

GUALALA COMMUNITY CENTER

47950 Center Street, PO Box 263
Gualala, CA 95445
Reservations Manager: 707-884-3179
Email: gualalacommctr@gmail.com

RENTAL AGREEMENT TERMS

All pertinent documents on checklist must be dated, signed, and returned to the Gualala Community Center (GCC) no later than fourteen (14) days prior to any scheduled event.

PLEASE INITIAL:

_____ **FEES:** Rental Fees and Security Deposits (made as separate checks) are due not later than fourteen (14) days prior to the scheduled event in order to guarantee the requested date.

_____ **SECURITY DEPOSIT:** This deposit is to ensure that the Community Center is left in clean condition. Failure to leave the hall, kitchen and/or grounds clean, as outlined in the **Cleaning Checklist For Renters (and Renter Instructions)**, will result in the loss of part or all of your deposit. A rate of \$25.00 per hour (minimum) cleaning fee will be withheld from the Security Deposit. Any damages to the facility will also be withheld from the Security Deposit.

_____ **INSURANCE:** If required* a **Certification of Special Event Insurance/Endorsement** must be received by GCC no later than fourteen (14) days prior to scheduled event. (***If alcohol is being served, Insurance IS required.**) This document can be obtained through your personal or business insurance agent. It is required that the Gualala Community Center is named as the Certificate Holder, and must include the date of the event. The rate of insurance must be no less than \$300,000.

_____ **CANCELLATION POLICY:** Cancellation of your scheduled event must be received within seven (7) days of the reserved date. Failure to do so will result in a \$25 service fee. All cancellations must be phoned in to the GCC Reservations Manager.

_____ **WALK THROUGH:** If applicable, a walk through of the facility will be required prior to the scheduled event. At this time the location of cleaning supplies and renter's responsibilities will be discussed to ensure the full return of the Security Deposit. Please contact the GCC Reservations Manager, (707) 884-3179, no later than ten (10) days prior to the scheduled event to set up an appointment.

_____ **DECORATIONS:** No tacks, pushpins, nails or tape* to be used on the walls, ceilings, floors or beams in the Hall or Stage. (There are permanent tack strips that may be used, however.) All decorations are to be removed at the end of the event. Cost for removal or to repair any damages caused by not abiding by this rule will be withheld from the Security Deposit. (*Blue painters' tape is the **only** exception to this rule.)

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INITIAL:

_____ **KEYPAD/KEYS:** Now on Keypad. Code given prior to use. Keys are to be picked up at the Gualala Supermarket no more than fifteen (15) minutes prior to the contracted time.

_____ **CLEANING SERVICE:** The GCC can provide a cleaning service for your event at an hourly rate of \$25.00. If you request this service, please notify Reservations Manager in advance of event.

_____ **SECURITY GUARDS:** If indicated on this agreement, a Security Guard Service will be required to monitor your event. The security service must be provided by a professional Security Service company, experienced in handling large crowds. It will be the responsibility of the Security Guard Service to protect the integrity and standards of the Gualala Community Center, as well as the safety of the event guests and participants.

_____ **HOURS:** As a courtesy to our neighbors and businesses, all events must conclude at 10:00 P.M.

Please indicate that you understand each paragraph by initialing on the line provided.

The following documents are required prior to reserving the GCC facilities. Documents must be received no later than fourteen (14) days prior to the scheduled event.

_____ Rental/Deposit Fees
_____ Insurance
_____ 501(c)(3) - Non Profit
_____ Signed and dated Rental Agreement Forms
_____ Security Guard required for your event:

(fill in above) Security Guard Service contact name and telephone number

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RENTAL RATES*

MEMBER:

\$10/hour without use of Kitchen
\$15/hour with use of Kitchen

NON-MEMBER:

\$15/hour without use of Kitchen
\$20/hour with use of Kitchen

ALL DAY RENTAL (8AM-10PM):

Member: \$200.00
Non-Member: \$275.00

OUTSIDE AREA (No use of Hall and facilities):

\$50.00

***ALCOHOL:**

SECURITY GUARD required for all events hosting 50+ guests with ALCOHOL served.

Website: gualalacommunitycenter.org