

Friends of Alexander Valley Hall Rental Agreement

1.	Please read all pages carefully and fill in the blanks on Pages 1 and 2.
2.	Initial all Pages.
3.	If you are ready to reserve the event, sign where indicated as Renter on Page 6.
4.	Mail all 6 pages with the \$500 booking deposit to Friends of Alexander Valley Hall, c/o Manager, P.O. Box 1407, Healdsburg, CA 95448 . Please make checks payable to Friends of Alexander Valley Hall .
5.	If the application to rent the Alexander Valley Hall is approved, 50% of the total rental fees are due and upon receipt of the partial payment a countersigned copy of the rental agreement will be mailed back to you together with a receipt for your deposit and partial payment. If the application is not approved, the booking deposit will be returned.
6.	If you have any questions, please call Jennifer Tucker at (707) 857-1680.

Name of individual, or individual representing organization, name of organization ("Renter"):

Address: _____

Contact Name: _____

Phone: _____ Fax: _____

Type of Event: _____ Estimated Attendance: _____

Date Requested: _____

Time Event Begins: _____ Time Event Ends: _____

Need Use of Kitchen? Yes _____ No _____ If yes, who will be using? _____

Name, telephone number, and address of person in charge of kitchen cleanup:

Caterer Name: _____ Phone Number: _____

Event Insurance Carrier: _____

Liability Covered: _____

Dollar Limits of Policy (Coverage): _____

Alcoholic Beverages Allowed on Premises: Yes _____ No _____

If yes, will guests charged for drinks? Yes _____ No _____ if yes, see "General Policy", Item 7.

Other Relevant Information:

Note: Since there are residents living close by, every group is asked to keep noise at a courteous level in the parking lot and all outside areas, especially after sunset.

GENERAL POLICY

1. Reservations for use of facilities must be made by persons 21 years or older.
2. Deposits and Reservations: Reservations will not be accepted without payment of a minimum booking and reservation deposit of \$500.00, to be paid at the time of booking. Total rental fees and security cleaning deposit shall be due sixty (60) days prior to the event, unless otherwise specified herein. Provided there are no damages, additional maintenance or repairs assessed as a result of Renter's use of the premises, the refundable security/cleaning deposit will be returned to applicant approximately one week after the event. However, if damages, additional maintenance, repairs and/or services are assessed as a result of Renter's use of the premises, all costs shall be deducted from the deposit as an off-set and credited as a partial payment or payment in full for such assessed damages.
3. Activities by persons under the age of 21 must be supervised by responsible adults for the entire period of the event.
4. It is recommended and may be required as a condition of this Rental Agreement that Friends of Alexander Valley Hall (in its sole discretion) approves the security measures for any event.
5. Renter shall enter and leave the facility at the time specified on the rental agreement. The reservation time should include all time necessary for preparation and cleanup. Renter has use of the Hall for a 12-hour span and must vacate the Hall and Parking Lot no later than 11:30 p.m. If the event goes beyond the scheduled hours, Renter will forfeit the \$500

security deposit. All individuals associated with the event must vacate the property by 11:30pm. **NO EVENTS CAN EXTEND BEYOND 11:30pm.** If Renter or any individual associated with the event stays beyond 11:30pm the Sonoma County Sheriff's Department may be called.

6. Renter shall provide Friends of Alexander Valley Hall with a certificate of insurance, from an insurance company with an A.M best rating of A7 or better, for minimum limits of liability of one Million Dollars (\$1,000,000.00) per occasion and two Million Dollars aggregate (\$2,000,000.00) of liability insurance. The name and dates on the rental contract and insurance certificate must be the same. The insurance certificate shall verify Friends of Alexander Valley Hall is named as an additional insured. Complete proof of insurance from Renter and Renter's sub-contractors must be received at least 30 days prior to the scheduled event, except as otherwise provided herein. When alcohol is allowed on the premises, the certificate must include "liquor liability." A rental contract insurance checklist is attached for reference.
7. If alcohol is allowed on the premises, a "Temporary Permit" must be obtained from the Department of Alcoholic Beverage Control, 50 D Street, Suite 130, Santa Rosa, CA 95404. A copy of Renter's approved permit or a statement by the Department of Alcoholic Beverage Control that a permit is not required, must be received by the Hall Manager at least seven (7) days prior to the event.
8. Renter, or Renter's authorized representative named on the permit, must be present at the facility for the duration of the event.
9. Renter (or a named representative of the organization that Renter is authorized to make this agreement on behalf of) shall be responsible for the conduct of the participants, any damages caused by the participants to equipment, property, and all necessary fees.

RESERVATION / CANCELLATION POLICY

1. The Alexander Valley Hall may be rented up to one (1) year in advance. Bookings beyond December 31st of the current year are date reservations only. Any rate increases and/or changes in the policies of the agreement, will apply.
2. Reservations made less than sixty (60) days before the date of the event require that all fees (facility fee, security/cleaning deposit) be paid and proof of insurance provided at the time of the reservation. Reservations made less than thirty (30) days before the date of the event will not be accepted.
3. Once an application (with booking deposit) is approved and full event costs are estimated, a payment of 50% of the rental fee must be made to activate the rental agreement, and to receive a copy of the signed rental agreement. The balance of the rental fee and security cleaning deposit is due 60 days prior to the event. If an event is not paid in full 60 days prior to an event, Friends of Alexander Valley Hall has the right to cancel the event and retain the deposit and all partial fees paid. There is no refund of fees for events cancelled less than 60 days before an event without good cause by the Renter of the scheduled event, and may result in a forfeiture of the deposit and all partial fees paid. Good cause shall be determined solely by Friends of Alexander Valley Hall.
4. Reservations may be canceled by Friends of Alexander Valley Hall if payment of the

aforementioned fees and the required information and documents are not specifically provided according to the General Policy, without liability to Friends of Alexander Valley Hall.

5. Reservations may be canceled by Friends of Alexander Valley Hall in case of an emergency. The definition of “emergency” shall be solely determined by Friends of Alexander Valley Hall.
6. The Friends of Alexander Valley Hall Board reserves its right to refuse rental to any entity and/or individual applicant.

CONDITIONS OF USE

1. Renter agrees to fully and promptly follow and obey all lawful orders given by any law enforcement agency. When a violation of law and/or potentially dangerous situation exists, the Renter/group agrees to immediately terminate the activity and cause the facility to be evacuated when required to do so by said law enforcement agency and/or a representative of the Friends of Alexander Valley Hall.
2. Renter will be charged for replacement of lost or damaged equipment, extra cleaning time, and additional rent if the event or function goes over the allotted time designated on the rental agreement. All vehicles must be removed from the premises no later than thirty (30) minutes after the time designated on the permit.
3. **Alexander Valley Hall is a non-smoking facility.**
4. All hall kitchen cleanup regulations shall be followed.

DECORATIONS

1. No structures in excess of _____ pounds, and no foreign materials (such as rock, bales of straw/hay, brick, sand, water, pails with water and dry ice, etc.) are to be brought into the building.
2. Decorations must be painted at least _____ hours before bringing into the Hall. No painting is allowed on the premises.
3. No scotch tape, thumb tacks, nails, staples, etc. are allowed on interior wood, wainscoting, molding, or ceiling. Pins can be placed in the upper fabric portion of the walls only. All paper, garlands, cloth, trees, etc. used for decorations must be flameproof. No use or throwing of bird seed or rice is allowed.
4. No metallic balloons, streamers, confetti or Mylar sprinkles are allowed. Regular balloons are allowed inside the building only. Non-compliance may result in forfeiture of the cleaning/security deposit.
5. The use of lighted candles must have the prior written approval of the Hall Manager.
6. All decorations must be taken down the same night at the close of the event and removed from the premises.

SCHOOL AND YOUTH FUNCTIONS

1. All functions attended by minors shall be supervised by adult chaperones - one (1)

- chaperone for every thirty (30) minors in attendance.
2. Chaperones shall be responsible for patrolling the dance and porch areas, and for policing the entire grounds including the entrance.
 3. Chaperones shall cooperate with Hall Staff, Policy, and/or security on duty at all events. One (1) policeman for every _____ (_____) students may be required.

CATERERS

1. Events using a paid professional caterer are required to provide the Hall Staff with a current Food Industry Health Permit issued from the Sonoma County Health Department, proof of Worker's Compensation Insurance and General Liability Insurance for One Million Dollars (\$1,000,000.00), which policy shall name Friends of Alexander Valley Hall as an additional insured. Said policy shall be in addition to the policy to be obtained pursuant to Paragraph 6 of the GENERAL POLICY.

MUSIC AND NOISE LEVELS

1. Since the Hall may be in use seven (7) days a week, and there are residents living close by, every group is asked to keep the music and noise at a courteous level (lower than _____ decibels).
2. **Music and sound amplification shall end no later than 11:30 p.m.** Sound performances and special events shall not exceed 60 decibels measured at a distance of 50 feet from the Hall.

CLEAN-UP

1. Unless otherwise directed by the Hall Manager, all tables and chairs are to be returned to the storage room. Tables are to be stacked alternately on table carts as follows: Top to top and bottom to bottom. Chairs are to be moved to the storage room in stacks of **eight (8) high and transports by chair dolly only**. See diagram for table and chair stacking, posted in storage area. Do not block chairs with tables, and vice versa.
2. Clean up all spilled liquids and dry before sweeping. A broom is provided for your use to sweep the storage room, entry way, hall, and meeting room. The Hall floor shall be totally free of dirt, liquid, and food residue. **Bathrooms will be cleaned by the Hall staff.**
3. Kitchen: Empty refrigerator and leave kitchen exactly as found. Dispose of all refuse/garbage in appropriate containers outside of kitchen at bottom of stairs. Place all flattened cardboard, empty glass, plastic and aluminum in recycle bins.
4. Any directional signs, balloons, etc. placed anywhere in Alexander Valley are to be removed by the renters or a removal fee will be charged.

FRIENDS OF ALEXANDER VALLEY HALL FINANCIAL AGREEMENT FOR

Rental Amount Due: _____

+ Cleaning Fee: _____

+ Security Deposit: _____
 (refunded if no damages assessed pursuant
 to the terms and conditions set forth in General Policy Paragraph 2)

- Booking Deposit Due with Application: \$500.00 _____

TOTAL FINAL FEES: _____

Note: The Rental Fee reserves that Hall for the agreed upon date. If the date of the event is changed, the rental fee will be applied to the new date. If the event is canceled within 60 days of the event, the fees paid to date may not be refunded (see RESERVATION / CANCELLATION POLICY).

PAYMENT SCHEDULE:	DATE	AMOUNT
50% Payment due	_____	\$ _____
Final Payment due	_____	\$ _____

NOTE: The Hall is rented for twelve (12) hours, you shall clean up and vacate the Hall and Parking Lot no later than **11:30 pomp** unless noted below and approved by the Friends of Alexander Valley Hall Manager.

MY SIGNATURE BELOW SIGNIFIES THAT I AGREE TO ALL TERMS AND CONDITIONS OF THIS AGREEMENT, FURTHER BY SIGNING BELOW, I AGREE TO CONFORM TO ALL RULES AND REGULATIONS AS SET FORTH BY THE FRIENDS ALEXANDER VALLEY HALL BOARD OF DIRECTORS REGARDING USE OF THE PROPERTY. I CONFIRM THAT I AM FURTHER RESPONSIBLE TO ENSURE THAT MY CATERER AND ALL PAID OR UNPAID SUBCONTRACTORS USED BY ME WILL COMPLY WITH THE RULES.

SIGNED: _____ DATE: _____
 Renter

SIGNED: _____ DATE: _____
 Friends of Alexander Valley Hall Manager

THANK YOU FOR CHOOSING THE ALEXANDER VALLEY HALL