

# **FERNDALE COMMUNITY CENTER RENTAL PACKET**

The Ferndale Community Center is your perfect venue for weddings, parties, fundraisers when you are planning a large event. Able to comfortably seat 362 guests, the large hall has a standing capacity of 775 people. The hall may be rented with or without the kitchen.

Unlike many venues, the Ferndale Community Center's rental period includes a setup and clean-up day. Center Rental begins Fridays at 3:00pm and runs until Sunday at 2:00pm. The area must be cleaned and cleared of all trash by the end of the rental period.

If you are interested in renting the Ferndale Community Center, please contact the City Clerk. We are in the process of getting the website updated to include the calendar and the ability to download the rental form. We look forward to assisting you.

## **Hall Rental**

Hall Rental Includes:

- Upholstered chairs (Approx 375)
- Round 5' tables (24 tables that seat 8)
- Rectangular tables (30 tables)
- Portable stage
- Projection wall
- PA sound system (with cordless mic)
- Multiple Bathrooms
- Bar area with serving counter
- High speed Internet (Wifi )

## **Kitchen**

The well-lit commercial kitchen includes:

- 8 burner gas stove
- 2 griddles
- 4 ovens
- Commercial glass front deluxe refrigerator
- Preparation island
- Pass-through serving counter
- Preparation sinks
- Dishwasher area with sink

Optional

- Cookware, utensils & dishes (These items are included in the rental of the kitchen, however, any damage to these items will result in a deduction to your deposit for replacement value.).

## **RENTAL REQUIREMENTS**

- Signed Rental Contract
- Rental Fees
- Security/Cleaning Deposit
- Certificate of Liability Insurance (\$2,000,000)



***Ferndale Community Center Pavilion***  
***100 Berding Street***  
***Ferndale, CA 95536***  
***(707)786-4224***

<b>STANDARD RENTAL AGREEMENT FOR THE FERNDALE COMMUNITY CENTER</b>	<b>City of Ferndale 834 Main Street/PO Box 1095 Ferndale CA 95536</b>
Date of Event:	Type of Event:

Applicant			
Responsible Party			
Mailing Address			
Phone		Email	

Approximate Number in Attendance \_\_\_\_\_

Serving Alcohol?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Selling Alcohol?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
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Note: If alcohol is sold, a letter from the City is required by the Alcohol Control Board prior to obtaining a license.  
If alcohol is sold or served prior approval of the Ferndale Chief of Police is also required. Additional hired security  
may be required for your event to be approved.

Letter from the City to ABC:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
RENTER has received a copy of this agreement.	<input type="checkbox"/> Yes	<input type="checkbox"/> No

**Rent Schedule**

Rental Rental period is from 3:00pm Friday until 2:00pm Sunday	Deposit Upon reservation Non- Refundable	Balance due 2 weeks prior to event	Total Rent	Separate check for refundable cleaning/damage deposit – Due 2 weeks prior to event
Hall Only	\$250	\$750	\$1000	\$500
Hall & Kitchen	\$250	\$1250	\$1500	\$600

WIFI \_\_\_\_\_ PA System \_\_\_\_\_ Dishes, Plates, Etc \_\_\_\_\_ Utensils \_\_\_\_\_ Cookware \_\_\_\_\_

The above items are available and included in the rental fee (kitchen items are only available if renting kitchen),  
however, if using these items, you will be responsible for any missing items and any damage or breakage that  
occurs. If you do not check the items, they will not be made available at the time of your event.

**Please read the following pages carefully. A copy of this signed contract will be given to you. The  
following pages go over what is expected before, during and after your event. Please address any  
questions you have about policies and provisions before signing this contract. Please also be aware that  
you are responsible for the conduct of your guests and hired event staff during your rental. Any  
damages will be your responsibility.**

## **GENERAL PROVISIONS**

- The LESSEE and all persons in attendance shall provide adequate supervision, and shall act in accordance with all federal, state, county and city laws, regulations, policies and procedures during the LESSEE's use of facilities, including non-attendant periods of occupation. Violation of such policies may subject a person (or persons) to possible CITY sanctions as well as legal penalties.
- The LESSEE shall be responsible for, and agrees to pay for, all damages, or loss of, any property provided under this contract, and property not specified in this contract, resulting from negligence and/or intentional acts of persons associated with this event or program. LESSEE agrees to promptly make payment for damages or loss within 10 days of notice by CITY. LESSEE agrees that all participants are under the direct and complete supervision and control of LESSEE. CITY assumes no responsibility for loss of theft of personal property of LESSEE or any of its participants.
- For all public and private events where liquor is sold, it is the LESSEE's responsibility to ensure that a proper permit for the sale of alcohol is obtained from the State of California Alcoholic Beverage Control (ABC) Department. Liquor is considered to be "sold" when exchanged for cash, tickets or tokens, or when the price of an event includes an open bar. LESSEE is responsible for ensuring compliance with all applicable laws and requirements related to the sale and use of alcohol at their event. A copy of the ABC permit and proof of valid liquor liability insurance (with the City of Ferndale named as an additional insured) must be provided a minimum of fourteen (14) days prior to the event. If proper documentation is not provided, the event may be cancelled, and LESSEE shall forfeit their deposit.
- As determined by City Staff, LESSEE using City facility for private events where liquor is served, but not "sold", may not need to obtain an ABC permit and will have to provide proof of liquor liability insurance.
- Smoking is prohibited in all CITY facilities, and in the park.
- Animals are not permitted in CITY buildings without prior authorization from the CITY. Additional requirements may apply. Service animals are allowed.
- Firearms are not permitted onto CITY property, or into CITY facilities, without prior authorization from the CITY. Additional requirements may apply.
- No construction on the property or modification to the existing facility will be permitted without prior written approval. LESSEE shall diligently maintain all facilities at all times and return the facility to the same condition as received.
- Absolutely no vehicles are allowed on the grass area of the park.
- If you do not adhere to rules, your deposit can be kept by the CITY.
- CITY reserves the right to cancel a reservation or an event when unusual circumstances exist or at any time when circumstances are such that the event will present a clear and present danger to the orderly operation of the CITY's facility.
- In the event of a disaster or other condition beyond the control of the CITY that would render the planned facility inoperable or not suitable for use, CITY shall be released from any responsibility to provide replacement facilities or services and shall bear no

liability to LESSEE for any damage, loss, or other cost resulting from the unavailability of the facility. In such event the LESSEE's deposit(s) shall be returned.

- It is mutually agreed that this Agreement or the privileges granted herein, or any part thereof, cannot be assigned or otherwise disposed of by LESSEESS without written consent of CITY.
- The terms and provisions of this Agreement are subject to reasonable interpretation exclusively under the laws of the State of California. No oral understanding or agreement not incorporated into this Agreement shall be binding on either the CITY or the LESSEE. Nothing in this Agreement shall prevent the CITY from using any portion of its facility not specified in this Agreement.

### **INSURANCEREQUIREMENTS**

LESSEE shall procure and maintain for the duration of this Agreement insurance against claims for injuries to persons or damages to property which may arise from or in connection with LESSEE's use of the facility. LESSEE shall provide proof of the insurance in accordance with the CITY's requirements outlined below. Approval of proof of insurance is required no less than (fourteen) 14 days prior to the scheduled event.

LESSEE shall provide comprehensive general liability coverage, with limits of not less than \$2,000,000 for personal injury and property damage. The general liability policy is to contain or be endorsed to contain the dates of the event and shall name the City of Ferndale as the additional insured. If you are serving alcohol, your Certificate of Liability must specifically cover that.

Contact your insurance broker for assistance. Also, there are companies online that provide event insurance, such as [www.theeventhelper.com](http://www.theeventhelper.com).

The City of Ferndale reserves the right to modify insurance limits based upon the scope of the LESSEE's event, prior to the final execution of the Rental Agreement.

### **OTHER REQUIREMENTS**

**Business Licenses:** Any services hired for your event should have or obtain a Ferndale Business License (Caterer, DJ, Security). Contact City Hall (707)786-4224

**ABC License:** An ABC license will need to be obtained if your event will have alcohol for sale. Their phone number is (707)445-7229.

**Health Inspection:** Food sales may require a Ferndale Health Inspection. Applicant is responsible for determining what permits and/or licenses may be required. If you have any questions, please call our Health Officer, Vanessa Huerta, at (707)599-3455.

## **SECURITY**

The CITY may require LESSEE to provide at its own cost, a private security force to ensure safety of persons and property and compliance with law, should the circumstances of the event warrant such requirement. Requirements for private security shall be determined by the Ferndale Police Chief.

In the event City of Ferndale Police Department is called to an event by anyone, LESSEE shall be liable for reimbursement of costs to the CITY for Police services.

CITY reserves the right to close down an event when unusual circumstances exist, when laws are being violated by anyone on the premises, or at any time when circumstances are such that the event will present a clear and present danger to persons or property.

The City of Ferndale accepts cash or checks for cleaning deposit and rental fees. If the security/cleaning deposit is made by check, that check will be held at the time it is given to the City and only cashed in the event of damages, cleaning fees, missing items, or other mentions in this contract have been violated and assessed with a monetary value. Checks are payable to "City of Ferndale".

## **CONDUCT**

- **Smoking:** Smoking is prohibited in all city buildings including the Community Center. Please ensure your guests are not smoking near the building or entrances. You are responsible for ensuring cigarettes are properly disposed of including cigarette butts.
- **Children's Center Playground:** This area is not to be used by renters of the Community Center. Renter will be liable for any damage in and around the Children's Play area.
- **Bocce Courts:** This area is not included in the rental of the Community Center; however, you may rent this area separately if you choose. Contact City Hall for a separate rental form.
- **Music/Loud Noise:** Music and other loud noise should not be heard outside of the Community Center. Please remember that this facility is in a residential area. Please be considerate to our neighbors. Turn Music down, especially after 10:00pm.
- **Accidents:** Please report any accidents on the property immediately by contacting the Police Department, or City Representative.
- **Emergency Equipment:** The Community Center is equipped with fire extinguishers, as well as a mandatory defibrillator. These items should only be used in emergencies. If damage occurs due to negligence from your event, including, but not limited to, guests and contracted businesses, you will be liable for the replacement value of these items.

### **DECORATING** (Hall Dimensions 91' x 59')

- Please use Painters Tape to attach decorations to the walls. Do not use staples, push pins, or packing tape.
- DO NOT attach anything to the ceiling. (Suspended ceilings are very expensive to replace).
- DO NOT attach any heavy items or electrical cords to the ceiling. Contact city staff if you have any questions. Ceiling tiles should not be touched whatsoever.
- Exterior decorations requiring attachment to the building must have approval.
- **NO burning candles** are permitted in or around the Community Center.

### **CLEANING & TRASH REMOVAL**

- Please refer to “Center Clean up” list following this page. This list outlines the clean-up process and what will be taken into consideration when returning your security deposit.
- Cleaning supplies are located in the closet with the PA system (this will be shown to you).
- Trash removal is the responsibility of the Lessee. Please take all your trash with you. Any trash left will be removed by city staff and charged accordingly for both staff time and disposal fees.

### **WEEKEND & AFTER HOURS**

- In the event of an emergency, please call 911.
- For police non-emergency, please call (707)786-4025
- For assistance with malfunctioning equipment, questions, concerns, or any non-police related issues, please call \_\_\_\_\_.

**CENTER CLEAN UP** (please use this as a checklist to ensure your deposit is returned)

**1. Tables and Chairs**

- Remove all decorations, including tape, etc.
- Ensure tables and chairs are thoroughly wiped down and free from food, dirt, grease, etc.
- Stack chairs 8 high and use the hand trucks to move the chairs. **DO NOT SLIDE OR DRAG.** Floor damage is expensive and will be deducted from your deposit.
- Stack tables on the metal table carts with tops of tables together (no more than 15 per cart).

**2. Floors in Hall**

- The floor should be cleaned of all food and drink, dirt, scuffs, etc. Mop the floor using a wet mop with clean water. **DO NOT USE SOAP OR CLEANING AGENTS.** Soaps or cleaning agents will damage the finish on the floor. Repairs will be deducted from your deposit.
- A dust mop is available for light use of the hall.
- Vacuum any carpeted areas.

**3. Bathrooms**

- Bathrooms should be cleaned of trash and “accidents”.
- Fixtures (Sinks & Toilets) should be wiped clean.
- Floors shall be mopped.

**4. Outside of the Facility**

- Remove any outdoor decorations.
- Pick up any and all trash around facility, including any cigarette butts.

**5. Kitchen:** The kitchen must be returned to its pre-event condition by your departure time (2:00pm Sunday), regardless of the type of event you are hosting. This is to ensure that the kitchen is ready for the next group to use, and to keep it in a continual Food Safe state. It is ultimately the lessee’s responsibility, regardless if hiring an outside caterer. Ultimately, the city’s contract is with the lessee. In the event the kitchen is left in an unsatisfactory condition following your event, you (not your caterer) will be billed for any additional cleaning services required to bring it back to a serve safe condition.

- Remove all trash.
- Each piece of Equipment used must be cleaned.
  - Surface clean all appliances used
  - Clean and disinfect all prep tables and work areas
- Sinks
  - Remove all food particles from sinks.
  - Wash and disinfect sinks and wipe dry
- Dishes & Utensils & Cookware
  - All dishes and silverware are to be thoroughly cleaned and returned to their appropriate cabinets. Dishes & Silverware should be run through the dishwasher. Please ensure they are clean and dry.

- All cookware is to be thoroughly cleaned and returned to their appropriate cabinets. Please ensure all items are grease free, clean, and dry.
- All items will be inventoried and inspected by the city representative. Missing, damaged, or unclean items will be charged to the renter.
- Stove
  - All surfaces are to be thoroughly cleaned of food, grease, and dirt.
  - Remember the clean-outs for the grills and the sliding trays under the grill.
  - Be sure the inside of ovens are cleaned with no sign of spills or grease.
- Dishwasher
  - Instructions are posted near the unit.
  - City is not responsible for any malfunction of the dishwasher.
- Kitchen Floor
  - Kitchen floor should be thoroughly swept and mopped using hot water. Please be sure to sweep and mop under appliances, prep tables, and work areas.
- Refrigerator
  - Please ensure all food/beverages brought in is taken with you. Please do not leave any food, ice, or other items.
  - Thoroughly clean and wipe down any area in the refrigerator that has been used.

## **6. Leaving the Facility**

- Make sure all water faucets, stove and oven are shut off.
- Close and lock all windows and doors.
- Shut off all lights.



**Thank you for taking good care of our Community Center. Your rent is used to help support Youth and Community Events held in this building. We sincerely hope that your event is successful.**

**Signatures:**

\_\_\_\_\_  
Renter or Representative (Date)

\_\_\_\_\_  
Community Center Manager (Date)

Ferndale Police Chief Review:

☐ Additional security will be required (Please contact the the Police Chief for additional information (707)786-4025)

☐ No additional security required

\_\_\_\_\_  
Ferndale Police Chief (Date)

Please make checks payable to: *City of Ferndale*

Facility Address: *Ferndale Community Center 100 South Berding Street Ferndale CA 95536*

Office Use:

\_\_\_Deposit \_\_\_\_\_

\_\_\_Security Deposit \_\_\_\_\_

\_\_\_Insurance Certificate

\_\_\_Letter to ABC

\_\_\_Final Rent \_\_\_\_\_

\_\_\_Return Cleaning (\*cash deposits must be signed for below)

\*I have received my deposit in the amount of \$\_\_\_\_\_ on \_\_\_\_\_, 202\_\_.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print