



# 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

### **Ellwood Munger Hall** - 181 maximum occupancy.

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

- \_\_\_\_\_ \$725.00 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.

### **Catlett Hall** - 48 maximum occupancy

Rental includes access to the building, restrooms and kitchen space. Tables, chairs, and podium are available.

- \_\_\_\_\_ \$350.00 per Weekend Event. Weekend rate applies if event falls on a Friday, Saturday or Sunday.
- \_\_\_\_\_ \$200.00 per Weekday Events. One-day building access for day events falling on a Monday – Thursday.

### **Vera Carroll Park**

Rental includes BBQ and access to the restroom facilities. There are 9 picnic tables around the perimeter of the park. Tables and chairs inside the hall are not permitted outside the building.

- \_\_\_\_\_ \$75.00 per day with hall rental
- \_\_\_\_\_ \$125.00 per day without hall rental

### **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 530-673-9002. NOTE: POOL IS TYPICALLY CLOSED DURING OFF SEASON (FALL/WINTER)

## SECURITY DEPOSITS

### **Ellwood Munger and Wayne Catlett Hall Deposit**

All rentals are on a first come, first serve basis. A security deposit of \$200 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 25 days processing time for all returned security deposits.

### **Pool and Park Deposit**

All rentals are on a first come, first serve basis. A security deposit of \$75 is required to secure the pool and/or park rental dates. The security deposit is refundable after event date given the pool/park 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 25 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 \$200,000.00 is required from your insurance company. 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.

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### **Contracts and payments may be mailed to:**

Sutter Youth Organization

Attention: Hall Rentals

P.O. Box 231

Sutter, CA 95982

Note: Contract can also be emailed but payment needs to be made via mail.



## 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 owned 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 **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 \$200,000.00 is required for all events.
- 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:

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Deposit Amount to be refunded: \_\_\_\_\_

Inspector: \_\_\_\_\_ Date: \_\_\_\_\_