

CITY OF FERNDALE – TOWN HALL RENTAL POLICY AND GUIDELINES
834 Main Street; P.O. Box 1095; Ferndale CA 95536 Phone: 707.786.4224 Fax: 707.786.9314
<http://ci.ferndale.ca.us> Event Date Emergency Number **496-7005** – Jay Parrish, City Manager

Name		Today's Date	
Address			
Email		Phone	
Event		Event Date	
Room	<input type="checkbox"/> Auditorium/Lounge/Kitchen <input type="checkbox"/> Weekend Rental	<input type="checkbox"/> Lounge/Kitchen Only <input type="checkbox"/> Class	<input type="checkbox"/> Youth/Non-Profit
Alcohol: <input type="checkbox"/> Served <input type="checkbox"/> Sold If alcohol is being sold, a letter from the city is required by ABC prior to obtaining a license. Prior approval from the Police Chief is also required.			

Thank you for considering the city of Ferndale's rental facilities as a possible location for your next special event. Listed below is a description of the facilities and the policies the City has adopted to assist you with your planning.

AVAILABLE FACILITIES, FEES AND DEPOSIT

Lounge / Kitchen. The lounge features tastefully decorated warm surroundings capable of serving a variety of functions, both public and private. Suitable for intimate parties, casual meetings and gatherings, amenities include couches, love seats, occasional chairs, end tables and lamps as well as a lovely fireplace and piano. The kitchen area is useful for caterers and pre-prepared food service. While there is a refrigerator, **there is no stove or oven** other than a microwave and a hot plate. Bring your own tableware, tablecloths, cookware, and trash bags.
\$125 fee plus \$250/\$350(alcohol served or sold) refundable cleaning deposit.

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| <p>QUICK CHECK LIST FOR SUBMITTAL</p> <ul style="list-style-type: none"> ■ Signed Application Form ■ \$50.00 non-refundable deposit. ■ Remaining fees and Certificate of Insurance two weeks prior to event. ■ If Friday – Sunday rental, pick up a key at City Hall 9am to 4pm, Monday – Thursday the week of your event. |
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Auditorium / Lounge / Kitchen. This rental package is especially suitable for large group meetings and small parties. All of the equipment and facilities listed above under Lounge / Kitchen are also available when you rent the Auditorium. Restroom facilities are available.
\$200 fee plus \$250/\$350(alcohol served or sold) refundable cleaning deposit.
Weekend rate \$375 fee plus above cleaning deposit. Weekend rental is 2pm Friday-6pm Sunday.

Non-Profit/Ferndale Youth. The City of Ferndale offers a discounted price to non-profit and Ferndale youth groups. Please provide your non-profit status 501(c) when submitting your application. The discounted rate will only be offered to groups that meet the 501(c) status. Full cleaning deposit and certificate of insurance are still required to rent Town Hall. All rental policies still apply.

Fees are as follows:

- Lounge/Kitchen: **\$50.00 fee plus cleaning deposit.***
- Auditorium/Kitchen/Lounge: **\$95.00 fee plus cleaning deposit.***
- Classes: **\$10 per hour***

Fee Procedure: A \$50 non-refundable deposit is due to secure your event date (class fees are due at time of rental). The remainder of the Rental Fees, Security Deposit (Separate Check), and Certificate of Insurance are due two (2) weeks prior to the event. All fees must be paid in full and certificate of Insurance must be provided two weeks before event date or your event will be removed from the calendar. If you have an annual re-occurring meeting, you may be subject to a possessory tax from the County. (Rental Fee Exemption: The Ferndale Village Club, its committees, activities and sponsored events are exempt from the rental fee.)

	Meeting capacity	Dining capacity
Auditorium	152	54
Lounge	60	30
Equipment	7 each: Six-foot rectangular folding tables and 96 chairs; card tables	

RENTAL POLICIES

- Please help us preserve the finish on the floors by lifting furniture to move – do not drag.
- Reservations and Cancellations: All reservations are made through the office of the City Clerk (707) 786-4224. Applications must be completed and approved, with non-refundable deposit paid before confirmation can be made. Reservations may be made up to a year in advance, but not less than one week prior to the event. Remaining fees and Certificate of Insurance are due two (2) weeks prior to the event.
- Changes in time, rescheduling, or cancellations must be done in person or in writing and are subject to availability. Cancellations received two weeks prior to the event will receive a refund of fees with the exception of the \$50.00 non-refundable deposit. Cancellations received after this time will result in a partial refund. Please allow one week for refunds.
- Insurance - Applicant is **required** to provide proof of insurance acceptable to City in the amount of **\$1,000,000.00. There are no exceptions to this policy.**
- Security/Cleaning Deposits: The security/cleaning deposit is refundable if the facility is returned to its pre-event condition (free of food, trash, decorations, etc., and furniture returned to pre-event locations) and renter has complied with all City facility rental regulations. City staff or a representative will conduct an inspection both before and after the event to determine condition of the facility at those times. Applicant should report and damages as soon as possible. Any staff time that includes additional clean up and trash removal, will be calculated at an actual cost and be deducted from the cleaning deposit. If the amount exceeds the deposit, a bill will be sent to the applicant for the additional fees.
- Rental Fee: Rental fees are not refundable. They cover costs to maintain the facility. This includes but not limited to; Electricity, Water, Propane, Paper products, etc.
- Rental fees do not pay for removal of trash, food, decorations, or other event paraphernalia. Trash removal is the renter's responsibility and if it is not removed you will be charged a fee from your cleaning deposit. **TRASH REMOVAL FROM THE PROPERTY IS THE RENTER'S RESPONSIBILITY. TAKE YOUR TRASH WITH YOU.**
- Decorations: No nails, staples or tape of any kind shall be used to secure decorations to the walls or woodwork. Fog machines are not permitted. Balloons or items which can be tied to curtains, or other fixtures can be used. Ferndale facility decorations (pictures, signs) may be taken down or removed without staff approval, but should be replaced at the conclusion of the event. No lighted candles.
- Hours: Rental use is from 7am until midnight, unless other arrangements are made in advance. Please **DO NOT** bring your supplies in ahead of time. Setup is to be done during your rented time **ONLY. If set-up or supplies are done before rental day, you will be charged an extra day from your deposit.**
- Security Officers: Some events will require the attendance of one or more assigned private security officers. The number of officers required is determined by the type of activity and number of anticipated guests.
- Commercial Catering: The rental applicant is solely responsible for cleanliness and condition of kitchen facility area and kitchen equipment at conclusion of the event even though a commercial caterer may have been used. As required by municipal code, a valid business license must be held by anyone hired to provide food service in a City facility.
- Music - Noise Level: Music and other sound shall not interfere with other concurrent users of the building, **OR BE HEARD OUTSIDE THE FACILITY.** Please remember that this facility is in a residential section of town. Be considerate of our neighbors and turn your music down, especially after 10PM. **AUDIO/SPEAKER SYSTEM NOT INCLUDED. BRING YOUR OWN.**
- Fireplace: GAS insert fireplace – do not put paper or other burnable items into the fireplace. The gas fire is lit by a toggle switch to the right of the insert, about 2' from the floor.
- Alcohol - Alcoholic beverages are permitted on City property with prior approval and proof of insurance certificate provided with the application. Noncompliance with this regulation or intoxication of guests may be cause for termination of activity and forfeiture of all fees.
- Smoking - Smoking is not permitted in City buildings.

- Property and Equipment - City equipment and/or furnishings shall not be removed from the premises. Damage to City property may result in billing for replacement or repair and/or forfeiture of deposit.
- Conduct - Rental applicant is responsible for the conduct of all guests.
- City Access - The City reserves the right of full access to facility at all times to insure compliance with regulations.
- Cleanup: Please replace all furniture to its original location. Extra chairs shall be stacked on the floor against the west wall of the auditorium. Don't block doors. Wipe any tables and chairs down thoroughly before putting them away. Vacuum carpet and sweep floors (equipment in closet in restroom). Wash kitchen counters and anywhere you had food, wash sink (equipment under the sink). Take your garbage to dispose of properly. Don't put coffee grounds, or any other garbage into the sink drain.
- Lost or Stolen Articles - The City is not responsible for lost or stolen articles.
- Accidents - Accidents occurring on City property are to be reported immediately.
- COVID-19 – It is the responsibility of the renter to ensure the safety of their guests. Please ensure any government required protocols are being followed. This may include socially distancing and/or mask wearing for unvaccinated individuals.

Thank you for taking good care of our Town Hall. We sincerely hope you event is successful.

Signatures

_____ Renter

_____ Town Hall Representative

<u>Make Checks Payable to:</u> City of Ferndale PO Box 1095 Ferndale, CA 95536	<u>Facility Address</u> Ferndale Town Hall 834 Main Street Ferndale, CA 95536	<u>Office Use</u> <i>Non-refundable deposit</i> _____ <i>Security Deposit</i> _____ <i>Fees Paid</i> _____ <i>Insurance Certificate</i> _____
KEY # _____	KEY RETURNED _____	DEPOSIT RETURNED _____

NOTES: _____
