



Rental & Reservation Information

545 Pacific Ave. Santa Rosa, CA 95404

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P: 707-546-1591

Reservations: A holding deposit of \$350 (**non-refundable**), for the smaller halls; Conference room, Mercer Hall, and Commercial Kitchen: this is required to reserve a rental date. Walker Hall requires a holding deposit of \$500 (**non-refundable**). The Main Ball requires a holding deposit of \$750 (**non-refundable**). All deposits will be credited to your total cost. All event halls require a deposit which will be credited to your total cost. This is required to reserve a rental date. The fee, along with a signed contract, is due at the time reservations are confirmed in the form of cash or cashier's check.

Balance of payments and required permits, if any, must be given to Odd Fellows Hall at least 6 weeks, {45 days} prior to the event. The amounts and exact due dates will be outlined in your contract.

Insurance, Alcohol & Security:

Liability insurance in the amount of \$1M for every event is **required naming Odd Fellows Hall as additional insured**. This can be accomplished through your homeowner's or renter's insurance, or on-line through an Event Insurance provider. If alcohol is served or provided by donation, the amount increases to \$2M. Proof of one licensed, uniformed security officer per 75 guests is required 3 weeks before your event if alcohol is provided. Client **MUST** pay all security fees to Odd Fellows Hall at this time. Security will be required to check in with the Office for instructions and tour of the facilities before the event begins. **No beer bottles allowed**. Wine bottles, beer cans or beer kegs are permissible. An ABC license will also be required if selling alcohol. Serving alcohol to minors will end your event immediately, and no monies paid will be refunded.

Security/Damage Deposit:

A **refundable** damage deposit of **\$1250** for groups of **250** people or more, **\$1000** for groups of **150-249** people, and **\$750** for groups of less than **150** people. Payment options for damage deposits are available. The deposit shall be paid **45 days** prior to the event date. This deposit will be returned to the Renter within **3** weeks after the event, provided there has been no damage to equipment, floors, furnishings landscaping, walls, and extra cleaning is not necessary. The Renter will also be billed for any damage charges more than the deposit. If extra hours are needed by the client, this will be subtracted from the deposit. Initial _____

Cancellations: When a reservation is canceled with **more than 45 days' notice**, all money paid will be returned except for the hold deposits of \$350, \$500, or \$750. Deposits vary with size of Hall booked. **As stated on page 1, ALL hold deposits are non-refundable.** The holding deposit may be applied to another date should the event need to be re-scheduled within 2 weeks of original booking.

With less than 45 days' notice, the entire rental charge will be forfeited, except for the refundable damage deposit {\$500, \$750, \$1000, or \$1250}; which will be refunded in its' entirety.

Services:

An Event Technician will be on duty during the entire time that you are using the facility on the rental date. The Event Technician will also provide information, direction on the use of the facility and its equipment, the necessary restroom supplies (should these run out) and facilitate the event throughout its duration.

Odd Fellows Hall provides tables, chairs, and trash receptacles. Set up and take down of these will be done by prior arrangement. It is not the responsibility of the Odd Fellows Hall to provide additional items such as table linens, cooking utensils, table settings, outdoor ashtrays, etc. Please remember that the facilities are to be left in the same condition they were found in.

Parking:

Odd Fellows Hall has 50 parking spaces on our lot. This is a shared lot and is first come first served. There is street parking along Pacific Ave. Throughout the surrounding neighborhood, and on Slater St. on weekends. You may also consider purchasing a day pass from Santa Rosa Junior College. At times, if additional parking is needed: clients may contact Eggen & Lance, for permission to park in their overflow lot.

Rental Time:

Rental time will commence at the time noted in your contract. An Event Technician will open the building at your designated time and close the building in accordance with your contract. Caterers, clean up, decorators and musicians all fall within the contracted rental time.

Regulations:

Smoking indoors is prohibited. This includes e-cigs. Outdoor smokers must use designated containers provided by the Renter and keep a 30 ft distance from the entrances to the building. Smokers will need to be responsible for properly discarding cigarette butts in their own disposal bags.

Music/Video volume must be kept at a reasonable level and not over 80 decibels. All music must end by 10pm. All interior/exterior doors are to always remain closed while any/all music is playing. Our Main Hall sound system may accommodate phones, Mp3 players or CD's. Laptops may be used for video presentations, HDMI, or VGA. (Apple/MAC users will need to provide their own adaptor). **Initial** _____

It is your responsibility, and highly recommended, that laptop compatibility is checked with our system a few days before your event. **Wi-fi log on: Guest and password: oddguest545.** Soundboard controls are not permissible to be plugged into our sound system. DJs are required to be self-sufficient and supply all that is required for a dance/music event.

Piano playing is not permitted without prior consent from management and must be authorized for use in your contract. There are hourly fees for piano use.

Children must always be kept under adult supervision during the rental and must remain in the room contracted for. No running or eating in the lobby and/or hallways. **NO EXCEPTIONS.**

Food/beverages are to be consumed only in the space rented. No food or beverage is to be consumed.

in the lobby, hallway, bathrooms or while seated on the Main Hall perimeter bench seating. Please keep all food items on the dining tables. Any spills on carpeting will require extra cleaning. The cleaning will include a professional carpet cleaner that is licensed, insured, and bonded. Fees will be deducted from your damage deposit. No glass beer bottles are permitted. Wine bottles and beer kegs are allowed.

Decorations must be of flame-retardant material. No rice, confetti, glitter, hay, sand, straw, bird seed, chewing gum, popcorn, smoke/fog machines, and open flames are allowed at any time. Battery operated candles only. The use of nails, putty, scotch tape, staples, etc. is prohibited. No decor material is permitted to be adhered to the walls, doors, curtains, mirrors, or lighting fixtures at any time.

Not allowed are boots equipped with heel guards, steel tips, or spurs. These are damaging to the floors. You will be responsible for cleaning/repairing any visible markings such as scuffmarks. No weapons of any kind are permitted.

Clean-up Responsibilities:

All **decorations** are to be removed by YOU at the end of the Event. All papers are to be picked up **in the Event Hall Rented**, as well as any other room that was occupied. Tables, kitchen, and all other equipment used are **to be wiped clean**. This cleaning will need to be **completed within your contract time**, so please plan accordingly.

Recycling of beverage containers in supplied recycling containers is required. You may use our garbage dumpster until the lid does not close completely, at which time you will be required to take all trash with you. Extra charges may apply if garbage is left outside of the dumpster bins.

Begin cleanup 30-60 minutes before the rental time is completed. Please remember rental time covers ALL your activities, including decorating time and clean up in accordance with the hours specified in your contract.

The Hall must be cleaned and evacuated by midnight.

Initials _____

Santa Rosa Odd Fellows Hall has instituted a rigorous cleaning regiment for the health and wellbeing of our community that we serve. We are Sonoma Safe Certified by the Sonoma County Health Department. Each Hall requires a separate cleaning fee, these additional cleaning fees are non- refundable and are in place to ensure the safety of our guests and staff. Fees range \$150-\$450. If you have further questions, feel free to inquire with the management.

Pre-Event Checklist:

Upon Arrival, Event holders shall check in with Event Technician:

- Name of person arriving first to check in: _____
- Examine set up of event for approval.
- Examine the facilities for cleanliness.

During the event, Event holders shall:

- Supervise guests to ensure that everyone uses only the rooms contracted for
- Contact the Event Technician for any changes needed in lighting, room temperature, etc.
- Always adhere to requests and instructions of the Event Technicians.

If there is any additional time needed prior to the event or day of the event, we are happy to oblige. Payment must be received by day of the event by, Cash, Cashier Check, Debit/Credit Card

Halls Available

Main Hall / Ballroom:

- Includes Stage, Maple dance floor, & perimeter padded seating up to 100 people
- Seats 400 for assembly / 200 for dining/ 160 for dining & dancing
- \$165/hr. Monday-Friday 8:30am-4pm
- \$265/hr. Saturdays & Sundays AND weekday evenings after 4pm

Initials_____

Walker Hall / Dining Room:

- Seats 200 for assembly / 105 for dining / 60-75 for dining & dancing
- \$145/hr. Monday-Friday 8:30am-4pm
- \$210/hr. Saturdays & Sundays AND weekday evenings after 4pm

Mercer Hall / Meeting Room:

- Seats 120 for assembly / 65 for dining/ 32 for dining & dancing
- \$95/hr. Monday-Friday 8:30am-4pm
- \$145/hr. Saturdays & Sundays AND weekday evenings after 4pm

Conference Room:

- Seats 10-12 around conference table and 10 on couches & side chairs
- \$50/hr. Monday-Friday 8:30am-4pm
- \$75/hr. Saturdays & Sundays AND weekday evenings after 4pm

Commercial Kitchen:

- \$300 for the first 3 hours and there is a 3-hour minimum, \$95 per hour thereafter.
- Commercial size 2 door refrigerator, 10 burner stove top, 4 ovens, sanitizer/dishwasher, 2 deep sinks, 3 compartment sink, employee hand washing sink, commercial coffee station, microwave, ample counter space, chopping block. NO storage of items is available.
- At times we understand you the client has special food staging needs; therefore, kitchen use is needed. To best accommodate you the client, we can offer a 2-hour minimum which totals \$200 and a minimum cleaning fee of \$50. This option allows a savings of \$200 dollars less than the regular minimum time frame. Please feel free to enquire with our staff at 707-546-1591.

Initial _____

SECURITY STAFF REQUIREMENTS

Santa Rosa Odd Fellows Hall requires **ALL event holders** serving **Alcohol** to **provide Professional Security Guard Services** for their event. Any event with more than 75 attendees is also required to provide their own Security Guards regardless of alcohol consumption. We recommend security for all events over 25 guests. Santa Rosa Odd Fellows Hall **may** allow larger events not serving alcohol, to sign a waiver allowing their event to be held without Security Guard Services.

Event Date(s):	
Customer Name:	
Phone & Email:	
Event Name:	
Type of Function:	
# of Guests:	Are guests being charged to attend?

NOTES:

MAIN WALKER MERCER KITCHEN CONFERENCE

Start Time:

End Time:

Total

Hours:

Cost: \$ _____ \$ _____ \$ _____ \$ _____ \$ _____

Tech Fee: \$ _____

Cleaning Fees \$ _____

Total \$ _____

Initials _____

For any member of the Independent Order of

Odd Fellows Lodge #53 or Oak Leaf Rebekah Lodge #74; there are special pricing discounts available for Memorials.

Event Insurance contract received? _____

_____ **Alcohol:** requires a \$2 Million Policy OR **No Alcohol:** requires a \$1 Million Policy

Security Company Contract received if serving alcohol? _____

ABC License received if selling alcohol, tickets or auction? _____

Event Technician Fee: \$50 per hour for the Main Ball Room. 2 hours minimum.

Equipment Rental:	Fee:	Allocated:	Used:	Returned:	Cost:
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Tables & Chairs

60" Round Tables:	24 qty	n/c			
14' Long Tables:	15 qty	n/c			
8' Tables:	4 qty	n/c			
6' Tables:	5 qty	n/c			
Chairs:	290	n/c			

Audio-Visual

Screen/drop-down:	NC				
Microphone/corded:	\$15.00/HR				
Sound System (Main/Walker):	\$20.00/HR				
Video System (Main Only):	\$20.00/HR				

Other Equipment

Urn/60 cup:	\$20.00				
Podium/Lectern:	\$20.00				
Extension Cord:	\$10.00				
Piano/Walker Hall:	\$25.00/HR				
Piano/Main Hall:	\$35.00/HR				
				Equipment Cost:	

Room Rental: \$ _____ + Equipment: \$ _____ = Total Cost: \$ _____

Event Checklist

Name: _____ Event Date: _____ Time: _____

It will be your responsibility to supply all items required by the due dates to avoid event cancellation.

Required Items:	Amount Due:	Due Date:	Date received/initials:
1. Holding deposit:	_____	_____	_____
2. 1st Payment:	_____	_____	_____
3. Final Payment:	_____	_____	_____
4. Damage Deposit:	_____	_____	_____
5. Deposit returned:	_____	_____	_____
6. Clean/Maintenance:	_____	_____	_____
7. Liability Insurance:	_____	_____	_____
8. Uniformed Security:	_____	_____	_____
9. Caterer's Work comp:	_____	_____	_____
10. ABC Permit:	_____	_____	_____
11. Floor plan:	_____	_____	_____

By signing and submitting this application for the Odd Fellows Hall use, applicant agrees to comply with all stated rules and regulations as set forth by the Odd Fellows Hall Association Board of Trustees and will pay for any damages or loss of property resulting from event(s) listed. Applicant is further responsible for caterer, event planner, volunteers; all subcontracting vendors must comply with the rules set forth.

Applicant's Signature: _____ Date: _____

Applicant's Signature: _____ Date: _____

Hall Representative: _____ Date: _____

