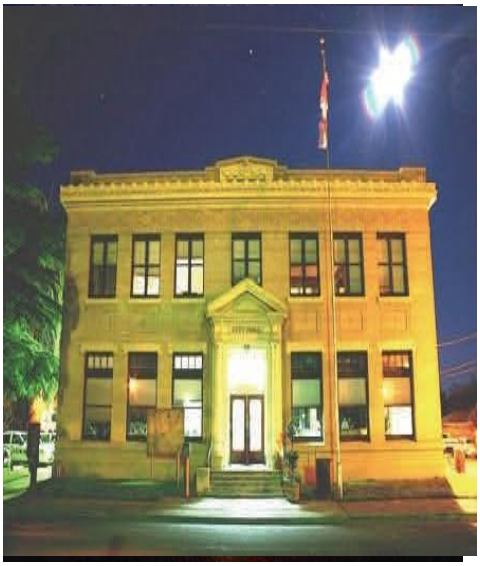

Winters Community Rental Information

Updated 1/9/2019

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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_____

Please check all that apply.

Serving food or beverage? ☐ Yes ☐ No

Selling food or beverage? ☐ Yes ☐ No

Will alcohol be served? ☐ Yes ☐ No

Will alcohol be sold? ☐ Yes ☐ No

*If YES- must get ABC License from PD ___

Will meals be catered? ☐ Yes ☐ No

Is there a charge to attend? ☐ Yes ☐ No

Is event open to public? ☐ Yes ☐ No

Any part of the event outside? ☐ Yes ☐ No

Will there be music? ☐ Yes ☐ No

Live music? ☐ Yes ☐ No

Select which of the following areas are being requested for use?

☐ EOC/Training Room

☐ Kitchen

☐ Apparatus Bay

CITY USE ONLY

Fire Department Approval, if Applicable:_____ Date:_____ Approved: ____ Denied: _____

Application Review (Office Use Only)

Application Received

- ☐ Taken by_____
- ☐ Date Received_____
  - ○ Is application complete_____
- ☐ Reviewed by_____(City Hall)
  Date_____
- ☐ Reviewed by_____(Fire)
  Date_____
- ☐ Reviewed by_____(Police)
  Date_____

Status

- ☐ Non-Profit
- ☐ All except Non-Profit
- ☐ Commercial, All Fundraisers

Alcohol Permit- Only if Selling

- ☐ Yes
- ☐ No

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
  - ○ Comments_____
  - ☐ Liquor License Required
- ☐ Non-Profit Status Required 501c(3)
- ☐ Security Required
  - ○ Number of Security Required_____
  - ○ Time Security Required on Site _____to_____

Rental Summary Hourly Room Rental

EOC/Training Room - PSF	Per Room, Per hour (2 hr. min.)	Hours	Fee	Payment
All except Non-Profit	$100			
Non-Profit	$75			
Refundable Deposit	$300			

Amenities in Training Room PSF

Apparatus Room - PSF	Per Room, Per hour (2 hr.	Hours	Fee	Payment
All except Non-Profit	$150			
Non-Profit	$100			
Commercial, Fundraisers (All)	$200			
Refundable Deposit	$1,000			

Tables & Chairs for Apparatus Room	Per Event	Hours		Payment
46- 6' Tables and 293 Folding Chairs	$100			

Kitchen - PSF	Per Room, Per hour (2 hr. min.)	Hours	Fee	Payment
Resident	$30			
Non-Resident	$50			
Commercial, Fundraisers (All)	$50			
Refundable Deposit	$500			

Conference Room - CC	Per Room, Per hour (2 hr. min.)	Hours	Fee	Payment
All	$30			
Refundable Deposit	$300			

Main Hall - CC	Per Room, Per hour (2 hr. min.)	Hours	Fee	Payment
All except Non-Profit	$100			
Non- Profit	$75			

Non Refundable	**$300**			
Refundable Deposit	**$600**			

Additional Set Up Fee	**Per Event**	**Hours**		**Payment**
(Initial 2 Hours Included)	**$30**			

Security Guards	**Per Event**	**Hours**		**Payment**
2 Guards per 100 People	**$25/hour/guard**			
4 Guards per 100 People (coming of age/baptisms)	**$25/hour/guard**			

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

Grand Total	**$**

- 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/or decorating time is included in the rental time. Additional set up and/or decorating time can be purchased.

- ☐ Tables, chairs, kitchen facility must be cleaned and wiped down. All food shall be removed from the premises.

- ☐ ***Cleanup is the responsibility of the Renter.***

- ☐ The room needs to be returned to the **same condition** it was in prior to the event.

- ☐ Renter is responsible for table and chair set-up.

- ☐ 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.

- ☐ Persons in charge during event will make contact with staff at the designated starting time to sign in and do a walk through. This same person must be available to staff throughout the event and will sign-off at the conclusion of the event.

- ☐ Candles, open flame, or pyrotechnics of any kind are **not permitted** at the **Public Safety Facility.** Candles are permitted at the **Community Center** with prior permission from City Hall staff.

A Clean-up check list will be provided for each rental.

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.

Cleaning supplies that the renters need to bring: All purpose dish soap, sanitizing solution, germicidal detergent, sponges, rags, drying cloths, and oven cleaner. Caterers must furnish all cooking and serving utensils. In addition, all clean up supplies must be furnished by the caterer or renting party. The City of Winters will provide a mop, broom, vacuum, and trash liners.

All Rooms

1. Sweep all debris from floors. Vacuum (in with tables and chairs) if necessary.
2. Wipe off counters and all services.
3. Pick up all trash and put in trash cans.
4. 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.

Kitchen

1. Remove all trash to outside dumpsters. Cardboard boxes should be flattened. Place new liners in all trash receptacles.
2. Clean and shut down each piece of equipment used according to directions provided.
3. Clean any spills in oven and oven racks.
4. Wash all surfaces with soap and hot water, and dry with clean soft cloth.
5. All food debris and grease must be removed.
6. Remove all food particles from sinks, wash with dish soap and hot water, spray with disinfectant, and dry with a clean, soft cloth.
7. Empty refrigerators and freezers of all food and beverage.
8. Sweep all debris from floor and mop all floor surfaces.

Responsible Person_____Date_____

Event Security

- ☐ The City of Winters will hire the security staff for your event and the renter is responsible for the cost. You are required to have a minimum of 2 Licensed Security Guards for every 100 persons in attendance.

- ☐ Coming-of-Age and Baptisms require 4 Licensed Security Guards for every 100 persons in attendance.

- ☐ **Security is required** to arrive at the facility at the event start time and stay ½ hour after the event is over. This includes after clean-up time.

- ☐ Coming-of-Age and Baptisms are required to have wrist bands for their invited guests. This does not include bands, caterers, photographers, or anyone else hired to be there the day of the event. Make sure you put an accurate count for those in attendance. Once the wrist bands are gone, no one else will be allowed in the facility. These wrist bands will be administered by the Security and City Staff.

Responsible Person_____Date_____

Staff Signature_____Date_____

Insurance and Permit Requirements

Name of Renter:_____Date of Event:_____

Requirements

1. The items checked below are required for your rental at the Winters Public Safety Facility or the Winters Community Center.
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. A Homeowner's or Tenants Insurance Policy can usually provide insurance for your rental. Check with your insurance agent.
5. 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.

Permit Required

- ☐ Liquor License
  This is required when alcoholic beverages are sold to the public.
- ☐ Contact the Winters Police Dept. at 530-795-2261 ext. 120. Requires Alcohol Permit and additional fee.

Non-Profit Status Letter

- ☐ Is required to receive non-profit rental rates.
- ☐ Must provide proof of current 501c.3 status.

Reservation Policies and Regulations

General

- ☐ Individuals renting space at the Community Center or Public Safety Facility must be 18 years or older and 21 years or older if alcohol is being served. A photo ID with the applicant's address and birth date must be submitted at the time of the application for reservation.

- ☐ Commercial events or those open to the public that are taking place at the Public Safety Facility, "City of Winters Public Safety Facility" must be named on all printed materials regarding the event. Our name must be spelled out in full: City of Winters – Public Safety Facility. The correct address is 700 Main Street, Winters, CA 95694.

- ☐ For Commercial events or those open to the public that are taking place at the Community Center, "Winters Community Center" must be named on all printed materials regarding the event. Our name must be spelled out in full: Winters Community Center. The correct address is 201 Railroad Avenue, Winters, CA 95694.

- ☐ Events held at the Public Safety Facility can begin as early as 9:00 a.m. and must end by 9:00 p.m. This includes removal of personal and rental equipment and clean-up time.

- ☐ Events held at the Community Center can begin as early as 8:00 a.m. and must end by 12:00 a.m., with personal and rental equipment removed from the facility by 1:00 a.m. This includes 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.

Decoration Guidelines

City of Winters staff takes pride in being able to offer a quality facility. Thank you for reviewing and observing our policies. In order to maintain our facility we request that you comply with the following guidelines.

- ☐ Candles, open flame, or pyrotechnics of any kind are not permitted at the Public Safety Facility. Candles are permitted at the Community Center with prior permission from City Hall staff/Event Attendant.

- ☐ At no time shall fire exits be covered or obstructed.

- ☐ Decorations must be non-flammable.

- ☐ The Renter assumes full responsibility to remove all decorations within the allotted rental times as stated on permit. Any time that exceeds the scheduled permit time will be charged to the Renter, including staff overtime charges and hourly room rental fee. The staff reserves the right to require the removal of any decorations that are considered offensive.

- ☐ Storage facilities are not available for Renter's use (this includes caterer's equipment or special rental items such as tables to be stored before or after the event.)

- ☐ Pictures and the clock in the Community Center Main Hall may not be removed.

- ☐ No cellophane tapes, adhesives, staples, tacks, nails, or screws may be used to hang decorations. Carpenter and painters tape are acceptable.

- ☐ Glitter, hay, straw, silly string, confetti, dance wax, cornstarch, sand, bubbles, fog or smoke machines are prohibited inside or outside of the facility. Birdseed is suggested for outside use.

- ☐ Sound or Public Address systems are **not** allowed outdoors.

- ☐ Balloons must be secured and weighed down when utilized in the facilities and must be removed by the Renter immediately following the event. Balloons are not to be released outside the facility. No free-floating balloons are permitted inside the building because of lights, fans, air vents and high ceilings. Failure to remove balloons may result in additional fees charged to the Renter.

- ☐ Renter is responsible for setup and takedown of all tables and chairs.

- ☐ Staff is not responsible for any items left in the facility after the scheduled event has concluded.

- ☐ All or a portion of the security deposit will be charged for items left after your event has concluded.

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 classes or programs being conducted on the premises of the Facility, or classes or programs that the Facility plans to hold or conduct. 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

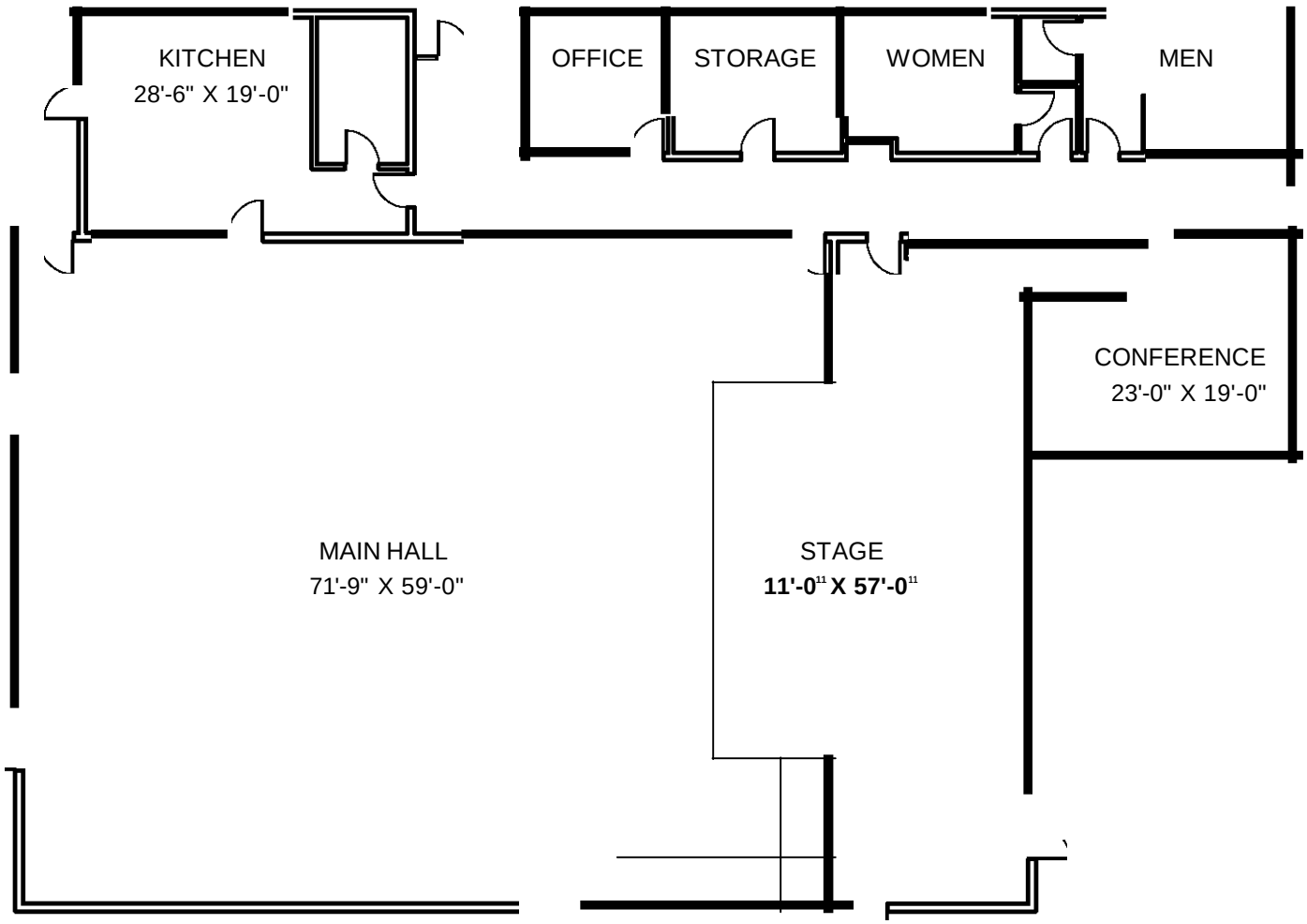
- ☐ Operations and adjustment of all fixed equipment, including lighting, sound, and temperature control systems are the responsibility of the City staff.
- ☐ Renters are not to adjust or operate any piece of equipment, and will be held liable for any damage occurring from unauthorized usage.
- ☐ Under 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.

Alcohol

- ☐ Renter accepts the responsibility for use of alcohol in the facility and agrees to prohibit use of alcohol by minors. Violation of this policy will result in immediate termination of event.
- ☐ Renters that charge a fee to serve alcohol, or charge an admission fee and serve alcohol, must obtain a temporary Liquor License from the State of California Alcoholic Beverage Control Board. Evidence of such a license must be on file at City Hall **at least 30 days prior to the event.**
- ☐ Alcohol may be served or sold up to one-hour prior to conclusion of event. Person serving alcohol may not be consuming alcohol.
- ☐ Alcoholic beverage must be served in a plastic cup for Coming-of-Age and Baptisms.
- ☐ Alcohol can be consumed only in the room(s) rented. No alcohol may be consumed in parking lot or outside the building, unless a “beer garden” is set up.
- ☐ It is the Renter’s responsibility to have the ABC license on site during their event.
- ☐ **City Staff reserves the right to limit and/or refuse alcoholic beverages at any event, at any facility.**



WINTERS COMMUNITY CENTER

Community Center Main Hall

The Community Center Main Hall provides a space for large events. The room is perfect for larger social gatherings, weddings, receptions, dances, Quinceañeras, birthday parties, conferences, dining and entertainment venues. The main hall has a tile floor with a stage and high ceilings. Guests are immediately impressed by the aesthetically pleasing full length windows that look out to a private patio with spectacular views of Putah Creek and the Railroad Trestle Bridge.

Meeting Room

- ☐ 4,189 sq. ft.
- ☐ Patio / BBQ
- ☐ Kitchen

Capacity

- ☐ 450 General Assembly
- ☐ 300 Banquet Style

Equipment

☐	Tables 5’ Brown Round	8
☐	Tables 5’ Gray Round	5
☐	Tables 6’ White Round	12
☐	Tables 8’ Gray Rectangle	5
☐	Tables 8’ White Rectangle	15
☐	Chairs Blue (folding)	252
☐	Chairs Red	84

Community Center Conference Room

The Community Center Conference Room is suitable for a variety of small events. The room is perfect for smaller social gatherings, bridal or baby showers.

Meeting Room

- ☐ 437 sq. ft.
- ☐ Kitchen

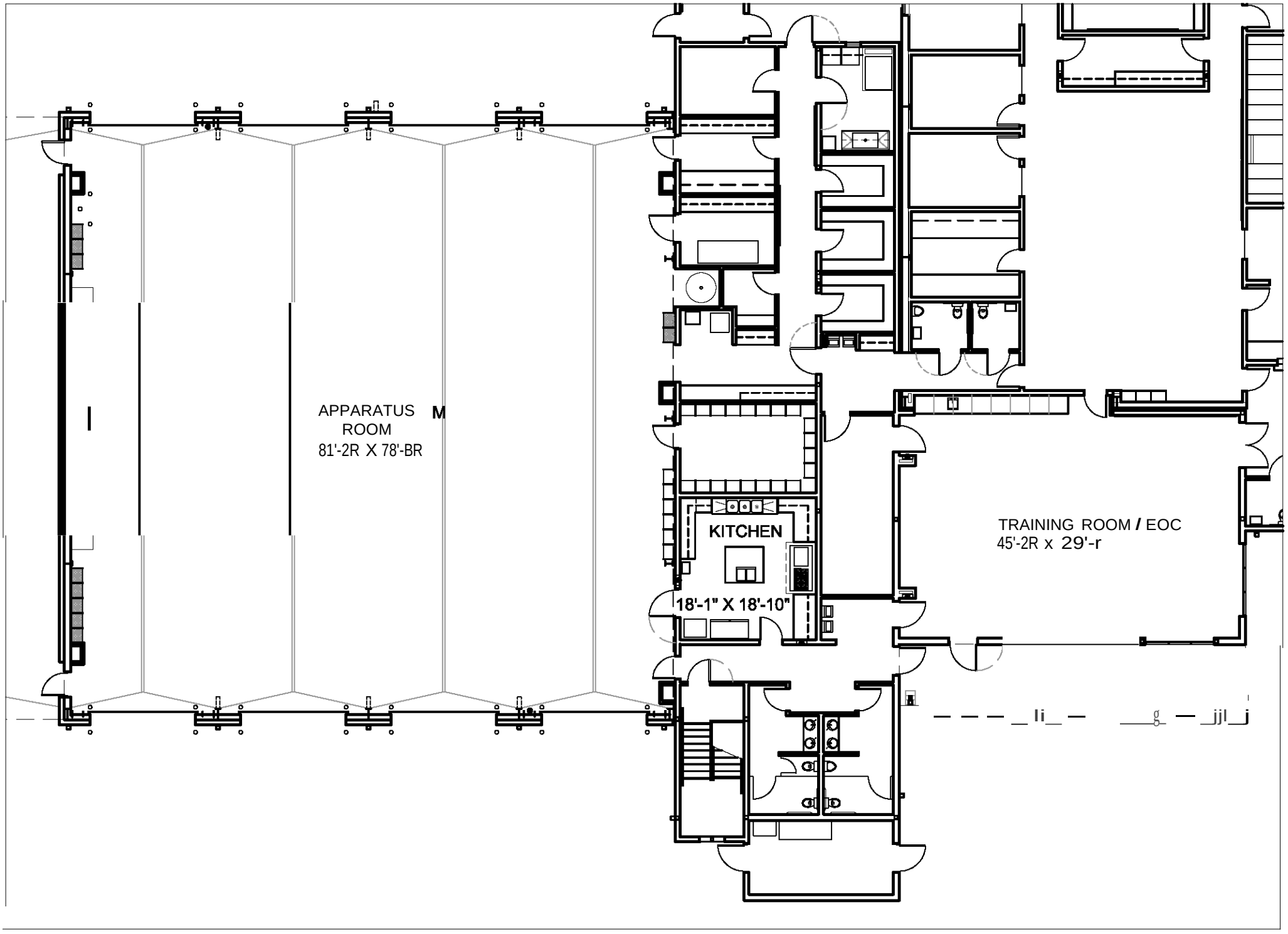
Capacity

- ☐ 40 General Assembly
- ☐ 20 Banquet Style

Equipment Available for Use:

- ☐ Tables: 5' Brown Round, 5' White Round, 8' Brown Rectangle, and 8' White Rectangle
- ☐ Chairs: Blue and Red Folding

Photo



WINTERS POLICE-FIRE FACILITY

Training Room – Public Safety Facility

The Training Room at the Public Safety Facility is suitable for meetings, community –oriented gatherings, or lectures. It is carpeted and also has a kitchen available for use.

- Will not be available for smaller private social gatherings, birthday, bridal or baby showers.

Meeting Room

- ☐ 1342 sq. ft.
- ☐ Screen (must bring own projector)
- ☐ Kitchen (separate charge for use)

Capacity

- ☐ 75 General Assembly
- ☐ 50 Classroom Style

Equipment

- ☐ 71 Chairs
- ☐ 46 Tables (6' Beige Rectangle)
- ☐ 1 Podium

Apparatus Bay – Public Safety Facility

The Apparatus Room at the Public Safety Facility is suitable for a variety of community events. Such events would include Volunteer Fire Fundraisers and events subject to staff approval.

- ***Will not be available for bands, dances, quinceaneras, weddings, receptions, birthday parties or functions that would require security. Events will only be allowed to go until 10:00 p.m., including cleanup. City Staff has the authority to determine if event is acceptable for this facility.***

Meeting Room

- ☐ 6,398 sq. ft.
- ☐ Kitchen (separate charge for use)

Capacity

- ☐ 250 Banquet Style
- ☐ 350 General Assembly

Equipment- Separate charge for use

- ☐ 46 Tables (6' Beige Rectangle)
- ☐ 293 Folding Chairs