

North Shore Event Center Rental Application and Agreement

2817 East State Hwy 20, Nice, CA

707-274-5588-Event Center 707-263-0884-Larry 707-272-3856-Tracy

Terms and Conditions

Event Date/Time Requested: _____ Event/Activity Description: _____

Organization: _____ Contact Name: _____

Address: _____ City/State/Zip: _____

Renter Name _____

Phone: _____ Cell: _____ Fax: _____ Email: _____

Emergency or 2nd Contact _____ Phone _____

Non-Profit? **Yes/No** 501©(3)# _____ Tax ID/SSN: _____

Will Alcohol be served? **Yes/No** Will Alcohol be sold? **Yes/No** If alcohol will be sold: Liquor License, Permits, and insurance must be presented to staff 24 hours prior to event or ALCOHOL IS PROHIBITED.

Will Food be served? **Yes/No** Are you using a Caterer? **Yes/No** if yes, name of Caterer _____

Will you be having a Band/DJ? **Yes/No** If yes, Name of Band or DJ: _____

List items needed for event: Tables ___ Chairs ___ PA ___ Kitchen Use ___ Other _____

Tables are available for both inside and outside use, however, inside tables must remain inside.

Time needed: Setup: _____ Event Start Time _____ Event End Time _____ Cleanup _____ Total _____

No additional time will be provided to the Renter for the set-up and clean-up for an event. The Renter acknowledges and agrees all of the time needed to set-up and clean-up an event must be included in the rental time. Events may not last beyond 1:00am. This 1:00am deadline includes cleanup time, although, with prior approval, cleanup may be done the next morning by 11am. Renter must remove anything brought in by self, guest, or hired vendors. All garbage is to be removed from the premises.

Renter, if using the kitchen, is responsible for all kitchen cleanups. The kitchen area must be thoroughly cleansed and returned to its original level of cleanliness. This includes all work areas, ovens refrigerators, oven, sinks and floors. Any utensils or dishes used shall be thoroughly cleaned, and put back in place.

No nails, screws, , staples, or penetrating items, other than push-pins, should be used on our walls, ceiling, or wood. Painters masking tape is acceptable, if completely removed after the event. Candles

must be completely enclosed in a glass or non-flammable holder. The use of glitter, confetti, straw, rice, birdseed, silly string, hay, or similar items is prohibited in the hall and/or on the grounds.

Damage/Cleaning Deposit ½ of initial rental fee if no alcohol is being served, plus additional \$200.00 if alcohol is being served or on premises. Inspection of Hall, Restrooms, Kitchen, Parking Lot, and Picnic Area will be done by Staff. Areas must be left clean, renters must remove all garbage. Recyclables such as bottles and plastic may be left in bags for Staff collection. Cleanup must be done after the event, or if event lasts to 1am, cleanup the next morning by 11am with prior approval. Remember, clean-up time is part of the rental time. The Renter shall leave the premises, equipment, furnishings, and plumbing of the property in the same condition and repair as received: in a clean, neat, and orderly manner. The Renter is responsible for any damage or repairs needed after the event. Charges for damages or cleanup will be withheld from the Damage/Cleaning Deposit. The Damage/Cleaning Deposit will be refunded within two weeks of the event provided there is no damage to the facility or extra cleanup is required. If damages exceed the deposit, the renting party will be billed for the balance. All decorations must be removed or a minimum \$50.00 will be charged. Smoking is not permitted inside any of the buildings, or within 20 feet of any building. The Renter is obligated to take orderly and respectful care of all the Center's premises. All groups must be properly supervised and the renter must control noise levels as there are neighbors close by.

Rental money, including deposit, is due and payable 30 days prior to the use of the facilities. If North Shore Event Center does not receive this money by this period, the agreement becomes null and void. If canceling, at least 30 days notice prior to the event is required, and cancellation must be in writing. No refunds will be given for cancellation within thirty (30) days of the event. No refunds will be made when the event is canceled by North Shore Event Center due to the Renter's noncompliance with terms and conditions.

Main Hall/ 24 Hour Period \$600 _____ Deposit _____
Meetings in Main Hall/ \$50.00hr. 4 hr Minimum(\$200.00) _____ Deposit _____
Use of Kitchen/\$150.00 flat fee _____ Deposit _____
Exterior Grounds/Exterior Restrooms \$200.00 flat fee _____ Deposit _____
Alcohol on Premises \$200.00 extra deposit Required _____ Deposit _____
Use of BBQ/flat fee \$50.00 _____ Deposit _____
Total Fee _____ Total Deposit _____

Rental fee includes the use of tables and chairs in the facility.

Live animals, except for service animals, may not be brought onto the premises.

North Shore Event Center will not be responsible for items left behind, before, during, or after an event.

North Shore Event Center staff may enter any of the rented premises at any time on any occasion.

North Shore Event Center shall abide by all laws of the State of California concerning the use and serving of alcohol. Each Renter wishing to have alcohol at their event must abide by the following State of California regulations regarding alcohol use in North Shore Event Center facilities.

Alcoholic beverages may be consumed without a permit when there is no monetary exchange for the beverage **and** when there is no admission charge for the event.

In the case of monetary exchange for alcohol, a licensed caterer is required. Please note that the caterer's insurance **only** covers the alcoholic beverages, not North Shore Event Center. Necessary licenses to serve or sell alcohol must be obtained by Renter. Any group who sells alcohol, or charges an admission fee and serves alcohol, must obtain a temporary liquor license from the State of California Alcoholic Beverage Board. A copy of the license must be on file with North Shore Event Center ten (10) business days prior to the event. ABC has many regulations which must be followed!

Alcohol will **NOT be served** _____ Renter initials

Alcohol **WILL be served** _____ Renter initials

Proof of age will be required for anyone appearing to be 30 years of age or younger. Age identification must include date of birth, physical description, and photograph. Servers must confirm that the I.D. is that of the presenter.

Non-alcoholic beverages (sodas, juices, water, etc) will be promoted and made available for the duration of any event where alcoholic beverages are sold or served.

At events of three (3) hours or longer, alcoholic beverages service will be stopped one (1) hour before the end of the event.

No alcoholic beverages may be brought into or taken out of the event by guests or participants.

It is illegal to give, serve, or sell alcoholic beverages to any person under age twenty-one (21). This law also applies to parents and other family members of minors.

Identification as evidence of age must be issued by a government agency (state or federal) (i.e. valid driver's license. Documents altered in any way are unacceptable.

It is illegal to serve or sell alcoholic beverages to an obviously intoxicated person.

It is illegal to be intoxicated in public.

It is illegal to drive under the influence of alcohol or with a blood alcohol level of .08% or higher.

One-day licensed alcohol servers/sellers must be 21 years of age or older.

Beverage servers/sellers have the right to refuse service/sale to anyone who appears to be intoxicated or under age 21.

Renter acknowledges and understands the policies and procedures and State Law regarding alcoholic beverages. **I understand** _____ Renter initials

Renter agrees to defend, indemnify, and hold harmless North Shore Event Center and its staff from and against any and all claims, demands, causes of action, or liabilities incurred by North Shore Event Center or its staff, arising from Renter's acts or omissions under this Agreement or any act or omission of Renter's vendors, employees, contractors, or persons attending the meeting or event with the express or implied permission of Renter, except as may arise from the negligence or willful misconduct of North Shore Event Center or its staff.

North Shore Event Center will not be held responsible for any losses, damages, or injuries. This refers to any loss, damage, or injury to persons or possessions that may occur at any function held on this property, from any cause, whatsoever, prior to, during, or subsequent to the period covered by this contract. Renter will be responsible for the control and supervision of the people in attendance during the use of the facility to ensure no harm is done to persons or property.

In order to use the facility, Renter shall take out, at their expense, and keep in force during the event covered by this Agreement, general liability insurance, naming North Shore Event Center as additional insured. A copy of insurance coverage must be submitted to North Shore Event Center at least ten (10) days prior to the event. **Please initial** _____

Renter agrees to abide by this Agreement and acknowledges having received a copy thereof. Renter will be held financially responsible for any damage to the Facility or equipment, which occurs through the Renter's meeting or event at North Shore Event Center by them or their visitors.

Additional notes or information:

Total Fee _____

Total Deposit _____

Paid by: _____ Date _____

By signing below, User acknowledges that he/she has read and agrees to all above terms and conditions and acknowledges having received a copy thereof.

RENTER

NORTH SHORE EVENT CENTER

Signature _____

Signature _____

Print Name _____

Print Name _____

Date _____

Date _____