



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 _____, between 3M Event Center and _____ (hereinafter "Lessee").

Event name: _____

Event Date: _____

Person/Organization responsible for event:

Name: _____

Alternate Contact: _____

Mailing Address: _____

City, State, Zip: _____

Phone Number: _____

Email Address: _____



Rental Agreement, continued

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 can be reached at 916-917-4917 if you should 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/Cleaning of \$600 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
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.

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Rental Agreement, continued

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, 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

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).



Rental Agreement, continued

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.

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.

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.

Table 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 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.



Rental Agreement, continued

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.

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.

3M Event Center reserves the right to change the above rental charges or decline rental applications at its sole discretion. Lessee shall be charged \$100.00 for the key if not returned within three (3) days 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.**

OR

Initial _____ I will include the (at market value) charge for the insurance in my rental fee and you provide the coverage for Liability Insurance for me. (1 day coverage) **along with a waiver of subrogation.**

3M Event Center:

Signature

Lessee:

Signature

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FEE SCHEDULE

FEE SCHEDULE FOR RESERVATIONS (Please circle which rentals you are contracting for)

Hall Rental includes the following: 7,500 square foot space, seats up to 300 people theater style, seated dinner, or special event. Rental includes twenty (20) 5-foot tables, ten (10) 6-foot buffet tables, twenty one (21) 8 foot tables and 350-425 chairs. Rental includes full day use from 8am to 2am.

Rental of Hall (Monday - Wednesday)	\$500.00 + \$600.00 Security Deposit
Rental of Hall (Thursday)	\$700.00 + \$600.00 Security Deposit
Rental of Hall (Friday)	\$1,000.00 + \$600.00 Security Deposit
Rental of Hall (Saturday)	\$1,200.00 + \$600.00 Security Deposit
Rental of Hall (Sunday)	\$900.00 + \$600.00 Security Deposit
Rental of Kitchen (and 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 300 white dinner dishes, 300 white dessert dishes, 300 water glasses, 300 wine glasses, up to 300 cutlery sets and limited amount of cookware (All necessary cookware to prep meals)</i>	\$300.00
Rental of soda fountain in bar	\$1.50/guest for unlimited drinks
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>	Market Value
Day Before Set Up <i>If the event center is available, you may come in the day before to set up the decor for your event. To do this, 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>	\$100.00

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Fee Schedule, continued

Extended After Event Clean Up \$100.00

If the event center is available, you may come in until 8pm from the day after your event to clean up. To do this, you would need to provide liability insurance for this day as well as your event day.

In-House cleaning service for after your event (if available) \$200.00

Access to Televisions (Rented through Freedom Point Church) \$100.00

Full media, music and DJ (Rented through Freedom Point Church) \$700.00

For events with no time to secure liability insurance a fee of (current market value) will be applied and included with the reservation.

Total Amount for Rental	\$	<hr style="border: none; border-top: 1px solid black;"/>
Security Deposit	\$	<hr style="border: none; border-top: 1px solid black;"/>
Owed today to secure date	\$	<hr style="border: none; border-top: 1px solid black;"/>
Remaining Balance Due	\$	<hr style="border: none; border-top: 1px solid black;"/>

Please pay by check or by Paypal (gusanddiane@gmail.com)

3M Event Center: _____
 Signature Date

Lessee: _____
 Signature Date



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

