

BAYSIDE COMMUNITY HALL
2297 Jacoby Creek Road, Bayside, California
Mail Address: PO Box 31, Bayside, CA 95524

Website: www.baysidecommunityhall.org
Email: baysidecommunityhall@gmail.com
Message Phone: (707) 822-9998

FREQUENTLY ASKED QUESTIONS

1. What is the capacity of the Hall?

Main Hall: 280 standing or auditorium seating, ___ table seating
Kitchen: 130
Total Maximum capacity: 410

2. What is the reservation process?

- a. Check baysidecommunityhall.org/calendar to see if your date is available
- b. Review the rental application, contract and fees, all available online
- c. When you are ready to reserve, e-mail us at baysidecommunityhall@gmail.com to place a hold on your desired date (the hold is good for 7 days). You can also send questions to this email... that is the quickest way to get answers.
- d. Download the rental application, complete it and submit with \$400 deposit.
- e. Once the deposit is received, we will finalize your date in the calendar, and contact you to complete the rest of the steps involved in your rental.

3. I've sent my application and paid my deposit... now what?

- a. The Hall contacts you to finalize date, hours, equipment & service needs
- b. The Hall provides an estimate of total rental fees
- c. The Renter pays total fees at least 30 days in advance
- d. The Renter provides insurance, fire permit and ABC permit (if required)
- e. Renter and Hall arrange for Orientation where all key players meet at the Hall to review important instructions and finalize plans. Complex events should do this as early as possible before event.
- f. The Renter picks up a key 2 days before the event
- g. The Renter has an awesome event!
- h. The Renter completes all tasks on the Post-Event Checklist, leaves the checklist and key.
- i. The Hall checks that post-event tasks were completed as required. If all is well, the Hall issues a refund of your deposit. If there are withholds from your deposit, the Hall notifies the Renter.

4. Do I have to provide my own insurance?

Yes, you must provide the Hall with a Certificate of Insurance with minimum liability coverage of \$500,000, and naming Bayside Community Hall as additionally insured, for all dates that you will use the facility (including set-up and clean-up times). This type of certificate is typically available through homeowners or business insurance for a nominal fee. If you will be serving alcohol, your certification should include this.

5. I want to serve alcohol. Do I need a special permit?

If the public is invited to your event, you will need to obtain a permit for each day that you will serve or sell alcohol. Permit applications must be made 10-30 days before your event. Forms are available online at www.abc.ca.gov/Forms. Most renters use Form ABC 221 – Application for Daily License (Special One-day Event Permit). There is also an Alcoholic Beverage Control office in Eureka (1105 6th St, 445-7229). If your event is private (a party, reception or other event that is by your invitation only), a permit is not required.

6. Do I need to notify the Arcata Fire District?

Yes. For all events at this public meeting Hall, the Arcata Fire District must be notified. An Event Permit must be submitted 2 weeks prior to your event. Download the form at arcatafire.org/district-documents.

- 7. Do you have wi-fi?**
Yes. We will provide the password during Orientation.
- 8. Can I pay with a credit card or other electronic option?**
Yes, but there may be a surcharge to cover the extra fees involved. If you would like to pay electronically, email us and we will send a paypal invoice which can be paid with debit or credit card, or paypal balance.
- 9. Does my rental include areas outside of the building?**
Advance permission is needed for use of the backyard area. Please discuss this with us when you submit your application.
- 10. Is kitchen equipment included in my kitchen rental?**
To reduce the waste of single use items, we include plates, mugs, silverware and basic kitchen tools with your kitchen rental. The location and handling of these items will be covered during orientation. Other kitchen equipment is available for rental.
- 11. Who should attend the rental orientation?**
The instruction provided during orientation are very important. The individuals who are actually responsible for key areas of your event should go through the orientation for that part of the rental. This includes: set-up, clean-up, kitchen use, PA system, projector/screen. There is a lot of important information that must be conveyed to you to ensure that your event goes smoothly and that our historic building and equipment are properly cared for. You will get a good understanding of what is involved by reviewing the Rental Agreement, Rental Orientation and Post Event Check-List documents.
- 12. I am hiring a caterer, party planner or band for my event. Do those folks need to go through orientation?**
Many local caterers and bands are thoroughly familiar with our facility. If your event staff have never worked in the Hall before, we strongly encourage that they complete the appropriate areas of the orientation; if they do not, the contracting individual for your rental may be responsible for problems caused by their lack of understanding of procedures and rules.
- 13. What are the hours of use?**
6am – midnight
- 14. How do we get in to the Hall?**
Provided that your fees are paid, paperwork is complete and rental orientation done, we will check out a key to you no more than 2 days before the event.
- 15. What is the parking situation?**
There are 35 spaces in the Hall parking lot. There is additional parking in the open lot with chain link fence at the corner of Jacoby Creek Road and Old Arcata Road. Between the Hall lot and the corner lot is Mistwood School. There is no parking in the Mistwood School lot when school is in session (M-F 8-5). That area may be used when school is not in session. There is one bicycle rack at the kitchen end of the property.
Attendees for many events park along Jacoby Creek Road. While this is allowed, it can be treacherous. The road is narrow and the ditches are deep in some places. The parking lot is lit but the road is not. We provide traffic cones that can be used to mark hazards. At night, you may want to provide flashlights and assistance for people to get to their vehicles.
- 16. When will my deposit be returned?**
After your event, a Hall representative will review your Post-Event Checklist and do a walkthrough to ensure that everything is in order. Once that is complete, we process a check for your deposit refund, less any additional charges (rental items or services added after payment, security deposit withholds due to damage, inadequate cleaning, violations of rental agreement or other issues). Deposit refund checks are typically mailed

within 2 weeks. Please make sure that we have the correct name and mailing address for the individual or organization to whom the deposit should be issued.

17. **Why can't I just drop off my paperwork or deposit at the Hall?**

We are a volunteer organization. That is one of the ways that we keep our rates affordable. However, that means that there is no staff person on site. Every visit to the Hall requires coordination between different people and the time of a volunteer. The more that we can accomplish via email and mail, the better. You are welcome to email document attachments to us at baysidecommunityhall@gmail.com. You also email or call us to set up an appointment time to meet at the Hall.

18. **What if there are problems with set-up or during my event?**

A list of emergency Hall contacts is posted on the bulletin board in the kitchen area. Please try to reach one of those individuals to arrange for assistance. You may make arrangements in advance to have a paid Hall representative on site for all or part of your event. If your event is complex, that may be a good choice.