

Application Process

Applications will be taken on a first come, first served basis. No reservation will be scheduled until a deposit of \$600 has accompanied a completed application for rental. A reservation will not be considered confirmed until all required materials, fees, and deposits have been submitted. This includes any requirements related to event security, evidence of insurance, and the payment of all deposits and rental payments

Applications may be filed up to twelve (12) months in advance of the event date with a completed application and a reservation deposit. Yountville nonprofits may file up to eighteen (18) months in advance. No reservation will be processed for any event, meeting, or function within five (5) business days of an event’s date. Community Hall Coordinator will make the final decision regarding processing event within the designated time frame.

The person signing the application must be present at the event, and will be considered the person in charge of the event. The behavior and conduct of the event’s guests are the applicant’s responsibility.

When the main hall is rented for a dining event, wedding event, or any function that exceeds 75 attendees, other rooms in the Hall will not be rented to any other party.

Payment of Fees and Cancellations

- ***Fees/Deposit Due 90 days of Event Date.*** All fees, including rental, cleaning, insurance, equipment and other fees, as well as all deposits, must be paid in full within 90 days of the event.
- ***Fees and Deposit Due at Application - sub-90 day rental.*** If the facility is reserved within 90 days of the event date, all fees and deposits are due at the time of submittal of the rental application.
- ***Cancelled More Than 90 days of Event.*** If an event is cancelled at least 90 days before any event, all deposits and fees, EXCEPT 25% of the deposit, shall be refunded.
- ***Cancelled Less Than 90 days of Event.*** No portion of any Room Rental Fee will be refunded if an event is cancelled within 90 days of the event date except in extenuating circumstances beyond the control of the renter, as determined by the Town Administrator (appeal right to Council). Security deposit, and all Amenity and Pass Through Fees, will be refunded, allowing 30 days for processing the refund.

- ***Reasonable Attempt at Collection - Fees and Deposit Forfeiture.*** The Town will make a reasonable effort (2 phone calls, 1 normal mail, 1 registered mail within 60 day period) to notice outstanding balance due. If fees and deposits are not made in total within 7 days of final written notice, all paid fees and deposits will be considered forfeit, and the event cancelled.
- ***Patio Event cancelled due to Weather.*** Patio fees and deposits may be refunded due to cancellations related to inclement weather.

Hours of Operation

The Hall may be rented from 7:00 a.m. until 11:30 p.m. All guests must depart the Hall and parking areas no later than 12:00 midnight. Caterers and clean up crew must exit the facility no later than 1:00 a.m.

Barbeque/Patio Area

The Barbeque/Patio Area may be used from 9:00 a.m. to 10:00 p.m. Cleanup must conclude by 11:00 p.m. Additional Barbecue's or cooking equipment are not permitted in the Barbeque area. Picnic tables on the south end of the patio are NOT included for rental - they are for public use. Activity MUST remain in the patio area, and is not allowed to spill over into the parking area. Patio guest limit is 100.

Amplified Music - Indoors

An amplified music permit must be applied for and approved for any amplified music (boom boxes, DJ's, live music, etc.). Amplified music must end at 11:00 p.m. NO amplified music of any kind is allowed on the patio area. Sound cannot exceed 50dB limit at border of Community Hall property.

Security

When alcohol is being provided at an event, bonded security guards will be required to be present at all times at the event at a ratio of two (2) officers per one-hundred (100) attendees. Facility Coordinator will secure and schedule guards.

Tables and Chairs

The renter has the responsibility of assigning a team to assist in the step up of tables and chairs, with direction and some assistance from a Building Attendant. No tables or chairs may be imported into the building without prior agreement with the Town.

Alcohol

Alcohol is limited to beer, wine, or champagne. An ABC permit for sale of alcohol must be acquired by the renter and provided no later than 15 days before rental use date. Alcohol service must end promptly at 10:00 p.m. in Main Hall, and 9:00 p.m. in patio area (if rented). Service to minors or intoxicated guests is prohibited.

Insurance

The renter may purchase event coverage from the Town, or may supply proof of insurance to the Town at the time of application. If the latter option is chosen, the renter must provide a Certificate of Insurance (COI) **naming the Town as Additional Insured**. The amounts are \$500,000 Property Damage and \$1,000,000 Public Liability. Liquor liability must be noted on the Certificate when submitted if alcohol is to be served. COI is due 15 days prior to date of rental.

Children in Attendance

All children in attendance must be supervised. Running through the Hall is not permitted.

Facility Cleaning

Renters will be required to pay to have the Town's janitorial service provide cleaning services when food is being served.

At the conclusion of the event, floors should be mopped of any spills. All trash on floors (i.e., napkins, paper products, etc.) should be picked up and discarded. All dishes and utensils should be removed from tables. All linens removed. Remove and empty all garbage from hall and take out to dumpster.

All equipment and materials need to be removed from the hall at the conclusion of the event. The hall will not store equipment for next day pick-up.

If patio / barbeque area is rented, renter is responsible for putting used barbeque coals into metal safety bucket provided. Renter is also required to perform any set up and take down of tables and chairs used. All trash must be emptied into dumpster.

The caterer is responsible for cleaning stovetop and oven of any spills. Kitchen counters are to be wiped down and free of food. Dishwasher should be completely emptied. Refrigerators are to be clean and clear of all food and drink items of renter. Sink emptied of all dishes and food. Kitchen floor swept and mopped of spills. Garbage removed and emptied into dumpster. It is the renters responsibility to make sure to inform the caterer of their responsibilities.

A Building Attendant will review cleaning checklist with renter before departure to ensure facility cleanliness.

Decorations

Decoration of the Hall is the responsibility of the renter. All decorations must be removed before departing the facility. No nails or staples are permitted. All decorations must be fire-retardant. No open flamed candles may be used. Votives, floating candles and hurricane candles are permitted. The use of confetti is not allowed. Real rose pedals are prohibited. Exits may not be obstructed by decorations.

Retention of Deposit

The Town reserves the right to withhold any portion of a security deposit in order to cover the cost of damage; excessive cleaning demands; storage; or additional labor required to address event problems. Labor costs will be deducted at a rate of \$30 per hour per employee for any additional unscheduled, unanticipated staffing requirements.

Facility must be left in equal or better condition than it was found. Any costs related to replacement of missing equipment or materials will be deducted from the deposit at current replacement cost.

Use of Non-rented Areas or Equipment

Only equipment and areas rented and paid for may be used by the renter. Any spaces or equipment used by the renter that have not been reserved and paid for under the rental agreement, will be assessed at a full day use rate and deducted from the security deposit.

Leaving Materials at Hall

No items may be left at the facility at the conclusion of the event. Any items left at the facility will be considered forfeit to the Town as discarded items, regardless of value. Please work with all rental services and arrange to have all items removed at the end of the event.

Building Attendants

The Town requires two Building Attendants for every 50 guests. Building Attendants are the final authority in deciding rule and regulation compliance issues. Number of Building Attendants used per event is under the discretion of the Community Hall Coordinator. Events can be terminated with Napa County Sheriff Department assistance if tenant or tenant's guests are non compliant.

Hall Guest Limit

The guest limit is 250 persons, even when the patio area is rented with the Main Hall.

Emergencies/Legal Violations

The Community Hall is the Emergency Shelter for the Town of Yountville. In the event of any emergency, the Town takes precedence over all scheduled events. Both the security and rental fees will be fully refunded if an event has to be cancelled due to an emergency situation.

When a Town, County, or State statute has been or is being violated, or in cases of emergency, the renter must assist the Town staff, Sheriff, or Fire Department in the evacuation of the facility.

I have read the above rules, and agree to abide by them. I understand that compliance with rental guidelines is a condition of facility use, and that violation of rules is grounds for event cancellation, based on the findings of the senior Building Attendant assigned to the event.

Signature

Date

*Community Hall Criteria for Non-Profit Fee Waiver
Resolution Number 2081-03
Exhibit C*

Category	Category	Charge
<u>Town Residents</u> - ROOM RENTAL RATES		
Daily	Main Hall	\$276
	Kitchen	\$48
	Kitchen & Room 1	\$66
	Room 1 or 2	\$48
Hourly	Main Hall	\$29
	Kitchen	\$14
	Kitchen & Room 1	\$22
	Room 1 or 2	\$19
	Alcohol Deposit	\$0
	Bar Station	\$25
	Building Attendant per person/hr	\$18
	Cleaning Fee (Hall only)	\$180
	Cleaning Fee (Hall & Patio Restrooms)	\$198
	Insurance Fee	\$180.19
	Patio Only	\$50
	Patio with Main Hall	\$50
	Portable Stage	\$30
	Reservation Deposit	\$0
	Security Deposit	\$600
	Security Guards per guard/hr.	\$27
	Tables and Chairs 1-99 persons	\$50
Tables and Chairs 100-199 persons	\$50	
Tables and Chairs 200+ persons	\$75	

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Category	Category	Charge
<u>Outside Gov't, Not Profits - ROOM RENTAL FEES</u>		
Daily	Main Hall	\$484
	Kitchen	\$70
	Kitchen & Room 1	\$103
	Room 1 or 2	\$83
Hourly	Main Hall	\$70
	Kitchen	\$28
	Kitchen & Room 1	\$35
	Room 1 or 2	\$28
	Alcohol Deposit	\$0
	Bar Station	\$25
	Building Attendant per person/hr	\$18
	Cleaning Fee (Hall only)	\$180
	Cleaning Fee (Hall & Patio Restrooms)	\$198
	Insurance Fee	\$180.19
	Patio Only	\$200
	Patio with Main Hall	\$135
	Portable Stage	\$38
	Reservation Deposit	\$0
	Security Deposit	\$600
	Security Guards per guard/hr.	\$27
	Tables and Chairs 1-99 persons	\$55
Tables and Chairs 100-199 persons	\$75	
Tables and Chairs 200+ persons	\$113	

*Community Hall Criteria for Non-Profit Fee Waiver
Resolution Number 2081-03
Exhibit C*

Category	Category	Charge
<u>Non Residents private functions - ROOM RENTAL FEES</u>		
Daily	Main Hall	\$898
	Kitchen	\$120
	Kitchen & Room 1	\$138
	Room 1 or 2	\$83
Hourly	Main Hall	\$103
	Kitchen	\$28
	Kitchen & Room 1	\$44
	Room 1 or 2	\$35
	Alcohol Deposit	\$0
	Bar Station	\$25
	Building Attendant per person/hr	\$18
	Cleaning Fee (Hall only)	\$180
	Cleaning Fee (Hall & Patio Restrooms)	\$198
	Insurance Fee	\$180.19
	Patio Only	\$200
	Patio with Main Hall	\$135
	Portable Stage	\$38
	Reservation Deposit	\$0
	Security Deposit	\$600
	Security Guards per guard/hr.	\$27
	Tables and Chairs 1-99 persons	\$55
Tables and Chairs 100-199 persons	\$75	
Tables and Chairs 200+ persons	\$113	