

Alexander Valley Community Hall
Rental Agreement

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| 1. | Please read all 4 pages carefully & fill in blanks on Page 1. |
| 2. | Initial on Pages 1, 2 & 3. |
| 3. | If you are ready to reserve the event, sign as Renter on Page 4. |
| 4. | Mail all 4 pages with \$ _____ deposit to the Alexander Valley Hall, c/o Manager, P.O. Box 1407, Healdsburg, CA 95448 . Make check payable to Alexander Valley Hall . |
| 5. | A countersigned copy of the approved Rental Agreement will be mailed back to you together with a receipt for your deposit. |
| 6. | If you have any questions, please call Jennifer Tucker at (707) 433-6407. |

Individual or organization renting _____

Address _____

Contact name _____

Phone _____ Fax _____

Type of event _____ Estimated attendance _____

Day & date requested _____

Time event begins _____ Ends _____

Need use of kitchen? Yes _____ No _____ If yes, who will be using? _____

Name of person in charge of kitchen cleanup _____

Caterer name _____ Phone _____

Event insurance carrier _____

Alcoholic beverages served? Yes _____ No _____

If yes, will guests be charged for drinks? _____ 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 in person by an adult 21 years or older.
2. Reservations will not be accepted without payment of a minimum Deposit of \$200.00, at the time of booking. The balance of the Deposit and Rental Fee is due 60 days prior to the event. The refundable security/cleaning deposit will be returned to applicant approximately 1 week after the event. If damages, additional maintenance, repairs and/or services are assessed, the cost will be deducted from the deposit.
3. Activities by persons 18 and under must be supervised by responsible adults for the entire period of the event.
4. It is recommended and may be required that approved security be obtained when alcohol is being served.
5. Groups shall enter and leave facility at the time specified on the rental agreement. The reservation time should include all time necessary for preparation and cleanup. Groups have use of the Hall for a 12 hour span and must vacate the Hall and Parking Lot no later than 11:30 p.m.
6. The Applicant will provide the Alexander Valley Community Hall with a certificate of insurance, from an admitted insurance company, for one million dollars (\$1,000,000.00) of liability insurance naming the Alexander Valley Community Hall as additionally insured at least 60 days in advance of the scheduled event. When alcohol is sold the certificate must include "liquor liability".
7. If alcohol is sold, 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 your approved permit must be received by the hall manager at least 24 hours prior to the event.
8. The applicant named on the permit must be present at the facility during the time of use.
9. The applicant shall be responsible for the conduct of the participants, any damages to equipment or property and all necessary fees.

RESERVATION/CANCELLATION POLICY

1. The Hall may be rented one year in advance. Bookings beyond December 31st of the current year are date reservations only. Any rate increases will apply.
2. Reservations must be made no less than 30 days before the date of the event. All fees must be paid (facility fee, security/cleaning deposit) and proof of insurance provided at that time. The meeting room can be booked 15 days in advance with all fees and proof of insurance being provided at that time.
3. Cancellation of reservations by the renter within 90 days of the scheduled event will result in a forfeiture of the deposit.
4. Reservations may be canceled by the Alexander Valley Hall if payment of the fees and required information and documents are not provided according to the General Rules.
5. Reservations may be canceled by the Alexander Valley Hall in case of any unavoidable emergency.
6. The Alexander Valley Hall reserves the right to refuse rental to anyone.

CONDITIONS OF USE

1. The applicant agrees to fully and promptly follow and obey all lawful orders given by any law enforcement agency. When a serious violation of law or other potentially dangerous situation exists, the applicant/group agrees to promptly terminate the activity and help evacuate the facility when ordered to do so by the law enforcement agency.
2. Applicant will be charged for replacement of lost or damaged equipment, extra cleaning time, and when function goes over the allotted time designated on rental agreement. All vehicles must be removed from premises 30 minutes after time designated on permit.
3. **The Alexander Valley Community Hall is a non-smoking facility.**
4. All hall/kitchen cleanup regulations shall be followed.

DECORATIONS

Forfeiture of the cleaning/security deposit may result if the following rules are not followed.

1. No heavy structures, 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 one day before brining 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 cleaning/security deposit.
5. The use of lighted candles must have prior approval by the Hall Manger.
6. All decorations must be taken down the same night at the close of the event and removed from the premises.

SCHOOL & YOUTH FUNCTIONS

1. All functions attended by minors shall be supervised by adult chaperones at the ration of one chaperone for every thirty minors in attendance.
2. Chaperones shall be responsible for patrolling the dance and porch areas, and for policing the grounds and entrance.
3. Chaperones will cooperate with Hall Staff, Policy and/or security on duty at all events. One policeman for every 100 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 Workers Compensation Insurance, and General Liability Insurance for one million dollars (\$1,000,000.00) naming the Alexander Valley Community Hall as additional insured.

MUSIC & NOISE LEVELS

1. Since the Hall may be in use 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.
2. **Music and sound amplification must end by 11 p.m.** Sound performances and special events must not exceed 60 dB 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 **8 high and transported by chair dolly only**. See diagram for table and chair stacking, posted in storage area. Do not block chairs with tables, vice versa.
2. Clean up all spilled liquids and dry before sweeping. A broom is provided for your use to sweep storage room, entry way, hall and meeting room. **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.

ALEXANDER VALLEY HALL FINANCIAL AGREEMENT FOR _____

Rental amount due: _____
+ Other charges (if any): _____
+ Security/cleaning deposit (refunded if no damages found or extra cleaning necessary): _____
TOTAL FINAL (OR MINIMUM) COST: \$ _____

Deposit due with Application: _____

Note: The Rental Fee reserves the Hall for the agreed date. If the event date is changed, the rental fee will be applied to the new date. If the event is cancelled, the fees paid to date will be refunded only if the Hall is able to schedule another event for that date.

PAYMENT SCHEDULE:	DATE	AMOUNT
First Payment, due	_____	_____
Second Payment, due	_____	_____
Final Payment, due	_____	_____

NOTE: The Hall is rented for 12 hours, and you must vacate the Hall and Parking Lot no oater than 11:30 p.m., unless other arrangements are made through the Hall Manager and noted below.

BY SIGNING BELOW, I AGREE TO CONFORM TO ALL RULES AND REGULATIONS AS SET FORTH BY THE ALEXANDER VALLEY COMMUNITY HALL BOARD OF DIRECTORS AND WILL PAY FOR ANY DAMAGES OR LOSS OF PROPERTY THAT MAY RESULT FROM THIS EVENT. 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 _____
A. V. Hall Manager

THANK YOU FOR CHOOSING THE ALEXANDER VALLEY COMMUNITY HALL