

RENTAL GUIDE



SONOMA COUNTY

Veterans Memorial Buildings

RENTER'S RESPONSIBILITIES

- The renter is responsible for having all requirements of the contract agreement completed at least thirty (30) days prior to the event date.

This includes the following;

1. Final Payment
2. Correct Insurance
3. Signed Reservation
4. Signed License Agreement
5. Copy of Signed Security Contract (if required)
6. Bartender / Caterer Verification (if applicable)
7. Copy of ABC Authorization (if applicable)
8. Non-profit (tax-exempt) "Letter of Determination" (if applicable)

(See Renters Checklist page 11)



- The renter agrees to be present during the entire time listed on the contract, and agrees to be the contact person to help resolve any problems throughout the event.
- Renter is responsible for making sure children are under adult supervision at all times.

- Renter is responsible for clean-up cost if the room/facility is not left in the same condition it was found. Should damage occur, repair and replacement costs will be the responsibility of the renter. Responsibility for the repair and/or replacement will be that of Sonoma County Regional Parks Department and will be made according to departmental specifications.
- To avoid accidents and injuries at trade shows, all vendor display items and products must be in place prior to the event opening to the public.
- To protect your property from theft or damage, please ensure that all valuables are stored in a secure area.
- Limitations due to room capacities and equipment make it necessary to require a firm attendance estimate when the application is completed. Any changes in attendance estimates must be approved in advance. Exceeding the projected attendance estimate may result in cancellation of the contract and closure of the event.
- You will incur additional room rental fees and/or staff charges if your event runs beyond the contracted hours, including if you arrive early.

Cancellation Policy

- If customer cancels event 90+ days before event date, 50% of the deposit will be retained by the County.
- If customer cancels event 30-89 days before event date, 100% of the deposit will be retained by the County.
- If customer cancels event 15-29 days before event date, 50% of the rental fee will be retained by the County.
- If customer cancels event <15 days before event date, 100% of the rental fee will be retained by the County.

EVENT SET-UP AND CLEAN-UP

To help ensure a trouble-free setup, please turn in a set-up diagram and decorating plan to building staff at least two (2) weeks prior to your event date. Decorating materials used for commercial or non-profit events must comply with fire code regulations. We offer consultation services to assist you with obtaining decorating materials that are fire code-compliant.

- Use only “safe-release” low-adhesion painter’s tape to secure decorations and coverings to tables, or to secure microphone or electrical cords to the floor. Tape is available for purchase from building staff.
- Do not use any of the following adhesive products on walls, floors, chairs or tables: nails, tacks, push pins, regular pins, staples, screws, or tape such as duct, Gaffers, Scotch, masking or marking tape.
- Birdseed, rice, confetti and glitter are not permitted. Renter will be charged for clean-up costs if these materials are found on the floor or on equipment.
- Chewing gum is not permitted in the building. Renter will be charged for clean-up costs if this is found on the walls, floors, tables or chairs.
- After event, all renter’s equipment, decorations, and containers must be removed by renter.
- Rental tables and chairs are to be set up/broken down by the renter or the rental company. **ALL RENTAL EQUIPMENT MUST BE REMOVED AT THE END OF THE EVENT.**
- All garbage and recyclable items are to be placed in the appropriate receptacles.
- Beer kegs and/or any liquid and ice are to be placed in a leak-proof container, and then placed upon protective rubber matting to prevent damage to floors.

KITCHEN POLICIES

- Flatware, dishes and any other equipment must be completely cleaned, dried and put away.
- Place all garbage and recycling in appropriate dumpsters provided.
- Crab feed events must provide a separate dumpster for food waste.
- Renter will be responsible for cost of replacing any missing kitchen equipment.
- Food & equipment belonging to renters is to be removed from the building upon completion of event.
- Polystyrene food packaging is prohibited on County premises. (Ordinance #4013)
- Renter and/or caterer must comply with state and local health codes. Caterer must have current “Food Industry Health Permit”.
- Renter is responsible for cleaning of kitchen at the end of the event. Staff will provide cleaning supplies.



HEALTH AND SAFETY POLICIES

1. Security guards are required for certain activities. Renter is responsible for contracting with a licenses security company and paying all fees. All guards are to be present from the beginning of the event until the facility and grounds are cleared of all guests at the conclusion of the event.
2. For your safety, the following is strictly prohibited in Veterans Memorial Buildings:
 - Alcohol is prohibited in facility or parking lot unless authorized on rental contract.
 - Setting up, moving, or breaking down tables or chairs
 - Standing on tables or chairs (ladders are available upon request)
 - Modification of electrical systems or hookups
 - Modification of theatrical lighting systems
 - Music levels exceeding 50 decibels.
 - Dining on stage areas
 - Dry ice ‘fog machines’
3. To help ensure public safety, on-site fire inspections may be performed by Fire Department prior to your event. If you have any questions regarding fire code or special permit requirements, please contact the building event staff at least two weeks prior to your scheduled event. Public events taking place in the Santa Rosa building may need to secure a permit from the Santa Rosa Fire Dept.

The following is strictly prohibited:

- **Smoking inside the building.**
- **Open flames or candles (lit or unlit).**
- **Pyrotechnics or fireworks.**

- **Propane or flammable gas cylinders of any type.**
- **Blocking of exits or exit lights with curtain booths, tables, chairs, or other objects.**
- **Setting up tables in hallways.**
- **Hanging banners from theatrical lighting systems or stage curtains.**
- **Blocking of fire extinguisher or hose boxes.**
- **Driving or unloading vehicles on sidewalks, patio or other concrete areas.**

FACILITY CHARGES

- Facility fees are calculated on an hourly basis. Be sure to include all set-up, decoration and delivery time as part of your activity time. The delivery of food, flowers, alcohol, or decorative items prior to the starting time of building rental is not permitted. Room charges begin at the time the first person enters the building for preparation or decorating, not when the event begins.
- When calculating ending time, include any time necessary for caterers, bands or DJs, and/or guests to move out and for general clean-up. Overtime will be charged for any occupancy of the building past the contracted ending time.
- Standard folding chairs and 3'x8' tables are provided at no additional charge.
- All fees are to be paid at least 30 days prior to event, and must be paid in the form of cash, check, money order, VISA® or MasterCard®.
- Attention: There is a \$50 late fee for deposit, contract and/or changes not completed on time

CONDITIONS OF ALCOHOLIC BEVERAGE SERVICE

The following prerequisites and requirements apply to the service of alcoholic beverages (including beer, wine and distilled spirits) at all events held at the Sonoma County Veterans Memorial Buildings and Occidental Community Center.

A. PUBLIC EVENTS

Public events are those which the general public is invited to attend, which require a fee for general attendance, or which sell food or alcoholic beverages for a fee or donation. Public events shall comply with all alcoholic beverage service requirements mandated by the State Department of Alcoholic Beverage Control and local law enforcement. Alcohol may not be otherwise served or consumed. Copies of all licenses relating to the service of alcohol at each event shall be provided to the Regional Parks main office prior to the event. Alcohol Permit must be posted during the event. Public events shall also comply with all requirements set forth in subsection C.

B. PRIVATE EVENTS

Private events are those events at which attendance is by invitation only, and that do not require a fee for attendance nor for the service of food or alcohol. All private events at which attendance is 100 or more persons shall be required to engage a licensed caterer to serve alcoholic beverages. Alcohol may not be otherwise served or consumed. As a condition to serving alcoholic beverages at such functions, the requirements set forth below and in subsection C must be satisfied in full:

1. The licensed caterer engaged to serve alcoholic beverages must submit the following information to the Regional Parks main office prior to the private event:
 - Written confirmation of services (may be faxed) including renter's name, facility rented, date of event, type of event,

attendance, number of bartenders provided, and hours of alcoholic beverage service (5 hours maximum).

- Copy of current ABC catering license.
 - Copy of current insurance certificate.
2. All alcoholic beverages shall be brought into the facility prior to start of the event, and shall be stored securely at a common bar prior to service. Alcoholic beverages must be served only from a common bar in clear plastic cups.
 3. No service containers (bottles, aluminum cans, or pitchers) of alcohol shall be allowed on the tables, but must remain at the common bar for service.

C. REQUIREMENTS APPLICABLE TO PUBLIC AND PRIVATE EVENTS

The following additional requirements shall apply to the service/sale of alcoholic beverages at both public and private events as well as private events with less than 100 in attendees.

1. Alcoholic beverage service shall terminate one hour before the scheduled end of the event, unless the event is 3 hours or less.
2. No alcohol shall be allowed outside the areas designated by the contract between Regional Parks and the renter.

California State Law prohibits the sale or service of alcoholic beverages to persons under 21 years of age. If minors are in possession of alcohol, the event will be closed immediately. Persons serving alcohol to minors during events held in Veterans Memorial Buildings are solely responsible for any criminal or civil penalties imposed.

The department also reserves the right to close events in the case of minors being served alcohol, public drunkenness, concern for the safety of event participants, or related damage to the Veterans Memorial buildings, equipment and grounds.

WE RECYCLE!!



Containers for single-stream (paper, plastic, aluminum, glass and cardboard) recycling are located in each of the Veterans Memorial Buildings. To make recycling easier, each bin is clearly labeled in both English and Spanish.

Renter should flatten all cardboard and place it by the cardboard recycling bin, next to large garbage dumpsters outside each building.

We encourage all building users to recycle their waste materials into the proper container. Building staff can assist with removing containers from building

RENTER'S CHECKLIST

- Non-profit (tax-exempt) 'Letter of Determination' (if applicable) from Franchise Tax Board or IRS
- Certificate of Liability Insurance & Policy Endorsement (or buy alternate insurance through the County)
- Signed Confirmation/License Agreement (Contract)
- Set-up diagram for room (s) & decorating plan given to building staff
- Copy of signed Security Contract (if applicable), copy of their CA State Private Patrol Operator license and proof of insurance if they are not on file with us.
- Copy of Alcoholic Beverage Control (ABC) Authorization (if applicable)
- Copy of Food Caterer's Public Health Permit & insurance.
- Copy of Business License from City (if required)
- Names and phone numbers of two (2) contact people
- Final payment for building rental
- The following from caterer who will serve alcohol:
 - Copy of current ABC catering license
 - Copy of current insurance certificate
 - Written confirmation of services with: customer name, facility rented, event date, event type, attendance, # bartenders and # hours alcohol is being served (max. 5).

CLOVERDALE VETERANS MEMORIAL
205 West 1st Street

COTATI VETERANS MEMORIAL
8505 Park Avenue

GUERNEVILLE VETERANS MEMORIAL
First & Church Streets

OCCIDENTAL COMMUNITY CENTER
3920 Bohemian Highway

PETALUMA VETERANS MEMORIAL
1094 Petaluma Blvd., South
762-8928

SANTA ROSA VETERANS MEMORIAL
1351 Maple Avenue
565-7176

SEBASTOPOL VETERANS MEMORIAL
282 High Street
823-6472

SONOMA VETERANS MEMORIAL
126 First Street, West
938-4105

Booking Office (707) 565-2041

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