

BAYSIDE COMMUNITY HALL

2297 Jacoby Creek Road, Bayside, California

Mail to: P.O. Box 31, Bayside, CA 95524 Phone/Fax (707)822-9998

Email: baysidecommunityhall@gmail.com Website: www.baysidecommunityhall.org

RENTAL APPLICATION

Directions: A completed and signed **Rental Agreement** and **security deposit** must be received by the Bayside Community Hall to reserve your event date at the Hall. The Hall is rented on a first-come, first-served basis. The sooner that you send in the deposit and Rental Agreement, the sooner the confirmation of your reserved date. If the Hall Office has not received your Rental Agreement and security deposit by 30 days prior to your event, you may lose your reserved date and fees paid and it may become available for another renter to schedule. A **Certificate of Insurance** is required 30 days prior to your event.

TODAY'S DATE: _____ DATE OF EVENT: _____
RENTER _____ Home Phone: _____
(Individual / Organization / Business) Work Phone: _____
CONTACT PERSON: _____ Cell Phone: _____
Fax: _____
ADDRESS: _____ City _____ State _____ Zip _____

EMAIL: _____

ALTERNATE CONTACT: _____ Home Phone: _____
(Individual) Work Phone: _____
Cell Phone: _____

SIGNATURE OF RESPONSIBLE PERSON, IF NOT SAME AS ABOVE:

TYPE OF EVENT: (please circle all that apply) Meeting / Fundraising Benefit / Play / Class / Workshop / Dance / Wedding / Reception / Reunion / Breakfast / Luncheon / Dinner / Graduation / Memorial / Exercise / Festival / Garage Sale / Commercial Sale / Crafts Fair / Plant Sale/ Youth Activity / School / Organization Function / Other _____ (private) (public)

ESTIMATED TOTAL ATTENDANCE: _____ HOURS REQUESTED:
AGE RANGE OF THOSE ATTENDING: _____ yrs. To _____ yrs. IN OUT
FOOD SERVED: Yes / No Type _____ Set up time: _____
FOOD SOLD: Yes / No Type _____ Event time: _____
ALCOHOL SERVED: Yes / No Clean up time: _____
ALCOHOL FOR: Donation / Sales
ADMISSION CHARGED: Yes / No TOTAL _____ hours

RENTAL EQUIPMENT & SERVICES at additional cost: Please circle all that apply.
AUDIO / VIDEO, CATERING EQUIPMENT, FURNITURE, DECORATIONS, CUSTODIAL ARRANGEMENTS, OR OTHER SERVICES (see attached)

I acknowledge that, acting as the Renter or Agent of the Renter, I have read, understand and agree to adhere to the terms of this Rental Agreement.

Signature _____ Date _____

Contracting Individual / Organization Authorized Representative

Security Deposit (Refundable) Name _____ Check No. _____ \$ _____

Hall Rental Fee Name _____ Check No. _____ \$ _____

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POST EVENT CLEAN UP CHECK LIST

The Bayside Community Hall policy is “Leave it like you found it or pay us to do it for you.” Each renter is required to schedule a Walk-Through of the Hall before their event. When planning your event, you can save time and money by using Hall personnel resources to assist with set-up or custodial support. Generally, when the Renter follows the use, cleaning and decorating policies, the full security deposit is returned. Hall Staff will check the building after each rental. **If after your event, Hall Staff must move furniture, repair damages, remove additional garbage, or provide additional custodial services for the next renter – these charges will be deducted from your security deposit.**

DIRECTIONS: Go Through This CheckList At The End Of Your Event.

CHECK OFF EACH CATEGORY AS COMPLETED. SIGN, DATE AND LEAVE THIS FORM WITH YOUR KEYS. LEAVE IT LIKE YOU FOUND IT OR PAY US TO MOVE IT OR CLEAN IT.

1. BUILDING

Restricted Activities: No Dogs, Smoking, Fires, Candles, Drugs, Alcohol w/o Insurance and ABC license (if applicable) w/o permission.

2. MAIN HALL

Furniture: Put fixed theater seats up and return rolling grange tables to back wall. Return tables & chairs to original storage spaces.

Cleaning: Dust / sweep & wet mop using provided cleaning solution on all floors, under seats, counters, entrance & stage.

Personal items: Check under counters, seats and on stage! Remove anything that was not there when you rented the hall. Check coat racks for left items.

Lights & Heater: Return heater thermostats to 60 degrees. Turn Hall light switches on stage to on, turn off at entrance. Please report burnt out bulbs including Christmas strands.

Decorations: Remove all decorations and signs, inside and outside the building.

DANCING DUST IS NOT ALLOWED ON THE FLOOR.

3. BATHROOMS

Pick up paper and flush toilets.

Empty garbage bags and put them with the rest of garbage.

4. KITCHEN

Tables: Return tables to kitchen in original storage spaces. Leave with aisles between. Do not stack. The wood tables are historic. Move only by carrying or using wheels on each of the legs. Round Tables: Avoid rolling metal edge on floor. Fold first legs first. Stack on rack in the same direction.

Chairs: Hang folding chairs on rolling racks so that they can clear the entrance to the kitchen.

Stove and Oven: Check that ovens and stove are turned off. LEAVE PILOT LIGHTS ON.

Cabinets: Wash, rinse and sterilize all Grange plates, silverware, pots, coffee pots, cooking and eating utensils. Dry and return to designated drawers and cabinets. Relock unless directed to leave open.

Counter tops and sinks: Clean using water and remove personal items. Empty dish drainer. Ice OK.

Ovens: Clean, removing spills and crumbs including grease traps if using grills. Grease: Place grease in grease bucket under kitchen counter. **DO NOT** pour grease down the sink.

Refrigerator & Freezer: Remove all items from refrigerator and freezer (including ice), wipe clean. Unplug freezer but not refrigerator.

Garbage: Consolidate garbage and recyclables. Leave in the cans – **INSIDE THE BUILDING BY THE BACK DOOR**. Each rental is allowed one container of garbage and one container of recyclables. Any additional containers are assessed \$10 each.

Towels & Linens: Inspect for stains, spray stains with provided solution. Put in designated baskets in the laundry room.

Floors: Sweep and wet mop if food consumed.

Sinks: Clean and turn off faucet completely, no drips.

5. CUSTODIAL CLOSET & LAUNDRY ROOM

- Wash out all mops. Store in mop sink in laundry room.
- Hang dust mops and brooms on wall hooks in custodial closet (next to men’s restroom).

6. EXTERIOR PORCHES, GROUNDS & PARKING LOT

- Pick up litter, cigarette butts and broken glass from event on the grounds and neighboring properties.
- Bring in safety cones

7. WHEN YOU ARE LEAVING:

- Turn off all lights and fans. The light over the kitchen sink should remain on.
- Turn heat down to 60 degrees on both thermostats.
- Lock all doors. Check the hall door by the piano.
- Leave the key and this CheckList pinned to the black noteboard. EXIT THROUGH KITCHEN DOOR.
- Additional notes for Hall staff or findings: _____

I have checked all of the above:

Signature _____

Date _____

Bayside Community Hall Fee Schedule & Rental Rates

Revised: 2/1/06 (Subject to Change)

Reserving a Date: Call the Bayside Community Hall at (707) 822-9998 or email the Hall Staff at baysidecommunityhall@gmail.com . If a date is available, it can be held for 10 days. After this application period, the date can only be secured with the Security Deposit and Rental Agreement. Rental fees are due no later than 30 days prior to the event.

Type of Renter	Per Hour (Up to 5 hours) Hall & Kitchen	Hall & Kitchen	Kitchen Only	See Cost of Additional Rental Equipment & Services
Individual	\$50 / hour	\$350 / per day	\$200 / per day	
Commercial	\$50 / hour	\$350 / per day	\$200 / per day	
Verified Nonprofit *	\$35 / hour	\$225 / per day	\$175 / per day	
Youth Programs (18 yrs and younger)	\$35 / hour	\$200 / per day	\$125 / per day	

*Provide your nonprofit organization’s IRS Letter verifying the designation of 501(c)3 status.

Security Deposit for all Renters: \$300.00. The date for an event will be confirmed and reserved ONLY when the completed and signed Rental Application and total Security Deposit have been received and deposited by the Bayside Community Hall no less than 30 days prior to the event. This Fee will be deposited in the bank upon receipt.

Insurance: A Certificate of Liability Insurance is required, listing the Bayside Community Hall as “additionally insured” for the date of your event at \$500,000. This may be obtained from a homeowners, business or special event policy. Insurance coverage is required if alcohol is sold or served for a donation.

Canceling an event: Contact the Hall Management immediately. If your event is canceled prior to 30 days before the reserved date, the full deposit will be refunded. Cancellations must be received in writing postmarked by U.S. mail.

Walk-Through Required: The renting organization must have at least one individual responsible for the event schedule an appointment for a Walk-Through of the Hall prior to their event.

CONTACT US: The Bayside Community Hall, Phone (707) 822-9998, or Email at baysidecommunityhall@gmail.com . Mailing Address: P.O. Box 31, Bayside, CA 95524 Location: 2297 Jacoby Creek Road, Bayside. Website: www.baysidecommunityhall.org

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RENTAL AGREEMENT

Welcome to the Bayside Community Hall. The Hall is a historic building constructed by a non-profit association for its members and to serve the community as a venue for a wide variety of activities and events. Recognizing that an active community center in the middle of a residential neighborhood may have associated impacts such as additional traffic, litter, noise and parking. Your cooperation is required for us to continue to maintain a good relationship with our neighbors, and to help you to have a successful event.

Renter: _____
Contracting Individual / Organization Representative with Authority

Date: _____

RENTAL TERMS:

1) Renter and /or Contracting Individual, whose signature below verifies receipt and understands and agrees to comply with all the terms and conditions of the rental package, which consists of all rental agreements, fee schedule and post event cleanup check list.

2) Fees and Security Deposit: See attached Fee Schedule for rental rates. A security deposit of **\$300.00** is required to rent the Bayside Community Hall.

The date for an event will be confirmed and reserved ONLY when the completed Rental Agreement and full security deposit have been received by the Hall Office no less than 30 days prior to the event. This security deposit will be deposited in the bank upon receipt.

3) Canceling an event: If you need to cancel your event, it is your responsibility to contact the Hall Office immediately. The full security deposit will be refunded only if cancellation is received 30 days prior to your scheduled event. Cancellations must be received and CONFIRMED by mail in writing or at baysidecommunityhall@gmail.com.

4) General Use Policies:

A. This is an Historic Building requiring care and consideration:

- i)* Main Hall Floor: This is a Douglas Fir softwood floor necessitating that furniture or items not be dragged or dropped.
- ii)* Furniture: Many tables and chairs are old and require care. Do not force, roll or drag.
- iii)* Decorations and Clean-up: ***Follow the guidelines attached.***
- iv)* Food Preparation: Humboldt County Environmental Health requires that all clean-up of dishes and cooking utensils to be done using a three step system: Wash, Rinse and Sterilize (using bleach provided) as per post event cleanup check list.
- v)* NO SMOKING IN THE BUILDING.
- vi)* NO ANIMALS IN THE BUILDING WITHOUT PRIOR PERMISSION.

B. The Property and Outside of the Hall Building:

i) Litter: The Renter will insure that all litter (paper, glass, cigarette butts, etc.) is removed from around the Hall building, yard, and parking areas. The Renter will insure that no one enters the Mistwood School property and that there will be no litter on the School grounds.

ii) Parking Instructions:

The Hall parking lot is designed so that a drive through corridor remains. For safety, do not block the front entrance or park in the handicap parking space unless you have the required signage.

Jacoby Creek Road: The California Highway Patrol enforces parking within the white line. Do not block driveways or entrances to other properties.

Mistwood School Parking: (at the corner of Jacoby Creek and Old Arcata Road) Parking on this property is only allowed when school is not in session. No Parking in the school parking area during school hours Monday through Friday 9:00 A.M. – 5:00 PM.

No Parking in the U.S. Post Office parking lot.

C. Mistwood School adjacent to the Hall: No adult or children Renters, Guests or Visitors may enter the Mistwood School grounds. This is private property and is not included in your Hall rental.

D. Noise and Amplified Music: All amplified music must end at 12:00 midnight. If the volume of your event is at a level that negatively impacts the neighbors, they may call the Humboldt County Sheriff.

E. Litter and Damages Impacting Neighboring Properties: The Renter is responsible for all impacts to the neighbors resulting from the carelessness of attendees of your event. Any additional costs for litter clean-up or property damage to the neighbors, will be taken out of the Renter's security deposit and may be used to compensate impacted neighbors. A claim may be filed with your insurance carrier to cover their loss. Substantial property damage to private property as a result of your event will be brought to the attention of the Renter first for compensation and a claim will be filed with the insurance company if appropriate.

5) Emergencies: Call 911 first and then the Hall representative for emergencies via cell phone on the Emergency Phone list posted on the wall.

6) Smoking & Drugs: Please be considerate of the health of our renters who need a Tobacco Free and Smoke-Free environment.

A. NO SMOKING or burning of any substances (smudging, herbs, etc.) is allowed anywhere inside the Hall, or within 10 feet of any of the Hall entrance doors as well as anywhere near the Mistwood School.

B. No smoking of Tobacco, Marijuana or use of any illegal drugs anywhere within 300 feet of the Bayside Community Hall.

C. The use of any prohibited substance on Bayside Community Hall property will forfeit your security deposit.

7) Alcoholic Beverages:

A. Alcoholic beverages cannot be sold at the Bayside Community Hall without an ABC Permit. Alcohol may be served as part of a meal or event, for a donation. No alcohol may be consumed outside the building or on the grounds of the Hall or adjacent private property. No alcohol may be served to or consumed by minors. Ask the Hall Management Staff for more information if this situation applies to your event.

B. YOU ARE RESPONSIBLE FOR ANY ALCOHOL SERVED OR CONSUMED AND TO OVERSEE THAT ATTENDEES ACT RESPONSIBLY.

C. Insurance coverage for the consumption of alcoholic beverages for public events, must be listed on the Certificate of Insurance.

D. Alcoholic Beverage Control (ABC): An ABC Permit is required when alcoholic beverages are sold. It is issued by this state office and a confirmation letter from the Bayside Community Hall to ABC will be issued.

8) Other Prohibited Activities include:

A. Illegal activities as defined by City, County ordinance, State or Federal law.

B. Indoor or outdoor fires, candles, barbeques without the written permission of the Bayside Community Hall.

C. Alteration of the Hall furniture, bulletin boards, office furnishings, or landscaping without the expressed permission of the Bayside Community Hall.

D. Outdoor signage, without prior arrangement of the Bayside Community Hall.

9) Insurance:

A. The Renter will procure and maintain in force a policy of comprehensive public liability insurance, including other property damage and person injury, with a combined single limit of no less than \$500,000. The Bayside Community Hall will be named as additionally insured with respect to such coverage, and shall be provided with a Certificate of Insurance. The Certificate of Insurance must be received by the Grange no less than 30 days prior to the event. The renter's name must be on the Certificate of Insurance.

B. Each of the provisions and terms of this agreement shall bind and insure to the benefit of the heirs, successors, representatives and assigns of each of the parties. If legal action be brought to enforce any term of this agreement, or because of any breach of any term of this agreement by any party hereto, the party that prevails in such action or litigation shall be entitled to recover a reasonable attorney's fee in addition to all other damages and costs.

C. If alcohol is to be served at a public event, it must be specifically covered on the Certificate.

10) The Bayside Community Hall reserves the right to rent its facility to anyone. It also reserves the right to close down or cancel any event with just cause that it judges to be contrary to the general interests of the community or the Bayside Community Hall.

11) Responsibilities:

A. Hold Harmless Agreement: The undersigned contracting individual and or organization agrees to hold the Owner, its agents, servants, employees and members, free and harmless from any and all claims, demands, damages, costs, expenses, loss of services, action and causes of action and or liabilities for damages to property, or for injuries to any person in any way arising out of, related to, or connected with the users rental of the and or equipment.

B. The Renter is held responsible for the negative impacts or illegal activities during the use of the Bayside Community Hall upon the neighborhood.

C. Violation of any of the Hall policies may be cause to forfeit part or all of the security deposit. The Hall will deduct from the security deposit such amount as the Owner deems reasonably necessary *i*) to clean and return the premises and or equipment to a neat, clean and orderly condition; *ii*) and to repair or replace property that is broken, defaced or stolen.

D. Nonprofit organizations must provide proof of nonprofit 501(c)3 status with a copy of their IRS Letter. The undersigned, acting as representative of the organization or individual entering into this agreement; certifies that the above information is correct, agrees to pay the required fees in full 30 days prior to the event, and assumes full personal and financial responsibility for any damages sustained to the building, grounds, furniture or equipment not covered by the Security Deposit due to misuse, vandalism and conduct of all persons on the premises at the time of the event.

ACTING AS REPRESENTATIVE, I HAVE READ THIS AGREEMENT AND ALL OTHER COMPONENTS OF THE COMPLETE RENTAL PACKAGE REQUIREMENTS, UNDERSTAND AND AGREE TO THE USE POLICIES AND AM RESPONSIBLE FOR THE RENTAL OF THE BAYSIDE COMMUNITY HALL ON _____.
(date)

Individual / Organization

Signature of Contracting Individual / Organization Representative

Date

Bayside Community Hall Representative

Signature of Bayside Community Hall Representative

Date