



FACILITY RENTAL REQUIREMENTS

CONDUCT

Primary responsibility for the general conduct of all guests rests with the renter. However, Senior Coastsiders' staff has the right to impose additional rules regarding the conduct of guests, as it deems necessary.

INSURANCE

Insurance is required for all rentals. Renter is required to obtain a Certificate of Insurance in the sum of \$1,000,000.00 naming Senior Coastsiders as an additional insured. The Certificate of Insurance shall be provided to Senior Coastsiders no later than seven (7) *calendar* days prior to the scheduled event.

HOURS

1. The facility hours you request must include time for any of your group's setups and cleanup needs (e.g., decorations, caterers, bands). Individuals associated with your event will not be admitted to the facility before the time contracted. All individuals associated with the event must vacate the facility by the contracted ending time.
2. Overtime charges of twice the hourly rental rate will be assessed for events when the facility is not vacated by the contract ending time. Overtime is charged in hour increments for any hour or part thereof beyond the contracted ending time that the facility is not vacated by the renter.
3. At times, groups desire to change the hours of their function. Senior Coastsiders will attempt to accommodate these changes; however, we reserve the discretion to deny such requests. All requests for modifications of the rental contract times must be requested and approved at least five (5) *business* days in advance of the event date. Payment for any additional hours is due and payable at that time.
4. Weekend rentals require a minimum of four (4) hours rental.
5. Music is not permitted past 10:00 p.m.
6. Facility must be vacated by 11:00 p.m. including clean up time.

SETUP and CLEANUP RESPONSIBILITIES

1. Senior Coastsiders' staff will ensure that the facility is ready for use and will set up tables and chairs to your specifications, within Senior Coastsiders' and fire code guidelines.
2. Setup requests for tables and chairs must be submitted at least seven (7) *calendar* days prior to the event, and must be approved by Senior Coastsiders. ***No exits shall be blocked at any time.***
3. All additional setups or decorations are the responsibility of the renter. The removal of these setups or decorations is also the responsibility of the renter. All decorations must be approved by Senior Coastsiders in advance and set up under staff supervision.



Decorations are to be attached with **blue masking tape only**. Cellophane tape, tacks, brads, or nails are not to be used. All tape must be removed by the renter.

4. If music is desired a 4-piece band (maximum) or D.J. is permitted. When a band/DJ and dance floor are included, maximum dining occupancy in the room may change. The piano is available for use. Exterior doors are to remain closed at all times, when music is playing.
5. The renter is responsible for clearing all tables and for placing all garbage in trash bins. Senior Coastsiders will supply plastic trash bags.
6. Heat, spark or flame producing devices, including candles, are **NOT** permitted. Chafing dishes are acceptable if Sterno is used for heat.

FOOD and KITCHEN USE

1. Senior Coastsiders reserves the right to meet all caterers to be used by renter.
2. All kitchen supplies and equipment must be provided by renter. Renters may, however, use stoves and sinks.
3. Renter is responsible for ensuring caterer restores kitchen to the condition in which they found it.

ALCOHOL and SMOKING

1. Renters serving alcoholic beverages must request and receive approval to do so at the time of application.
2. Renter accepts the responsibility for the use of alcohol in the facility and agrees to prohibit the use of alcohol by minors.
3. Renters, who charge a fee to serve alcohol, or charge an admission fee and serve alcohol, must obtain a temporary alcohol sales permit from the State of California Alcoholic Beverage Control Board (ABC License). Evidence of such a permit must be presented at time of final payment.
4. Smoking is **NOT** permitted anywhere on the property. This includes inside and outside areas.

PAYMENT OF FEES and DEPOSIT RETURN

1. A \$500.00 non-refundable, non-transferrable security deposit is required to book an event. The payment of all remaining fees and completion of all conditions of approval must be completed two (2) weeks in advance of the scheduled use. Failure to meet this deadline may result in cancellation of the event and forfeiture of deposit.
2. Rental payments and security deposits shall be made in one of the following forms: Cash, Check or Money Order.
3. The Security Deposit may be used to cover additional fees for exceeding permitted time, damage to the facility and/or equipment or for additional cleanup needs.
4. The permittee shall be liable for all costs for restoring or replacing damage or loss.