

GREENWOOD COMMUNITY CENTER

6129 S Highway One, PO Box 183, Elk, California 95432

Property Manager: (707) 362-7356

Building: (707) 877-1105

RENTAL RATES

Definitions:

- Entire Facility: Hall, Stage, Kitchen and Back Lawn Use
- Hall and Kitchen: No Stage Use
- Hall Alone: No Stage or Kitchen Use
- Coastal Resident: Within zip code 95432 or 877 phone prefix
- 3-Day Rental: Begins 12:00 pm Day 1, Ends 12:00 Day 3 (e.g. Fri-Sun, Weds-Fri)
- Child: Age 12 or under

High Impact Events (Celebrations or Dances) and Low Impact Events (Conferences, Meetings or Classes)

➤ High Impact Events*:	<u>Per Day</u>	<u>1/2 Day (4hrs)</u>
○ Entire Facility	\$525	\$250
○ Kitchen non Commercial	\$125	\$75
○ Kitchen Commercial	\$200	
○ Hall and Kitchen	\$425	\$200
○ Hall Alone	\$300	\$150
➤ Low Impact Events:	<u>Per Day</u>	<u>1/2 Day (4hrs)</u>
○ Entire Facility	\$300	\$150
○ Hall and Kitchen	\$150	\$100
○ Hall Alone	\$100	\$75

Weddings

PROOF OF INSURANCE REQUIRED

- Security and Cleaning Deposit (refunded upon inspection) \$400
- Entire Facility \$1200 Per 3-Day Rental

Greenwood Community Events

For Coastal Residents

- Memorial Services, Child's Birthday Celebration** FREE
- Rental of Tables (Elk Homes Only) \$5 Each
- Rental of Chairs (Elk Homes Only) \$1 Each

*High Impact Events: PROOF OF INSURANCE REQUIRED

**Alcoholic Beverages prohibited at free Child's Birthday Events

Greenwood Community Center, A Tax-Exempt Non-Profit Community Organization

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RENTAL AGREEMENT

The Greenwood Community Center was established in 1983 to offer the residents of Elk a place for cultural, educational and civic events. A part of the Center's mission is to generate funding through rentals and special events like the Great Day in Elk Parade & Carnival to sustain and further services. As a tax-exempt, non-profit organization, we are committed to offering events and activities not otherwise available in our rural area on the North Coast of California. We champion opportunities for local residents to utilize their talents and create partnerships which offer a diverse array of experiences that enrich the life of the community.

There are certain fixed costs, such as insurance, maintenance, and utilities which we can neither absorb nor escape. It is therefore necessary to charge for the use of the buildings and facilities. We have attempted to set up a program that will exemplify a community spirit and preserve the Greenwood Community Center for future generations.

Renter:	
Purpose:	
Start Date:	
End Date:	
Event Set-up Start Time:	
Event Start Time:	
Event End Time:	
Event Clean-up End Time:	
Rental Fee:	
Security Deposit	
Total Amount Due:	\$
Security Services Required?	Yes No

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Renter Responsibilities

1. Renter and guests must respect the property rights and rights to quiet of the **Greenwood Community Center** neighbors at all times. All evening activities shall be concluded by 1:00 am, and the premises cleaned, vacated and locked by 2:00 am. Camping or sleeping overnight on the premises is not allowed. Renter and guests must not create a nuisance. If it is determined that such a nuisance has been created or unauthorized use of the premises has taken place, the Renter shall forfeit their deposit and be subject to possible damage charges.
2. Renter shall not permit the premises to be used for any purpose other than as stated in the **Rental Agreement** for the duration of this contract. Renter shall ensure that fire lane access is kept clear for emergency vehicles. No use shall be made of the premises that would increase the rate of premium or cause cancellation of insurance thereon. Renter shall not violate any applicable laws, ordinances, rules or regulations, including those related to noise, fire, public safety, the sale of alcoholic beverages, or the use of illegal drugs. Smoking inside the **Center** is prohibited.
3. No live or recorded music is permitted to be played or performed outside the **Center** without the specific advance approval of the **Center** manager. All music shall end by 1:00 am. Knowledge and experience of the sound system must be demonstrated prior to its use at the event. A sound technician may be available to train, supervise or operate the sound system for an additional fee.
4. Renter shall show proof of Homeowner's or Organizational insurance for coverage of fire and public liability during the rental period. The Renter shall provide a **Certificate of Insurance** naming the **Greenwood Community Center** as an additional named insured in the amount of **\$500,000.00**. If this is not available through a homeowner's policy, Renter must provide an event standalone commercial policy for the rental period that includes a "Hold Harmless" clause.

Some events may require security personnel, the cost of which is borne by the Renter. When required, the **Center** must receive proof that security personnel have been arranged for, one week prior to the event.

5. A Security/Cleaning deposit must be paid by the Renter with the rental fee. Your rental contract starts and ends at specified times. Please be sure that you are fully cleaned up and out of the **Center** at that specified time. Any additional time may be deducted from your deposit. This deposit, or portion thereof, will be refunded after the **Greenwood Community Center** manager has ascertained that the premises have been returned to original condition of cleanliness and order, with trash and recycling bins properly used. Charges will be made for breakage and damage.

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6. The Renter shall indemnify and hold the **Greenwood Community Center, Inc.**, their employees, and their agents free from liability for any injury, death, or property damage that occurs during the Rental Period. Such indemnification shall also extend to any personal property damage caused by the consumption of alcoholic beverages by the Renter or the Renter's employees or guests. The **Greenwood Community Center** does not accept any responsibility for any loss or damage of the personal property of the Renter or Renter's employees or guests.
7. Should any provision of this Agreement be deemed invalid by a court of law, it shall not invalidate any other part of the Agreement.
8. The Renter may not assign this Agreement, sublet the premises, or engage in any use other than for the purposes stated in the Agreement.
9. Renter acknowledges receipt of the addendum, "Instructions for Renters"
10. The completed Rental Agreement, rental fee, security deposit and certificate of insurance (and other required information) must be received by the **Center** at least ten (10) business days before the event. Checks are to be made payable to the **Greenwood Community Center**. Mail or deliver checks and one copy of the completed Rental Agreement plus other required information to the **Greenwood Community Center, Inc.**, PO Box 183, Elk, CA 95432.

Renter's Signature

Printed Name and Title

Date

Organization Name

Address

e-mail address

City

State

ZIP

Telephone Number

For the Greenwood Community Center, Inc.

Title

Date

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§ INSTRUCTIONS FOR RENTERS §

Tables, Chairs and Walls

- Cleaned, folded, stacked and returned to original storage areas
- No nails or tacks in walls or ceiling
- All tape completely removed and area cleaned of adhesives
- **NO CANDLES** in any location!

Floors

- Hardwood - swept (and damp mopped, if necessary)
- Kitchen floor - damp mopped
- Note: Please help us preserve our hardwood floors: use caution at all times

Kitchen

- Counters, sinks, refrigerator - cleaned
- Dishes, cookware, utensils (etc.) washed and put away in original storage areas
- Stove turned off; coffee machines unplugged
- **NO FOOD** left in kitchen without prior approval.

Trash

- Completely removed from Center
- All Center trash cans relined
- Placed in trash dumpster with lid secured

Recycling

- Completely removed from Center
- All Center recycling cans (interior) relined
- Placed in recycling dumpster with lid secured

Lights, Heat

- Heat turned off
- All lights turned off
- All doors locked

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§ INSTRUCTIONS FOR RENTERS §

Smoking

- No smoking in the hall or within 15 feet of any door or window
- Grounds outside must be left free of cigarettes and litter

Furniture

- Furniture is not to be removed from the hall
- Outdoor furniture is not to be moved without express permission

Bathrooms

- Bathrooms cleaned
- Trash removed and properly disposed of (see page 1)

Alcohol

- If sold at event, Renter must provide to GCC prior to the event:
 - Temporary Liquor Permit
 - Insurance Certificate covering sale of alcohol

Music and Noise

- Sound curfew: 10:00 pm - weeknights; Midnight - weekends
- North hall doors must be closed by 10:00 pm to buffer sound from neighbors
- Monitor parking lot during and after event for excessive noise

Misc.

- NO DOGS!
- NO CANDLES !