staff.

The undersigned warrants that the premises will be vacant at the time specified herein and will pay any expense incurred by the East Bay SPCA associated with any damage to the room and/or furniture.

The undersigned understands the birthday party fee must be paid in full at time of booking. Refunds, less a \$25 administrative fee, will be granted for party cancellations made four weeks prior to the party date. Refunds will not be granted for cancellations made less than four weeks prior to the party date and the entire party fee of \$250 will be forfeited.

The undersigned understands that the tardy arrival of party guests may result in less time for birthday party programming. Additionally the EBSPCA staff reserves the right to facilitate animal meet and greets as appropriate. The actions and conduct of the party guests will determine the selection of animal interaction in order to ensure the safest environment for both the guests and the shelter animals.

I/we have read the above and sign this release and waiver of all liability agreement.

Name (print): \_\_\_\_\_

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

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

Additional Comments or Requests:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please email completed forms to [birthdays@eastbayspca.org](mailto:birthdays@eastbayspca.org), faxed to 925-479.9680, mailed or dropped off to either 8323 Baldwin Street, Oakland CA 94621 or 4651 Gleason Drive, Dublin CA 94568. Please call 925-230-1301 or e-mail [education@eastbayspca.org](mailto:education@eastbayspca.org) to confirm receipt of form if you do not receive a response within 72 hours.