

FACILITY RENTAL PACKET



Dear Renter,

We appreciate your consideration for a facility rental with the Boys & Girls Clubs of the North Valley. Your support for our organization helps make it possible for us to provide positive and engaging programs and activities for our community's young people.

Enclosed you will find information about:

1. Facility Descriptions - Outlining the rental spaces and fees.
2. Our Facility Policies - Information regarding our alcohol and safety policies, etc.
3. Our Rental Checklist - This is a form provided upon the completion of your rental, which will be completed by you and checked by BGCNV staff.
4. Our Rental Agreement - This provides BGCNV with specific information to assist us in meeting your rental needs.

It is important that you read each section of this packet carefully and that you understand its contents. If something is not clear, please ask for clarification. By signing the Rental Agreement, you are stating that you have read and understand all of our policies and will adhere to them. After reading this packet in its entirety and signing the application, please return the application to the Ostrander Clubhouse located at 601 Wall St. Chico, Ca 95988. Upon retrieval of the rental application, the Office Coordinator will look into the availability of your requested rental space, date, and time. Please allow up to 5 Business days.

Once your rental application has been processed, we will require the following from you:

1. Rental Agreement - When signed by both parties, this form states that BGCNV has availability for your facility rental.
2. Deposit - Your deposit is due upon the completion of the Rental Agreement after, both parties have signed the document.

14 days prior to the rental date:

1. Insurance Paperwork
2. Rental Payment
3. Other Paperwork (**If applicable**)
 - Security company information
 - ABC paperwork, etc.
 - Vendor Paperwork

If you have any questions or would like to tour the facility, please feel free to contact Hannah Brumbaugh at (530) 899-0335 or hbrumbaugh@bgcnv.org.

FACILITY RENTAL PROCEDURES

RENTAL DETAILS:

- All rentals come with one staff member whose main priority it so make sure the Renter has what is needed for their rental, to make sure Renter abides by the Rental Agreement and to make sure our facility is respected. (see more pg. 5)
- All rentals come with the use of tables and seating for up to 25 people. For additional seating, there will be a \$25 fee for every 25 people.
- If you wish to have BGCNV setup and cleanup your seating, the fee is the cost of one hour of the facility you are renting.
- For parties over 100 people, there may be a fee of up to \$100 for use of our dumpsters.
- A deposit of up to \$500 may be required to reserve your rental.
- The rental deposit will be refunded up to 14 days after your event if, no policy violations or damages occurred during your rental.
- If notification of cancellation is received less than 14 days prior to the approved use date. Some or all of your deposit may be withheld.
- Rental payments are due 14 days prior to the event and may be provided via credit card, money order, cashier's check, or business check.
- If all rental materials are not received 14 days prior to the event, there may be a charge of up to \$50, loss of all or some of your deposit, or termination of your Rental Agreement.

FACILITY USE:

- Renter shall conduct rental activities in a safe manner and not endanger the facility, the surrounding area and/or any person(s).
- No illegal activity or acts of disobedience shall be conducted on the Boys & Girls Club premises or in conjunction with Renter.
- Any activity during the Renter's event in default of any of the measures specified in the Facility Use section or the Rental Agreement may result in termination by the BGCNV at any time during the rental event.

OTHER:

- Children must be kept under adult supervision at all times.
- No smoking or weapons are allowed on the Clubhouse or Teen Center premises.
- No candles or open flames are allowed on premises.
- All music must be kept at a reasonable level so as to not disturb individuals in close proximity to the facility.

FACILITY RENTAL POLICIES

ALCOHOL POLICY:

The use of alcoholic beverages in the BGCNV facilities is by advanced written permission only and must comply with all state laws, city policies, and A.B.C. regulations. The license number and verification of the company and/or bartender serving alcohol must be submitted to the BGCNV by the renter at least 14 days prior to the event. Failure to comply may result in immediate revocation of permission to use or serve alcoholic beverages; possible termination of the event; and forfeiture of deposits and/or rental fees.

- Alcoholic beverage refers to any beverage that contains any amount of alcohol.
- Alcohol may not be served to minors under the age of 21. Renter's failure to comply, monitor, and enforce this law is grounds for terminating activity and forfeiting the refundable deposits and all rental fees.
- Serving refreshments containing alcohol is prohibited unless dispensed by a licensed catered, an approved bartender, or through the certification of an A.B.C. certification for the event. A.B.C. regulations are to be strictly enforced by the Renter. Alcoholic beverages are not to be consumed outside the facility, with the exception of the enclosed patio area, when it is part of the Rental Agreement.
- Alcoholic beverages may neither be served nor sold prior to or following the scheduled event time, nor until security guards arrive at the facility.
- Service of alcoholic beverages is limited to a maximum of 6 hours. All service of alcoholic beverages must end 45 minutes prior to the contracted ending time.
- Wine, punch, beer, and champagne may be served out of glasses, cups or cans. Consumption from glass bottles **will not** be allowed.
- When serving wine or champagne, all bottles must be uncorked in the kitchen (and nowhere else) prior to serving. Unopened bottles must be stored in the kitchen.

REQUIREMENTS FOR OBTAINING A LICENSE TO SERVE ALCOHOL:

- If the Renter is charging for drinks or is charging an admission fee for a dinner which includes alcoholic beverages, then these are considered sales. In these cases, an A.B.C. license is required.
- If the Renter uses a caterer or beverage service for alcohol, then it is the immediate responsibility of such services to obtain an A.B.C. Liquor License. This is considered a sale because there is payment for this service by the event holder.
- Solicitation of donations, selling tickets or tokens of any kind with alcohol beverage present requires a liquor license.
- No license is required when the facility is used by a private party with alcohol and no payment of service, donation, fees or charges apply. A private party is not open to the general public. BGCNV does still require the Renter to have an approved bartender to dispense the alcoholic beverages.

- A.B.C. Licenses are applicable only for the area(s), date(s), time(s), business(es), and person(s) indicated on the permit.
- If the Renter is required to obtain an Alcohol License, the BGCNV will issue a letter of facility use confirmation. The Renter will need to pick up this letter and present it to the Alcohol Beverage Control Board upon application for the permit.
- A copy of the Alcohol License must be furnished to the BGCNV at least 14 days prior to the event. The original permit must be posted by the Renter in plain public view near where the alcohol is being served.
- *This is general information only. It is the Renter's responsibility to determine current A.B.C regulations that may apply to your specific event. You may call the Alcohol Beverage Control Board at (530) 224-4830.*

INSURANCE REQUIREMENTS

- All insurance requirements must be completed 14 days prior to use of the facility. The Renter must provide the Boys and Girls Clubs of the North Valley with a Certificate of Insurance and Additional Insured Endorsement naming the Boys and Girls Clubs of the North Valley, its employees, officers, and volunteers as additionally insured. The certificate must be in the amount of \$1,000,000.00 (one million).

SECURITY REQUIREMENTS:

- One licensed, bonded and insured security guard is required for every dance or social and for every 100 guests. A copy of the security agreement must be provided to the Boys & Girls Club 14 days prior to the function. Guards must remain at the facility until all guests have left.
- If keys are issued, no copies may be made of them. All keys must be returned within one business day of the event. If a security code is issued, the code may not be given to any person other than the authorized Renter listed on the rental contract.

****Please Note ALL Alcohol, Insurance, and Security companies must be provided by the Renter****

SET UP & CLEAN UP:

- All cleaning supplies can be found in the designated cleaning supplies area.
- The renter is expected to use the trash bins provided at the facility. (Unless otherwise informed)
- Renter must adhere to the agreed times on the Rental Agreement or the Renter will be charged for the overage.
- Access to the facilities for set up will be during the hours stated on the Rental Agreement **ONLY**.
- Renter is responsible for the moving, setting up, or breaking down of equipment during the event, unless previously agreed upon and stated in the Rental Agreement.
- Double sided, adhesive, or painters' tape are the only items that can be used to secure decorations and items to the walls.
- The facility and premises must be left in as good of condition as found at the beginning of the rental.
- All items such as decorations, food, trash, beverages and equipment must be removed at the time of clean up and no later than the agreed upon time stated in the Rental Agreement. Any additional post-event cleanup that BGCNV staff needs to do will be deducted from the Renter's deposit at a minimum rate of \$50 per hour.
- All tables, chairs, and equipment used must be returned to the area where they were found at the beginning of the rental.
- The Facility Rental Checklist must be completed by the Renter and signed, then returned to BGCNV staff prior to departure, unless otherwise agreed upon in the Rental Agreements.

BGCNV STAFF EXPECTATIONS AND RENTAL SUPPORT:

- BGCNV staff's first priority is to maintain the safety and security of all people, buildings and equipment.
- Staff will be familiar with the Rental Agreement and will be available to answer questions or provide support as needed within the context of the Rental Agreement.
- BGCNV staff have additional staff contact phone numbers should any questions arise.

FACILITY RENTAL PACKET



BOYS & GIRLS CLUBS
OF THE NORTH VALLEY
 Serving Butte & Glenn Counties
 Local Kids • Great Futures



FACILITY RENTAL CHECKLIST

Facility Rental Company: _____
 Area Rented: _____
 Date of Rental: _____
 Time of Rental: _____

Renter Initial	Staff Initial
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- | | | |
|--|--------------------------|--------------------------|
| <input type="checkbox"/> <u>Removed all decorations and tape, etc.</u> | <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> <u>Removed all personal items</u> | <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> <u>Returned all equipment (to original floorplan)</u> | <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> <u>Checked Bathrooms</u> | <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> <u>Swept (as needed)</u> | <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> <u>Mopped (as needed)</u> | <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> <u>Emptied all trash cans</u> | <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> <u>Turned off all lights and checked all doors</u> | <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> <u>Turned in Checklist to Staff</u> | <input type="checkbox"/> | <input type="checkbox"/> |

Hannah Brumbaugh
 YOUR RENTAL CONTACT

 BGC STAFF NAME

*****By signing this document I acknowledge that I have done all of the above items.
 I understand that an amount will be deducted from the Rental Deposit for each occurrence
 when the above mentioned items are neglected.***

 RENTER SIGNATURE

 PRINTED NAME

 STAFF SIGNATURE

 PRINTED NAME