

Events Mission Valley

138 North B Street, Lompoc, CA 93436 – (805) 735-4300/291-3704
 www.eventsmissionvalley.com/eventsmissionvalley@gmail.com

RENTAL APPLICATION

Today's Date: ____ / ____ / ____

Applicant/Guest: _____

Organization: _____

Address: _____

Phone Number: _____

(Day) (Evening) (Cell)

Date of Event: ____ / ____ / ____ Time (include set-up and clean-up): From ____ to ____

Description of Event: _____

Notes: _____

Standard Fees	Amount	Check#/Cash	Date / Initials
Facility (2 Hours) = \$250			
Extra Hours X \$125/Hour			
Patio = \$50			
Food Preparation Area = \$50			
Beverage Service Room = \$25			
Deposit: Non-Alcohol = \$250			
Alcohol = \$350			
Security/Attendant \$25/Hour			
Other:			
Liability Insurance Certificate			
Discount:			
TOTAL			

To insure this reservation, the deposit is due by (14 days prior to event) ____ / ____ / ____

Amount Received: \$ _____

Amount Due: \$ _____

Refund Due: \$ _____

EMT Staff Member _____ Added to Calendar: ____ / ____ / ____

Applicant/Guest acknowledges receipt of Events Mission Valley's General Policies and agrees to all terms and conditions.

Signature _____

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DESCRIPTION AND PROVISIONS

- Centrally located Lompoc venue with large parking lot and on-street parking
- 1280 square-foot (40' x 32') Main Assembly Room
Seating Capacity: 82 with Tables and Chairs or 120 with chairs alone
- 350 square-foot (27' x 13') fenced, covered patio
Seating Capacity: 40 with tables and chairs
- Food preparation area with refrigerator and large preparation counter
- Enclosed beverage service room
- 17 – 72" x 36" rectangular tables (102 Attendees)
- 12 – 60" diameter round tables (96 Attendees)
- 6 – 56" Benches or 3 – Picnic-style patio tables (18 Attendees)
- 6 – 48" x 24" Adjustable food/beverage or presentation tables
- 100 Padded/folding chairs
- Cloth tablecloths and napkins, stemless wine or water glasses (available for an additional fee)
- 70" Television/monitor with remote computer connections
- Portable microphone/speaker and podium
- Wi-Fi (for use of contracting Guest only)

GENERAL POLICIES

Occupancy

- The rental time for the Events Mission Valley (hereinafter referred to as "EMV") includes set-up, decorating, and clean-up. Plan accordingly.
- The facility is available for Guests from the scheduled time on the day of rental until 11 PM.
- All Guests must leave by 11 PM. Only those cleaning may stay during clean-up. Everyone must leave the facility by 12 midnight. If additional time is required, the Guest will be charged an additional fifty dollars (\$50) per 15-minute period until the facility is cleaned and cleared.
- If, during the event, Guests do not abide by the stated policies stated on this contact, they will receive two (2) warnings. On the third warning, the event will be shut down and the deposit forfeited.
- The EMV is not responsible for any items damaged, left behind, or stolen from the facility or parking lot.

Rental Fees

Rental Fees are based on the portion of available space and the need for supervision. All fees must be paid before the start of the event. Discounted rates may be made for extended use, weekly/monthly use or use by nonprofit organizations.

Main Assembly Area	\$125/Hour (two-hour minimum)
Patio	\$50
Food Preparation Room	\$50
Beverage Service Room	\$25

Reservations

A cleaning and damage deposit is required to reserve a date. It is due before the reservation can be confirmed. The deposit may not be applied towards the rental fee.

Standard deposit	\$250
Event with alcohol	\$350

Cancellations

- If the Guest cancels a reservation more than fourteen (14) days before the event, the deposit and any fees paid will be refunded.
- If a reservation is cancelled less than fourteen (14) days before the event, the cleaning deposit may be forfeited.
- A Rental Application must be completed to process a reservation. It will be processed in the order received and is subject to approval.

Security

- An attendant or security guard may be required, depending upon the type of event and number of people attending.
- The attendant or security guard must be on duty from the time the event begins until it ends (including clean-up time).
- The rate for an attendant or a security guard is \$25 per hour.

Insurance

Liability insurance may be required, depending on the type of event and number of people attending. If so, proof of coverage must be given to EMV seven (7) days before your event. Liability insurance can be purchased from Signorelli Insurance Agency, 515 E. Ocean Ave. #A, Lompoc, 805-735-5300.

Orientation

- The Guest must meet with a staff member prior to the rental date for an orientation regarding the use of the facility, cleaning, location of supplies, trash cans, etc.
- The Guest and Staff will conduct an inspection of the facilities before the event to ensure they are in an unacceptable condition.
- Guests may use the electronic equipment at their own risk. The EMV makes no representation that the electronic equipment is suitable for the Guest's needs. The Guest agrees to release the EMV and Staff from any and all liability for any malfunction of the electronic equipment or Guest's inability to operate it.

Interior Decorations

- Decorations on the walls using nails, tacks and staples are strictly prohibited.
- Guests are to insure all decorations are completely removed at the end of the event.

Tables and Chairs

- Setting up chairs and tables is the responsibility of EMV Staff.
- Tables and chairs will be checked for damage; repairs will be assessed against the cleaning deposit.
- Standing on chairs or benches, sitting or standing on tables is strictly prohibited.

Food Preparation and Beverage Service Area

- All food and beverages must be removed from the facility. Food must be disposed of in trash cans. Trash must be removed from facility and placed in the trash cans in outdoor enclosure.
- Guests may use refrigerators as space permits.
- At the end of your event, take only what you brought. Food or beverages belonging to EMV or other guests that might be found on counters or in refrigerators is not to be disturbed or used.
- Kitchenware and utensils belonging to EMV should be cleaned and returned to the storage where they were found.
- The use of an outdoor griddle or a BBQ must be approved by EMV staff before the event.

Child Etiquette

- Children must be supervised at all times.
- Guests are liable for any damage to property caused by children.
- Minors (under the age of 18) are not allowed outside without adult supervision.
- Minors are not allowed in the food preparation room without adult supervision.

Alcohol

- The serving and use of alcoholic beverages is strictly governed by state laws and local ordinances. Failure to comply with any of these policies will result in the immediately termination of the event and restricted future use of the facility by Guest.
- Servers must be at least 21 years of age. Alcohol may only be served to those 21 years of age and older. Servers are responsible for verifying the age of those served.
- Alcohol inventory must be supervised at all times.
- Drinking alcoholic beverages in the parking lot is not allowed by state law.
- If alcohol is to be sold, a temporary liquor permit is required from the Alcoholic Beverage Control (ABC) Board, and the server must be a Licensed Bartender/Server for the State of California.
- The alcohol permit must be provided to EMV no later than fourteen (14) days prior to your event.
- Guests are responsible for the safe transportation of attendees leaving the event.

Post-Inspection

- EMV Staff will inspect the facility after the event to verify that the premises are in good condition, and appraise any damage that may have occurred.
- Guests will be liable for any damage to property.
- The remaining deposit will be refunded by mail the week following the event.
- Guests responsible for major damage may be restricted from future use of the facility until restitution is made for necessary repairs.

Rights Reserved

Events Mission Valley reserves the right to refuse any rental application. It reserves the right to cancel a reservation with adequate notice, in which case your fees and deposits will be fully refunded.

Failure to comply with any of the rules or items in this contract made with Events Mission Valley may result in the closing of this event and forfeiture of your deposit.