



FACILITIES RENTAL CONTRACT

Office Use Only:
 Rec'd Date: _____
 Deposit Rec'd: _____
 Ck Amt/#: _____
 Rental Fee Rec'd: _____
 Ck Amt/#: _____
 Ret. Dep. Date/Amt: _____

Date Requested: _____ Invoice #: _____

Name/Organization: _____ Estimated Attending*: _____

Event: _____ Event Timeframe: _____

Contact Person: _____ Phone: _____

Mailing Address: _____ Cell Phone: _____

FACILITIES

Please email contracts to: Sutteryouth@gmail.com

Payments can be made in person or must be made online (when available)

Your event is not booked until you have made the deposit and received confirmation from Hall Booking Manager.

Hall Rental - 180-200 maximum occupancy.

Rental includes access to the building, restrooms and kitchen space. Included in rental are approximately 25-5' round tables, approximately 200 chairs, podium and stage.

_____ \$850.00 per Weekend Event. Weekend rate applies if event falls on a Friday, Saturday or Sunday.

_____ \$500.00 for Youth Fundraiser Weekend Event. Discounted weekend rate for all youth related fundraisers.

_____ \$350.00 per Weekday Events. One-day building access for day events falling on a Monday – Thursday.

Pool Rental

Pool rental includes lifeguards. Rental price depends on the number of swimmers and hours of use.

Please arrange pool rentals directly with our Pool Manager at moreheadcommunitypool@gmail.com. NOTE:

POOL IS TYPICALLY CLOSED DURING OFF SEASON (FALL/WINTER)

Cleaning Service - Post Rental

We can provide you a contact for a cleaning service, if you wish to outsource. This arrangement must be made outside of the Sutter Youth Organization contract and confirmed with Hall Booking Manager prior to event.

Our Cleaning Service is our preferred vendor.

SECURITY DEPOSITS

Ellwood Munger and Wayne Catlett Hall Deposit

All rentals are on a first come, first serve basis. A security deposit of \$200 (on top of hall rental fee) is required to secure hall rental dates. The security deposit is refundable after event date, given the hall has been left in appropriate conditions. Please see 'Conditions of Use & Cleaning Requirements'.

If the event is cancelled within 30 days of the event, 50% of your security deposit will be returned.

Please allow 30 days processing time for all returned security deposits.

_____ I have read and understand the Security Deposit procedure.

initials

ADDITIONAL REQUIREMENTS

Rental fees are due 2 weeks prior to event date or at time of rental if 2 weeks is not applicable. Payment will not be accepted at time of facility access unless prior arrangements have been made to do so.

If Alcohol is to be **sold**, renter is responsible for and must obtain and display a liquor license throughout the event. No alcohol is permitted outside of the building or in the pool area.

Security guards are required if alcoholic beverages are served or sold and must be provided by renter.

Proof of Insurance for all event rentals in the amount of \$1,000,000.00 is required from your insurance company naming the Sutter Youth Organization as an Additional Insured. If rented for a weekend, the policy must be a 3 day policy. Proof of Insurance must be submitted 2 weeks prior to the event along with rental payment or at time of rental if 2 weeks is not applicable.

_____ I have read and agree to comply with the Additional Requirements as stated above.

initials



AGREEMENT AND RELEASE OF LIABILITY

The renter and guests of the renter agree to indemnify the Sutter Youth Organization (S.Y.O.) and its members, employees and officers against all liability, losses, claims, damages, fees of attorneys and other expenses which the S.Y.O. or its members, employees, volunteers or officers may sustain or incur in consequence of the use by the renter and guest(s) of the renter of the facilities owed by the S.Y.O., including but not limited to, sums paid or incurred in connection with claims, suits or judgments or paid or incurred in attempting to procure release from liability for any person injured as a result of the activities herein referred to. In addition, thereto, the renter and guests of the renter agrees to defend the S.Y.O., its members, volunteers, employees and officers against any claimed loss, damages, or liability arising out of any conduct by the renter on facilities owned by the S.Y.O including any Covid-19 related illnesses arising from use of the hall.

All renters agree to comply with current Sutter County Covid 19 ordinances, guidelines and rules. Current Covid 19 guidelines/ordinances/rules can be found at

<https://www.suttercounty.org/doc/government/depts/cao/em/coronavirus/localOrdersInfo>

By Renter's signature below, Renter is agreeing to the above statements.

Renter _____ Date _____



CONDITIONS OF USE & CLEANING REQUIREMENTS

- Renter is solely responsible for setting & disarming the alarm system.
- Rental key (when applicable) **must** be returned before the security deposit is released.
- The Sutter Youth Organization is not responsible for left, lost or stolen items.
- A Liability Insurance Certificate naming the Sutter Youth Organization as an additional insurer in the amount of \$1,000,000.00 is required for all events. If rented for a weekend, it must be a 3 day policy.
- If feminine products are flushed down toilets, any plumbing repair fees will be deducted from security deposit.
- Parking areas must be clean from all litter, cigarette butts, confetti, etc.
- No staples are permitted. Only painters tape is permitted on walls, tables, and chairs. All tape must be completely removed.
- Vehicles are **not** permitted on the lawn.
- All floor areas must be swept and mopped with **plain warm water**; mop and broom provided by SYO.
- Restroom facilities must be cleaned including counters, sinks, toilets, and stall areas.
- All trash cans must be emptied into the dumpster and relined with clean trash bags.
- Chairs and tables must be cleaned and returned into designated racks; and racks must be returned to the southwest corner of the large hall.
- Doorway areas (inside and out) must be swept clean including door mats.
- A \$50.00 deduction in the security deposit will be retained if stove or air conditioner is left on, or any doors are left open or unlocked.
- Renter is responsible for supplying dish soap and cleaning supplies needed to clean dishes, etc.
- Kitchen counters, sinks, stove top and refrigerators must be cleaned and all food items removed.

Renter agrees to have facilities cleaned thoroughly, and outside area free of trash. Cleaning includes sweeping and mopping all floors, removing all garbage, cleaning both restrooms, kitchen sinks, and stove area at the conclusion of the event.

Renter: _____ **Date:** _____



EVENT CHECK OUT

Renter Information: (to be filled out by renter)

Event Date: _____

Name/Organization: _____

Event: _____

Event Contact: _____ Phone: _____

Name and Mailing Address for Deposit Refund: _____

Inspection Information: (to be filled out by inspector)

Inspection Date: _____

SYO Inspection Comments:

Deposit Amount to be refunded: _____

Inspector: _____ Date: _____