



3M EVENT CENTER

PENRYN, CALIFORNIA

RENTAL AGREEMENT

3129 Penryn Road
Penryn, CA 95663

You must complete both the rental agreement in its entirety for your event to be booked. Liability Insurance paperwork must be sent prior to your event date as well.

This agreement is made and entered into on (date) _____, between 3M Event Center and _____ (hereinafter "Lessee").

Event Name: _____

Type of Event: Private Event (Not open to the public)
 Promotional Event (Anything open to the public)

Will there be an admission or entry fee?: YES NO

Will you be serving alcoholic beverages?: YES NO

Will you be selling bottles of alcohol or alcoholic beverages?: YES NO

Event Date: _____

Total Anticipated Attendance Number (3M Event Center has a 325 person limit): _____

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Person/Organization responsible for event:

Name: _____

Alternate Contact: _____

Mailing Address: _____

City, State, Zip: _____

Phone Number: _____

Email Address: _____

Deposit Refund Information

*Please print legibly to assure your deposit is returned within 2-4 weeks of your event. Incomplete or illegible information will delay the return of your deposit. **3M Event Center bookkeeping department can be reached at 916-708-8219 if you have additional questions.***

Make check payable to: _____

Mail check to: _____

3M Event Center is the owner of the event center located at the old Ground Cow Building off of the Penryn Road exit on I-80, Penryn Road in Penryn, California. 3M Event Center hereby agrees to lease said event center to the Lessee for the following date or dates:

Date(s): _____

Lessee agrees to compensate 3M Event Center in the amount of \$_____, as total payment of the agreed upon rental date(s). 50% due at signing of the lease and additional Security Deposit to 3M event center shall be made at the time of execution of this rental agreement by Lessee. The rental fee/balance will be due 60 days prior to the event.

Cancellation of the event may occur if rental fees are not paid in full at least 60 days prior to rental. If agreement is made within 60 days, total deposit and rental amount is due at the time of execution. If reservations and payments made within fifteen (15) days prior to an event will only be accepted through PayPal. There will be no subletting of the Hall.



For deposits and payments, no cash please. We prefer PayPal and will accept checks and money orders payable to 3M Event Center. A minimum charge of \$50.00 will be charged for returned checks and lease can be subject to termination at 3M Event Center's discretion. This contract, payments, etc. can be mailed to:

**3M Event Center
Attn: Alex Mathiopoulos
7947 King Road
Loomis, CA 95650**

The security deposit shall be refundable upon termination of this Rental Agreement if the terms and conditions agreed upon by the Lessee are performed. Lessee's liability is not limited to the amount of the Security Deposit. Security deposit will be returned to the Lessee within twenty one (21) days from the termination of this agreement. Deductions, if any, from the security deposit will be itemized for Lessee. A walkthrough will occur at the beginning of the event and at the end of the event.

3M Event Center will cancel any event if the terms and payment requirements of the Rental Agreement have not been met. Cancellations shall be subject to the following conditions:

- Greater than 60 days before event 50% of rental rate to be paid
- Within 60 days of event 100% of rental rate to be paid

All cancellations are required to be in writing by the responsible party. Catastrophe/Covid 19: Either party may terminate or suspend its obligations under the contract if such obligations are delayed, presented or rendered impractical by any of the following incidents to the extent such incident is beyond the reasonable control of the party whose performance is prevented or rendered impractical: fire, flood, riot, earthquake, civil commotion, insurrection, strikes, war, shortage of loss of utilities, any law, ordinance, rule or regulation which becomes effective after the date of execution of the contract.

Lessee will comply with all current federal, liquor, state, city, county and municipality laws and regulations, recommendations, and health directives currently in effect or in the future. Lessee will not do anything on the leased premises that may subject 3M Event Center to any liability for damage to person or property or by reason of any violation of law. Lessee will indemnify and hold 3M Event Center harmless from all liability, and any other expense, due to:

- Any breach of any covenant contained in this rental agreement to be performed by Lessee
- Any activity performed by Lessee on the leased premises
- Any other personal injury or property damage occurring in or about the leased premises

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3M Event Center will not be liable for:

- Any damage to Lessee's property by theft, casualty, or otherwise
- Any personal injury or other property damage, unless such injury or damage is caused by 3M Event Center's negligence or the negligence of its employees and/or agent

Moreover, 3M Event Center is not liable for any personal injury or property damage, whether or not the result of its negligence, to the extent compensated by Lessee's insurance. If staff is required, the lessee must agree and pay in advance and is NOT REFUNDABLE.

Lessee must contact Placer County for an event permit if traffic will be affected. Lessee shall be responsible for acquiring, and for paying, all necessary permits required for it's event. Anyone planning to sell alcoholic beverages (direct sales, script, or included in admission fee) should check with the Department of Alcoholic Beverage Control to determine if a liquor license is needed (www.abc.ca.gov or call 916-419-1319).

Lessee will be responsible for cleanup of the leased premises during scheduled events and after scheduled events. The hall, kitchen, bar, bathrooms, and outside of the building must be cleaned and returned to the same order as when you received it by the specified check out time. The cleaning list is available in the kitchen and will be attached to this contract.

If the lessee includes kitchen and kitchen equipment rental (dishes, glassware, cutlery, pots, pans, etc) it must be returned clean as it was received. Any missing and/or damaged kitchen equipment will result in a charge.

At the end of the event, if the hall/kitchen is not returned to us cleaned to our standards, you accept that we will be hiring an outside company to clean and this will come out of your security deposit. If the cost is higher than your security deposit, you will be billed for the difference.

If you leave the event center in a non acceptable condition, you automatically forfeit your security deposit and you will be billed for the extra day clean up charge as well as anything it costs beyond your security deposit.

This rental agreement is the entire agreement between 3M Event Center and Lessee, and no earlier statement or written agreement has any force or effect. Lessee agrees it is not relying on any representation or agreement except those contained in this rental agreement. This rental agreement may not be amended, modified in any respect, or canceled, except by a written agreement between the parties.

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If 3M Event Center is required to bring legal action to enforce this, it shall be entitled to reasonable attorney fees from Lessee. Lessee agrees to abide by the attached rules and regulations regarding the use of the event center.

PLEASE NOTE: No pyrotechnics or fireworks in building or surrounding grounds will be permitted. Fireworks are prohibited in Penryn, Placer County. No floating lanterns are allowed. No open flames allowed except for votive candles.

NO SMOKING inside the 3M Event Center. State law prohibits smoking or use of tobacco products inside any public building. Smoking is permitted 20 feet from any door or window.

Any confetti of any type, glitter, hay (in bales or loose), straw, sand, birdseed, rice or chewing gum are not permitted.

Do not attach decorations to the structure nor remove any permanent displays from the walls. Any necessary repairs after your event will be deducted from the security deposit you will provide.

Live plants must be in leak-proof containers.

If any of the above takes place, you automatically forfeit the deposit you paid in advance.

If the fire alarm system goes off, evacuate the building immediately and if there is no occurrence of fire or smoke, wait for the fire department to arrive.

Contact 3M Event Center one week in advance of your event to arrange getting the keys. Microphones and remote controls must be checked out prior to your event.

If 3M Event Center staff is required for certain types of events, it will be charged accordingly and paid in advance.

Standard rental period is 10:00am the day of your event until 2:00am the following morning. Rental time must include all the time necessary for decorating, set up, tear down and clean up. If clean up time goes beyond 2am, for every hour thereafter, it will be an additional \$100/hour.

Rent of the main hall includes the right to use chairs and tables owned by 3M Event Center. Lessee shall return the cleaned tables and chairs to the storage after use. Please break down any cardboard boxes you are throwing away.

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3M Event Center reserves the right to change the above rental charges or decline rental applications at its sole discretion. **At the end of the event, you agree to drop the key off in the mailbox by the front door. Lessee shall be charged \$100.00 for the key if not returned directly after the event.** The key charge fee will be in addition to the security deposit.

If any provisions of this rental agreement are invalid or unenforceable, the remainder of this rental agreement will not be affected, but will remain valid and enforceable to the fullest extent permitted by law.

Initial _____ Banquet and feed events: An extra dumpster to deal with the waste is required for crab feed events. You can order a dumpster from Recology at 530-885-3735. Failure to order an extra dumpster may result in fees being withheld from your deposit if 3M Event Center has to order a dumpster due to excess waste.

Initial _____ I will provide a \$1,000,000.00 Certificate of Liability insurance naming 3M Event Center/Mathiopoulos 3M Family as additional insured 60 days prior to the event **along with a waiver of subrogation.**

3M Event Center: _____
Signature

Lessee: _____
Signature



FEE SCHEDULE

FEE SCHEDULE FOR RESERVATIONS (Please check mark which rentals you are requesting)

Hall Rental includes the following: 6,000 square foot space, seats up to 325 people theater style, seated dinner, or special event. Rental includes twenty (20) 5-foot round tables (seats 8 people each), five (5) 8 foot wood rectangular tables (seats 8 people each) and 200 chairs. Rental includes full day use from 10am to 2am.

**More chairs are available at \$1.50/chair, additional tables are available \$4/table.*

Kitchen Rental includes the following: Stove, grill, griddle, oven, microwave, deep fryer, walk in refrigerator, ice machine, dish washing station, 200 plates, 200 glassware, and 200 servings for cutlery, cooking utensils, and cook wear.

Check to Reserve	Private Event	Price + Deposit	Check to Reserve	Promotional Event	Price + Deposit
<input type="checkbox"/>	Rental of Hall (Monday - Thursday)	\$700 + \$600 Security Deposit	<input type="checkbox"/>	Rental of Hall (Monday - Thursday)	\$1500 + \$2000 Security Deposit
<input type="checkbox"/>	Rental of Hall (Friday)	\$1200 + \$600 Security Deposit	<input type="checkbox"/>	Rental of Hall (Friday)	\$2000 + \$2000 Security Deposit
<input type="checkbox"/>	Rental of Hall (Saturday)	\$1500 + \$600 Security Deposit	<input type="checkbox"/>	Rental of Hall (Saturday)	\$2200 + \$2000 Security Deposit
<input type="checkbox"/>	Rental of Hall (Sunday)	\$1200 + \$600 Security Deposit	<input type="checkbox"/>	Rental of Hall (Sunday)	\$1800 + \$2000 Security Deposit
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<input type="checkbox"/>	Rental of Kitchen & Equipment (<i>Includes 2 stoves, 4 foot grill, 3 foot flat top, commercial deep fryer, steam table, conveyor dishwasher, walk-in refrigeration and reach in refrigeration for the bar. Also, includes up to 200 white dinner dishes, 200 white dessert dishes, 200 water glasses, 200 wine glasses, up to 200 cutlery sets and limited amount of cookware (All necessary cookware to prep meals)</i>)	\$300 + \$75 Utilities	<input type="checkbox"/>	Rental of Kitchen	\$400 + \$75 Utilities
<input type="checkbox"/>	Rental of Soda Fountain in bar	\$1.50/ expected guest for unlimited drinks	<input type="checkbox"/>	Rental of soda fountain in bar	\$1.50/ expected guest + \$400 Security Deposit
					<p style="text-align: right;"><i>Contract Page 8 of 11</i></p>



<input type="checkbox"/>	<p>Tenant Liability Insurance for 1 day only <i>If you have your own liability insurance, please provide the certificate and add 3M Event Center and additional insured. Insurance fee is required if you do not provide a Certificate of Liability Insurance within 60 days of the event.</i></p>	<p>Market Value</p>	<input type="checkbox"/>	<p>Tenant Liability Insurance for 1 day only <i>If you have your own liability insurance, please provide the certificate and add 3M Event Center and additional insured. Insurance fee is required if you do not provide a Certificate of Liability Insurance within 60 days of the event.</i></p>	<p>Market Value</p>
<input type="checkbox"/>	<p>Full Day Before Set Up if available (Starts at 10am, lights only no air conditioner). <i>You would need to provide liability insurance for this day as well as your event day. Also, to have access to the kitchen, you would need to pay the additional \$300 fee.</i></p>	<p>\$175</p>	<input type="checkbox"/>	<p>Day Before Set Up if available (Starts at 10am lights only no air conditioner). <i>You would need to provide liability insurance for this day as well as your event day. Also, to have access to the kitchen, you would need to pay the additional \$300 fee.</i></p>	<p>\$225</p>
<input type="checkbox"/>	<p>Half Day Before Set Up if available (Starts at 3pm, lights only no air conditioner). <i>You would need to provide liability insurance for this day as well as your event day. Also, to have access to the kitchen, you would need to pay the additional \$300 fee.</i></p>	<p>\$125</p>	<input type="checkbox"/>	<p>Day Before Set Up if available (Starts at 3pm, lights only no air conditioner). <i>You would need to provide liability insurance for this day as well as your event day. Also, to have access to the kitchen, you would need to pay the additional \$300 fee.</i></p>	<p>\$175</p>
					<p>Contract Page 9 of 11</p>



<input type="checkbox"/>	Part Day Extended After Event Clean Up if available (Must be completely reset by 12pm the next day). <i>You would need to provide liability insurance for this day as well.</i>	\$125	<input type="checkbox"/>	Part Day Extended After Event Clean Up if available (Must be completely reset by 12pm the next day). <i>You would need to provide liability insurance for this day as well.</i>	\$225
<input type="checkbox"/>	Full Day Extended After Event Clean Up if available (Must be completely reset by 5pm the next day). <i>You would need to provide liability insurance for this day as well.</i>	\$175	<input type="checkbox"/>	Full Day Extended After Event Clean Up if available (Must be completely reset by 5pm the next day). <i>You would need to provide liability insurance for this day as well.</i>	\$175
<input type="checkbox"/>	In House basic cleaning service after the event (if available). <i>Re-stack the tables and chairs, complete a light sweep throughout the hall, and dump already bagged trash into the dumpster.</i>	\$300	<input type="checkbox"/>	In House basic cleaning service after the event (if available). <i>Re-stack the tables and chairs, complete a light sweep throughout the hall, and dump already bagged trash into the dumpster.</i>	\$150/hr with a 2 hour minimum

Total Amount for Rental	\$ _____
Security Deposit	\$ _____
Owed today to secure date	\$ _____
Remaining Balance Due	\$ _____

Please pay by check (payable to 3M Event Center) or by Paypal (gusanddiane@gmail.com)

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If misrepresentation for the type of event occurs, we can require you to pay the difference in price and deposit prior to your event. We reserve the right to cancel your event if you do not pay for the difference. Please initial below to state that you understand these terms and conditions and sign below to accept the full contract terms and conditions.

Initial: _____

Lessee: _____
Signature Date

3M Event Center: _____
Signature Date

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CLEANING INSPECTION

Before Lessee receives keys for the venue, a walkthrough will occur at the beginning of the event and any notes can be written on this document.

Received

Lessee Initials: _____

3M Event Center: _____

At the end of the event, Lessee will return the venue to the same condition as received.

Lessee Initials: _____

3M Event Center: _____



CLEANING/CLOSING CHECKLIST

DINING ROOM

- Check bathrooms and remove garbage from bathrooms
- Clean and remove trash from main hall
- Clean tables and chairs that were used during dining event and return back to original location
- Clean bar and remove trash
- Sweep and clean floors
- Turn off all lights in dining room and in both bathrooms
- Return cleaning supplies to original location
- Dump all garbage to outside bin located behind venue

KITCHEN

- Turn off all kitchen equipment
 - Stove
 - Deep Fryer
 - Grill
 - Steam Table
 - Dishwasher
- Remove all garbage and dump in dumpster
- Wipe down all surfaces (tables, shelves, oven, grill and steam table, etc)
- Wash all dishes, glassware, utensils, cookware that were used during event and return to its original location (*please do not mix glassware in racks, wine glasses in its own racks, water goblets in its own racks, etc*)
- Clean walk-in refrigeration box if used
- Clean all floors in kitchen
- Turn off all lights in kitchen



KITCHEN ITEM LIST

- | | | | |
|--------------------------|------------------------------------|--------------------------|---|
| <input type="checkbox"/> | 300 Dinner Dishes | <input type="checkbox"/> | 10 Rubber Spatulas |
| <input type="checkbox"/> | 300 Salad Dishes | <input type="checkbox"/> | 2 Grill Spatulas |
| <input type="checkbox"/> | 300 Water Goblets | <input type="checkbox"/> | 23 Fry Pans <small>Variable Sizes</small> |
| <input type="checkbox"/> | 300 Wine Glasses | <input type="checkbox"/> | 4 Large Cooking Pots |
| <input type="checkbox"/> | 150 Coffee Cups | <input type="checkbox"/> | 35 Ladles <small>Variable Sizes</small> |
| <input type="checkbox"/> | 24 Water Pitchers | <input type="checkbox"/> | 6 Full Size Baking Sheets |
| <input type="checkbox"/> | 300 Salad Forks | <input type="checkbox"/> | 1 Five Gallon Strainer |
| <input type="checkbox"/> | 300 Dinner Forks | <input type="checkbox"/> | 1 Large Colander |
| <input type="checkbox"/> | 300 Butter Knives | <input type="checkbox"/> | 6 Saucepans |
| <input type="checkbox"/> | 300 Soup Spoons | <input type="checkbox"/> | 6 Whisks <small>Variable Sizes</small> |
| <input type="checkbox"/> | 300 Beverage Spoons | <input type="checkbox"/> | 2 Five Gallon Ice Buckets |
| <input type="checkbox"/> | 300 Steak Knives | <input type="checkbox"/> | 3 Hotel Pan Size Chafing Dishes |
| <input type="checkbox"/> | 1 Ice Scoop | <input type="checkbox"/> | 3 Small Round Chafing Dishes |
| <input type="checkbox"/> | 2 Bar Ice Scoops | <input type="checkbox"/> | 10 Stainless Tray Stands |
| <input type="checkbox"/> | 10 16" Appetizer Trays Stainless | <input type="checkbox"/> | 3 Stainless Bus Carts |
| <input type="checkbox"/> | 10 24" Appetizer Trays Stainless | <input type="checkbox"/> | 1 Lemon Slicer |
| <input type="checkbox"/> | 10 26" Oval Serving Trays | | |
| <input type="checkbox"/> | 12 16" Round Serving Trays | | |
| <input type="checkbox"/> | 10 Full Size Hotel Pans, 2.5" Deep | | |
| <input type="checkbox"/> | 15 Full Size Hotel Pans, 4" Deep | | |
| <input type="checkbox"/> | 15 Full Size Hotel Pans, 6" Deep | | |
| <input type="checkbox"/> | 15 1/3 Hotel Pans, 6" Deep | | |
| <input type="checkbox"/> | 10 1/2 Hotel Pans, 6" Deep | | |
| <input type="checkbox"/> | 15 1/3 Hotel Pans, 4" Deep | | |
| <input type="checkbox"/> | 5 30qt Mixing Bowls | | |
| <input type="checkbox"/> | 10 16qt Mixing Bowls | | |
| <input type="checkbox"/> | 20 8qt Mixing Bowls | | |
| <input type="checkbox"/> | 30 16" Serving Spoons | | |
| <input type="checkbox"/> | 3 Tongs | | |



BAR ITEM LIST

- 150 Various Bar Glasses
- 6 Bar Shakers
- 1 Bar Blender
- 1 Fruit Condiment
- 1 Salt Rimmer

