



Winters Conference Room Rental Information

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Application for Use for City Facilities

(visit www.cityofwinters.org to print this form) General (please print)

Responsible Party Contact _____

Organization (if applicable) _____

Address City _____ State Zip _____

E-mail _____ Day Phone _____

Evening _____ Phone Cell _____ Fax _____

Facility _____ Event Date(s) _____

Start Time in Facility (This time must include set-up time) _____

End Time in Facility (This time must include clean-up time) _____

Person in charge of event _____ Projected Attendance _____

Time Event Starts _____ Description of Event _____

Is there a charge to attend? Yes No

Is event open to public? Yes No

Application Review (Office Use Only)

Application Received

- Taken by _____
- Date Received _____
 - o Is application complete _____
- Reviewed by _____ (City Hall)
Date _____

Status

- Resident Non-Profit
- Non-Resident Non-Profit

Deposit

Date Paid _____ * You do not have a firm reservation until you return all forms and pay all deposits. Your rental request will be held upon payment of the security deposit.

Insurance Requirements

- Additional Insured Endorsement
 - o Comments _____

Rental Summary Hourly Room Rental

Conference Room- City Hall	Cost per Hour	Hours	Fee	Payment
All except Non-Profit	\$50			
Non-Profit	\$25			
Refundable Deposit	\$300			

Insurance	Per Event			Payment
\$1 Million Liability – Call for Quote	\$			

Grand Total	\$
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- You do not have a firm reservation until all forms are returned and all deposits are paid. Your rental request will be secured upon payment of the security deposit. By signing below, I have **READ** and **AGREED** to all aspects contained within the rental contract.

Applicant's Signature

Date

FOR OFFICE USE ONLY

Deposit Amount Withheld/Reasons _____

Amount Refunded _____ Date Completed _____ By _____

Deposit/Time Overage

(visit www.cityofwinters.org to print this form)

Event Date: _____

Deposit Due: _____

As part of my City of Winters rental, I am paying for the required deposit(s). I understand that this deposit is being deposited at this time. If no violation of permit occurs, your refund will be processed within 30 days after the event.

Printer Renter's Name

Renter's Signature

Used for Deposit Cash Check # _____

Amount \$ _____

Indemnify and Hold Harmless

Please read before signing.

The applicant and/or organization is solely responsible for the event conducted within the facility and shall bear financial responsibility for all damages to the City's property, or for any claims made as a result of any accidents or injuries to the Renter, guests, or invitees or any person providing services to the applicant and/or organization shall be responsible for the control and supervision of the people in attendance during the use of the facility and shall see that no damage is done. Any violation of this provision may result in a denial of further permits and financial loss. Renters shall assume the defense of and indemnify and save harmless the City, its officers, employees, and agents from all claims, loss, damage, injury and liability of every kind, nature, and description directly or indirectly arising from the performance of his operation under the Agreement. Acceptance by the City of Winters Insurance Certificates does not relieve the renter from liability under the Indemnify and Hold Harmless Clause.

I have read the above Reservation Policies and Regulations and agree to abide by all of the conditions of this application and of any contract or permit issued based on this application.

Signature _____ Date _____

Staff Signature _____ Date _____

Set up/Clean up Responsibilities

- Set-up and Clean-Up is included in the rental time.
- Tables, chairs, kitchen facility must be cleaned and wiped down.
- Cleanup is the responsibility of the Renter.**
- The room needs to be returned to the **same condition** it was in prior to the event.
- Hours requested should **include time** for the Renter's set up and clean up needs. Individuals associated with the event will **not be** allowed to enter the facility before the time indicated. All individuals associated with the event must vacate the facility by the indicated ending time.
- Delivery/pick up of supplies or equipment must occur at the facility during the rental time period.
- Nothing** can remain after the event.
- City of Winters staff is not responsible for any items left in the facility after your scheduled event has concluded.
- No food or drinks other than water is permitted in the Conference Room.

Responsible Person _____ Date _____

Renter's Cleaning Responsibilities

The rented facilities must be returned to their pre-event condition. If additional clean up or repair is required by the City of Winters staff, the deposit, or a portion thereof, will be retained to cover cost of said clean up or repairs.

1. Wipe off counters and all services.
2. Pick up all trash and put in trash cans.
3. Remove all trash to outside dumpsters. Cardboard boxes should be flattened. Place the liners in all trash receptacles.
5. Clean all walls and report any marks to staff.
6. Report any damage or breakage to staff.
7. Remove all debris and personal items from outside areas.

Responsible Person _____ Date _____

Insurance and Permit Requirements

Name of Renter: _____ Date of Event: _____

Requirements

1. The items checked below are required for your rental of the Winters Conference Room
2. The Certificate of Insurance and necessary Permits are due no later than 30 days prior to the event.
3. The Certificate of Insurance must be in the name of the person/organization who signs the permit. It must also clearly show the liability limits and policy dates to be valid.
4. Renters unable to secure an appropriate Certificate of Insurance will be required to purchase one-day event insurance from the City's insurance carrier. Contact City Hall for more information

Checked items are required for your event

- Certificate of Insurance for Comprehensive General or Comprehensive Personal Liability coverage for a minimum of \$1,000,000 must be provided by the Renter.
- The following statement must appear on the certificate: ***“Additional Insured Endorsement names the City of Winters, its director’s, agents, or employees to be included as additional insured.”***

State/County/Government Agencies

- A letter on agency letterhead must be provided stating the agency is self-insured.
- The letter must include the name of the agency requesting the reservation.
- The room being used.
- The date of the event.
- The signature of their Department/Division Head.

Reservation Policies and Regulations

General

- Individuals renting the Conference room must be 18 years or older. A photo ID with the applicant's address and birth date must be submitted at the time of the application for reservation. Fees will be charged based on the address on the license, unless further documentation of address is presented (utility bill or property tax bill with person's name and address).
- Events that are open to the public that are taking place at City Hall, "Winters Conference Room" must be named on all printed materials regarding the event. Our name must be spelled out in full: City of Winters – Winters Conference Room. The correct address is 318 First Street, Winters, CA 95694.
- Events can begin as early as 8:00 a.m. and must end by 9:00 p.m. This includes removal of personal and rental equipment and clean-up time.
- If the event goes beyond the scheduled hours or there is any damage to the facility or equipment used, charges will be billed at the applicable rate.
- No children shall be running, playing, throwing things, climbing, etc.
- Smoking is not allowed within the facility or on the grounds.
- In the event of an emergency such as power outage, natural disasters, etc., the City will not be held responsible for interruption of an event. The City reserves the right to cancel a scheduled event without notice or liability. Refunds will be made if cancellation is necessary.
- The individual or group reserving the facility assumes full responsibility for the conduct of the guests at their function.
- Fights, vandalism, or destructive behaviors are grounds for immediate cancellation of the contract (and all future contracts). The party will be asked to leave the facility immediately. **In such cases, all fees and deposits will be forfeited.**
- There is no refund of unused reservation time or equipment.
- Parking availability is not guaranteed and may be limited due to other scheduled events.
- Under no circumstances shall the Renter sublease or allow any other organization or individual to use the facility during the

contracted time.

- City Staff may photograph or video tape you and/your minor children and the City may use such materials for promotion. All material will remain the property of the City.

Deposits/Payments

- Rental Fees and required paperwork are due **in full 30 days** before event.
- Deposits are due at time of reservation.

Standards of Conduct

- All participants, facility users, program participants, clubs, organizations, groups, volunteers and visitors to the Facility are expected to treat all members of the community with respect and to maintain an environment where conflict and differences can be addressed in a manner characterized by respect and civility.
- Please show proper care and regard for City property and the property of others and make a reasonable effort at cleanup, returning facility to the condition they were in immediately prior to use. Do not interfere with other daily business being conducted at City Hall. Do not harass, either orally or in writing, or physically threaten people. Do not impede access to the Facility.
- Failure to comply with these standards of conduct may result in disciplinary actions, up to and including being banned on a long-term basis from the Facility. A visitor may be required to immediately leave the building depending on the severity of the infraction and is not eligible to return to the facility until final action has been determined by the City.

Cancellation/Changes

Cancellation of the event or date changes must be submitted in writing and is subject to the following fees:

- 100% refund minus \$50 processing fee, 120 or more days prior to event.
- 75% refund, 90-119 days prior to event.
- 50% refund, 60-89 days prior to event.
- 0% refund 0-59 days prior to event
- \$100 processing fee if a date change can occur.
 - Notice is given at least 2 months before the original date and
 - The original date can be re-booked. Otherwise, cancellation fees apply.
 - Changes to contract, such as the nature the event or the number of participants shall be made in writing to the City not less than 14 days prior to the event.
 - Changes must be approved, and if necessary fees will be adjusted.

Equipment

- Operations and adjustment of all fixed equipment, including lighting, sound, and temperature control systems are the responsibility of the City staff.
- Renters are not to adjust any piece of equipment, and will be held liable for any damage occurring from unauthorized usage.
- Renters can access the equipment in the conference room as long as they arrange for training for use prior to event.
- Under no circumstances shall City-owned equipment be removed from the facility.

Promotions

- No outside advertising shall be exhibited and no solicitations or sales made in the building or on the grounds without the permission of City staff.
- All postings on bulletin boards (including advertising) must be approved, initialed and posted by City staff only. The City will not provide free advertising.