



RESERVATIONS INFORMATION

Reservation for the use of the facility must be made through the Recreation Department authorized representative(s) at City Hall, 2701 Fourth Street, CA. Reservations must be made in person. For further assistance, please call (209) 538-5629.

- Rental Reservations for **most** events need to be made (1) one month prior to the activity. Reservations can be made one (1) year prior to the activity. Each reservation is regarded as a separate rental charge.

	<u>Weekday</u>	<u>Weekend</u>
Resident	\$50/hr (min 2hrs)	\$798.00
Commercial/Non-Resident	\$50/hr (min 2hrs)	\$900.00
Non-Profit-Local	\$25/hr (min 2hrs)	\$400.00
Non-Profit-Non-Local	\$25/hr (min 2hrs)	\$450.00
Security/Key Deposit	\$400.00	\$400.00

- Facility use cannot be reserved for more than one rental period unless permitted in special circumstances by the Manager of Recreation or designee. A rental period is determined to be the hours designated as the rental time. Regularly scheduled meetings are not allowed Friday, Saturday, or Sundays. Subleasing/rental of this facility is prohibited.

ALL RULES, REGULATIONS, AND FEES ARE SUBJECT TO CHANGE WITHOUT NOTICE

RENTAL ATTENDANT & CLEANING RESPONSIBILITIES

The rental attendant is responsible for providing assistance and custodial duties after rental events. The attendant observes that the rules and regulations regarding the building are followed. The rental attendant also provides instructions' regarding the renter's cleaning responsibilities.

RENTER'S CLEANING RESPONSIBILITIES

- Wiping down tables and chairs and returning them to their proper locations.
- Removal of all products, unwanted decoration, trash, and any other unnecessary items to the trash receptacle. This includes all trash from the parking lot, patio, lawn, and ashtrays.
- All cooking utensils, dishes, catering equipment, and personal belongings must be removed from the kitchen after the event.
- There are four (4) garbage cans available for use. Use the can liners to ensure the cans are kept clean.
- The renters are required to set up and take down their own tables and chairs. The tables and chairs must be washed with a clean cloth prior to being stacked and returned to the storage areas. Chairs are to be stacked ten (10) high (refer to the sketch displayed at the hall) *and should be moved with the chair cart provided.* Dragging chairs across the tile floor can permanently scratch the surface.

WALK-THROUGH OF THE FACILITY

- A walk-through of the facility with the rental attendant is required. The walk-through takes approximately 20-30 minutes. The renter is required to be present for the walk-through. The walk-through will be arranged before the event.
- The renter must meet all the responsibilities before the rental attendant signs the inspection report after the event. The renter must speak or have person with them that is English speaking.
- Use of the facility prior to the rental period is not permitted. The renter may enter the facility the night before the scheduled event to decorate if prior permission is

RENTAL ATTENDANT & CLEANING RESPONSIBILITIES CONTINUED...

obtained and no other functions are scheduled. The renter will be charged one-half of the full rental rate (if the facility is available) for early entry.

- The renter or a designated, responsible individual is to be at the facility during the entire event. The rental attendant is to be informed of the responsible party's identity in the event he/she leaves the function.
- Both sides of the glass front door can be unlocked. The key will unlock and the allen wrench will tighten down the panic hardware to allow the doors to stay open. *If there is not a rental attendant* present for your function, you are responsible for securing the hall upon your departure. When you leave for the night, remember to unlock the panic hardware with the allen wrench as well as lock each set of double doors.
- The Gondoring Room has a number of American Legion pictures the wall. Many of these photos are irreplaceable. Please pay careful attention that renters do not attach decorations to these photos or disturb them in any way.



ALCOHOLIC BEVERAGES

Conditions apply towards the private consumption of alcohol. They are as follows:

- Alcoholic Beverages are to be consumed within the building and walled patio area ONLY. No Alcoholic Beverages are to be consumed outside of the building, within the parking area, or on streets or sidewalks adjacent to the building. Consumption of Alcoholic beverages MUST end at 11:00 PM.
- Alcoholic Beverages Curfew shall be observed at the hour of 11:00 PM. All alcoholic beverages shall be removed from public view and not be available for consumption after 11:00 PM. Violations of this section may subject the renter to immediate suspension of the event and additional cost.
- **ALCOHOL SHALL NOT BE SERVED NOR SOLD AT YOUTH ORIENTED EVENTS.**
- Sale of Alcoholic Beverages: The renter and/or the caterer must secure either or both of the following.
 - A twenty-four (24) hour on-sale liquor permit issued by the Alcoholic Beverage Control Board is Stockton, CA. for the day and the place specified.
 - A current liquor catering license issued by the Alcoholic Beverage Control Board of California. A copy of the permit must be posted at the site during the function.
 - A letter to the Alcoholic Beverage Control must be obtained from the Recreation Department and the Police Department advising of the use of the Facility. It is the renters' responsibility to request this letter. A minimum of twenty (20) working days is needed to insure a receipt of a 24 hour on-sale liquor permit from (ABC)



SECURITY

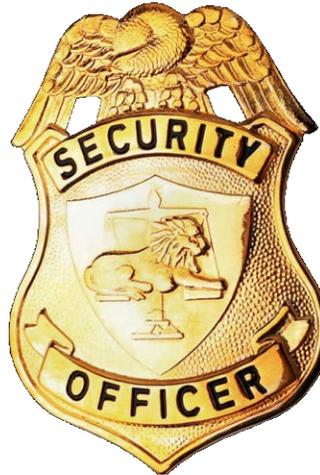
Security is required for all rentals.

Security guards have the authority to stop an event or call local law enforcement for the following reasons:

- Physical altercations occurring during an event.
- Minors being served alcohol inside or outside the facility.
- Destruction of City property.

Any event closed down by the Ceres Police Department or the security guards will subject the renter to loss to of all deposits paid as well as any additional costs, which may be incurred.

Security services will be provided by Ontel Security for all events held at city owned buildings. The renter is responsible for paying all security fees to the city at least 30 days in advance of the rental date.



EQUIPMENT USE

The property and equipment within the building shall not be removed from the premises except by special written permission from the Director of Recreation Department and/or the City Manager. Violators may be prosecuted for theft and charged a replacement fee.

- **KITCHEN** – this facility is not designed for food preparation but is intended for the warming and serving of previously prepared dishes. The kitchen is to be left in the same clean condition in which it was found. Failure to clean the stovetop, oven, refrigerator, and other appliances shall result in withholding the deposit. All personal items must be removed from the refrigerator, counters, stove, and oven.
- **Public Address System** – is available for rental and use at the facility. The rental fee is \$20.00 with a \$200.00 rental deposit and the renter assumes responsibility for any repair of damage resulting from the renter's use.
- **Bar** – use of the bar is not permitted by the public and shall not be removed from the storeroom for any reason. Unauthorized use will subject the renter to an additional \$750.00 penalty.
- **Stage** – is available for rental and use at the facility. The cost is \$50.00 and can be set up anywhere in the hall. The approximate size of the stage is 8 ft. x 16 ft.

THE CITY IS NOT RESPONSIBLE FOR ANY ITEMS LEFT IN THE BUILDING AFTER AN EVENT

Any rules or regulations not specified in any one section will be left to the discretion and interpretation of the Manager of Recreation Division. The rules and regulations are developed by the City of Ceres to protect and preserve the building's integrity. Please do not inconvenience anyone's right to use this building by violation of your contractual and civic obligation.

CALL OUT FEES

Police officers receive numerous calls involving loud, disturbing parties at the American Legion Hall. They are frequently required to respond a second or third time to disperse unruly, disruptive guests/participants. Repeated calls to the same disturbance leaves officers unavailable to perform more important duties that have greater community priority. These calls deplete Public Safety Staff and leave other areas of the City exposed with no available officer, or needed assistance, should the need arise. Therefore, to discourage and minimize the frequency of return disturbance calls to parties, a "Service Fee" will be charged to the renter or responsible party. Fees adopted by City Council Resolution No. 92-117.

RENTAL POLICIES

Applications constitute a legal contract and must be signed by an individual 21 years of age or older representing the group or organization desiring to use the Facility. The individual signing his or her name assumes responsibility and liability for the use of the hall. A valid State of California driver's license will be required when completing the rental application. Verification of a current address and telephone number will be required by Recreation Department.

Rental Times for the Ceres American Legion Memorial Building are:

Friday	3:00 PM	to	11:00 PM
Saturday	8:00 AM	to	11:00 PM
Sunday	8:00 AM	to	11:00 PM

Early entry is not allowed unless prior authorization is given by the Recreation Division.

- **RENTAL FEES AND DEPOSITS** must be paid prior to the event. The entire deposit is required at the time of the reservation. The remaining balance must be paid one (1) month prior to the rental date. Non – payment of the balance will result in forfeiture of rental date.
- **TRANSFERS** of rental date are allowed one time, with at least three (3) months notice in advance of existing rental date. Security and Insurance fees are subject to change and are the responsibility of the renter.
- **CANCELLATIONS**
 - a. Weekend reservations cancelled 90 days or more prior to the event will receive a refund of fees minus \$100
 - b. Weekend reservations cancelled 30–89 days prior to the event will receive a refund of fees minus \$300.
 - c. Weekend reservations cancelled 29 days or less prior to the event will receive a full refund of the rental fees and no refund of deposit(s).
 - d. Weekday reservations cancelled 30 days or more prior to the event will receive a refund of fees minus \$100
 - e. Weekday reservations cancelled 29 days or less prior to the event will receive a full refund of the rental fee and a 50% refund of the damage/security deposit.
- **DEPOSIT REFUNDS** are given when:

Prior to the next scheduled event, the cleanliness and condition of the premises are determined to be within standards. Any charges for damage, loss, excessive cleaning or additional custodial duties shall be deducted from the deposit. Costs exceeding the deposit will be billed to the renter. The report regarding the condition of the premises will be available from the Recreation Division after the rental.

The deposit will be refunded only to the person or organization whose name appears on the rental receipt.

DEPOSIT REFUNDS TAKE A MINIMUM OF 20 – 30 WORKING DAYS TO PROCESS AND WILL BE MAILED DIRECTLY TO YOUR HOME.

RENTAL POLICIES CONTINUED...

- DECORATIONS must be fire retardant. No real grapes or berries are allowed to be used as decorations. Tacks, pins, and nails are not allowed on the walls, ceiling tiles or light fixtures. Only masking tape on the walls or metal portions of the ceiling and tables is permitted. No Decoration shall be attached to the fire sprinklers. No open flames (candles, etc.) are allowed without prior approval (signed permit) by the Fire Marshall. **Confetti in not allowed in the building. If confetti is found you will lose your deposit.**
- PROOF OF INSURANCE from renters must provide proof of adequate liability coverage for their event in the form and amount as specified by the City of Ceres.
- MAXIMUM CAPACITY FOR the Ceres American Legion Memorial Building is 335 standing people. The maximum capacity for dining in the main hall is 226 people. The Fire Marshall has determined this number of people to be a safe occupancy for the building. The maximum number of people shall not be exceeded. Room capacities are posted in each room. Violation of maximum capacity may result in closure of the event.
- FRONT DOORS are to be kept closed during the use of the Ceres American Legion Memorial Building. All doors will remain closed during the event. This is ensuring that noise is kept at a minimal level and that the HVAC System is being used in an efficient and cost effective manner.
- Keys for the building must be picked up at the Recreation Division between 8:30 AM and 5:30 PM on the last working day before the rental reservation (working days are Monday thru Friday, excluding holidays). The renter will pay a call-out fee if a key needs to be delivered after a working day. Keys are to be returned to the rental attendant at the end of the event. Keys not returned to Rental Attendant will result in a forfeiture of the deposit. No deposits will be refunded until all keys are returned. Receipt of a key does not authorize early entry, and is for the scheduled rental time only. Duplication of keys is prohibited and punishable as a misdemeanor violation pursuant to Section 9.50.100(e) of the Ceres Municipal Code. The keys must be picked up by the renter. **(Note: a note signed by the renter authorizing the key to be picked up by the note bearer will be accepted if the renter is unable to pick up the key)*
- Smoking – is not permitted within the building and you are required to smoke 20 feet away from the building. (CA Code 19994.30-19994.35)

Rental term violations and/or safety or security concerns may result in immediate closure of the event and subject the renter to possible extra charges.

Smoking is limited to the patio areas only. Ashtrays are provided in those areas. Any damages to the facility due to smoking, ie; cigarette burns on the carpet or floor, will be charged to the renter.