

Pope Valley Farm Center Inc.

Rental Agreement

Rental Rates -

Dependent upon size and type of event

Security/Damage Deposit

Dependent upon size and type of event (check will be held until after event; refundable, less damages as determined by PVFC Inc.)

Event Insurance

Event insurance is required for the day of your Event and any set-up and clean-up days. Renter will submit a Certificate of Insurance issued by a licensed agent which includes coverage of general liability, fire damage and "host alcohol liability" with limits of not less than \$1,000,000 per occurrence.

Search for "Event Insurance" services online or inquire at:

www.theeventhelper.com

www.Rvnuccio.com

Mutual Insurance Services (800) 567-2685

Security Services

A minimum number of security officers is required depending on the size, nature and duration of all events. Security shall remain on site until all persons have left the premises (including clean-up), doors are locked, and all vehicles are gone from the parking area.

Search for Security Services online or inquire at:

Brothers-in-Law Security Services

(707) 968-5590

75 Sky Oaks Dr.

Angwin, CA 94508

Alcohol Restrictions

An ABC permit is required if alcohol is going to be sold or if admission is charged to an event serving alcohol. An ABC Permit for sale of alcohol must be acquired by the Renter and proof of permit provided to PVFC Inc. prior to the event date or the event will be cancelled. Alcoholic beverage service must end by 11:00 pm. Serving of alcohol to minors or intoxicated guests is prohibited.

Food and Beverages

Any serving of food or beverages including alcohol by a caterer or other vendor hired by Renter must meet the approval of PVFC Inc. and is limited to vendors who have proper business license, insurance, and license from the Department of Alcoholic Beverage Control (ABC). Renter agrees to comply with all applicable local, state, and federal ordinances, statutes, laws and regulations. PVFC Inc., in accordance with federal law, forbids the service of alcohol to minors at the facility. The sobriety of all guests is the responsibility of Renter.

Smoking and Open Flames

Smoking and open flames in the building or within 25 feet of the building are strictly prohibited.

Set Up

Set-up time must be within 24 hours of the event.

Music

In consideration of the neighborhood residents, all music must end at 11:00 pm.

Decorations

All decorations must be removed by Renter during clean-up. All decorations must be fire-retardant. Nails, staples, and duct tape are prohibited on inside and outside walls. Only push pins and painter's tape are allowed for hanging decorations. No straw/hay bales are allowed inside the Farm Center.

Windows

The Farm Center windows are the original historic windows. Please open/close with great care and only if absolutely necessary.

Kitchen

Water in the PVFC is NOT POTABLE. A refrigerator but no stove is available.

Garbage

Collect all garbage/trash from bathrooms, kitchen, other rooms and haul away. If garbage/trash is left behind after your event, a \$100 fee will be deducted from your security deposit.

Tear-Down & Clean-up Within 24 hours of Event (see attached Check List)

Wipe down tables, chairs and serving areas. Fold all tables and stack all chairs as you found them in the storage areas. Remove all decorations, trash, dishes, utensils, linens and personal items from the premises. Wipe up any spills, dry mop the floors. Turn off all heaters (follow printed instructions), fans and lights. (Time can be negotiated with Manager.)

Waiver of Claims

Renter waives all claims against PVFC and assumes the risk of: injury to or death of any person, loss of, injury to or damage to, or destruction of any property in, on or about the Facility. In no event shall PVFC Inc. be liable for any consequential damages suffered by Renter.

Pope Valley Farm Center Inc.

Application for Rental

PRINT CLEARLY

Applicant/Organization _____ Today's Date _____

Contact Person _____ Title _____

email _____ Home Phone _____ Cell _____

Address _____ City _____ State _____ Zip _____

Type of Event _____ (dance, wedding, party, meeting, baptism, etc.)

Estimated Attendance _____ (maximum occupancy _____)

Event Date _____ Time of Event – From: _____ am pm To: _____ am pm

Setup Date (no charge) _____ Setup Time – From: _____ am pm To: _____ am pm

Tear Down Date _____ Tear Down Time - From _____ am pm To: _____ am pm

Will catering or other outside service be used? Y N Company Name _____

Company Contact _____ Phone _____ Lic# _____

Please answer each question Yes or No (Note: An ABC permit is required if alcohol is sold or admission is being charged)

Open to Public _____ Admission Charged _____ Fundraiser _____

Alcohol on Premises _____ Serving Alcohol _____ Selling Alcohol _____

Entertainment _____ Amplified Music _____ Other Vendors _____

Event Rental \$ _____ (Make checks payable to Pope Valley Farm Center Inc.)

Security Deposit \$ _____ (Refundable by PVFC Inc less damages)

Applicant Signature _____ Date _____

Please return application with security deposit to
Pope Valley Farm Center Inc

Initial of Renter _____ Date _____

Pope Valley Farm Center Inc.

Tear Down & Clean Up Check List

1. Wipe up food and water spills from tables, chairs and floors.
2. Remove all decorations, trash, dishes, utensils, linens and personal items from the premises.
3. Collect all garbage and trash from bathrooms, kitchen, other rooms and parking lot and haul away.
4. Fold all tables and stack tables and chairs as you found them in the storage areas.
5. Dry mop the floors using a light spray of floor polish on the mops. The Manager will show you the mops and floor polish in the utility closet next to the kitchen.
6. Sweep gravel and sand off exterior front and side entrances and steps.
7. Turn off all heaters. (Follow written instructions.)
8. Turn off fans, inside and outside lights.

Pope Valley Farm Center Inc.

Tear Down & Clean Up Crew

Clean up person #1

Clean up person #2

Clean up person #3

Clean up person #4