



FORMAL RENTAL APPLICATION
UKIAH VALLEY CONFERENCE CENTER
 200 S. School Street, Ukiah, CA 95482
 P: (707) 463-6701 F: (707) 462-2088
 Emergency Call Out: (707) 391-4067

GENERAL INFORMATION

NAME OF APPLICANT		NAME OF ORGANIZATION	
MAILING ADDRESS			
TYPE OF ACTIVITY		ESTIMATED ATTENDANCE-PER CURRENT COVID PUBLIC HEALTH GUIDELINES:	
PHONE	CELL	EMAIL	
DATE OF EVENT(S)			
START AND END TIME OF EVENT(S)/MEETING(S)		TIME OF ARRIVAL	
FACILITY REQUESTED (SEE BELOW)			

Cabernet 1		Cabernet 2
Merlot		Zinfandel
Kitchen		

Red Rooms (includes Cabernet 1 & 2 along with Merlot & Zinfandel)

*** Room rental limited to an eight-hour period between 7:00am and 12:00am day of event**
*** Additional access to room outside of these hours is subject to fees and dependent on availability**

CANCELLATION POLICY: For large events and rooms (Cabernet 1 or 2, or the Red Rooms) client must provide at least a week notice from the date of their event. If we receive a late notice, there will be a cancellation fee. If no notice is given the client will be charged the full room price.

In the event of a Public Safety Power Shut Off (PSPS) event or other public emergency, the City of Ukiah maintains the right to cancel events with no advance notice to allow use of the facility for emergency operations. In the event of an emergency cancellation, the City will provide a full refund.

RELEASE OF LIABILITY AND INDEMNIFICATION: In consideration of and as a condition for use of above stated facility, applicant and/or organization hereby 1) acknowledges that in the event of an emergency the City may at its sole discretion and without advance notice cancel the reservation and, 2) agrees to assume all risks arising out of incidents associated with the use of said facility, and expressly waives any claim that the applicant/and or organization may otherwise have against the City of Ukiah based on the use of the City owned property or otherwise. Pursuant to this application, applicant and/or organization further agrees to defend, indemnify and hold harmless the CITY OF UKIAH, it's officers, agents, employees and volunteers from any and all claims, damages, losses or expenses, including bodily injury, property damage, or other loss resulting from the applicant's conduct, the conduct of third parties, or the joint conduct of the applicant and the City of Ukiah. The applicant and/or organization further agrees to pay the City of Ukiah any cost incurred in defending against any such claim, including reasonable attorney's fees. The applicant and/or organization shall be responsible for leaving said facility in the same condition as found. Any costs for clean up or damages, as determined by the representative of the City Community Services Department, will be charged to the applicant and/or organization. The applicant and/or organization further agrees to provide a Certificate of Insurance and Additional Insured Endorsement naming the City of Ukiah, it's officers, agents, employees and volunteers as additionally insured.

SIGNATURE OF APPLICANT: _____ **DATE:** _____ 1

ADDITIONAL EVENT INFORMATION

- | | | |
|--|-----|----|
| • Non-profit organization? | Yes | No |
| • Will alcohol be served?
<i>*If yes, a Certificate of Liability Insurance is REQUIRED</i>
<i>*If yes, and over 100 attendees, security is also REQUIRED (1 security staff per 100 people)</i> | Yes | No |
| • Will alcohol be sold?
<i>* If yes, a license from the Department of Alcoholic Beverage Control (ABC) is REQUIRED</i> | Yes | No |
- * Formal event parties cannot exceed more than 6 hours in duration.
* The serving of alcohol must stop no later than 10pm; music must stop no later than 11pm.

ADDITIONAL EVENT SERVICES, DETAILS & NOTES

FOOD & BEVERAGE SERVICES:

- | | |
|--|-----------|
| <input type="checkbox"/> Catering Services | Per Quote |
| <input type="checkbox"/> Linen & Party Supply Rental | Per Quote |

**** All rates are subject to change upon request for additional/different services***

AUDIO/VISUAL SERVICES:

- | | |
|---|------------------|
| <input type="checkbox"/> Podium w/Attached Microphone | Complimentary |
| <input type="checkbox"/> Screen <i>(available in Cabernet rooms only)</i> | Complimentary |
| <input type="checkbox"/> A/V Cart | Complimentary |
| <input type="checkbox"/> LCD Projector | \$75.00 per day |
| <input type="checkbox"/> Sound System | \$200.00 per day |

ROOM SET-UP:

- | | |
|---|------------------|
| <input type="checkbox"/> Reception | |
| <input type="checkbox"/> Theater/Assembly | |
| <input type="checkbox"/> Stage 8' x 16' | \$500.00 |
| <input type="checkbox"/> Dance Floor 20' x 20' | \$700.00 per day |
| <input type="checkbox"/> Other (please specify) | |

UVCC FORMAL EVENT TERMS AND CONDITIONS

DEPOSITS & FEES:

A \$500 deposit is due upon submitting application in order to secure you event date. Room rental will only be confirmed once the application is submitted, Terms and Conditions are signed, and deposit is received. The remaining balance of all rental fee MUST be paid in full no less than two week prior to the event.

INSURANCE:

A Certificate of Liability Insurance is REQUIRED. Caterer is also REQUIRED to obtain a Certificate of Liability Insurance. These documents must be submitted to UVCC at least two weeks prior to the event.

CLEANING:

In addition to the room rental fee, there is a \$600.00 non-refundable cleaning fee. This fee covers the cost of an outside cleaning service to clean the facility after you event. Should the cleaning serice charges exceed the estimate, the client is responsible for payment and will be invoiced for the difference.

The client is responsible for basic clean up. All items brought into the facility for your event MUST be removed by 12:00 am (for example: food, beverages, decorations, props, dishware, linen, etc.). Staff time required after 12:00am will be billed at \$70.00 per hour, with a 1-hour minimum.

Kitchen must be left clean. If client is using catering service, client is responsible for communication this expectation to caterer.

ROOM ARRANGEMENTS:

Client must provide a room layout at least two weeks prior to event. Requests for changes to room layout within a 24-hour period of the event may not be feasible.

Room Rental is limited to between the hours of 7:00am and 12:00am on the day of the event ONLY. Additional access to room outside of these hours is subject to fees and dependent on availability. Arrangements for room set-up and/or decorating must be scheduled with UVCC at lease two week prior to event.

OTHER:

Music must end no later than 11:00pm.

****I understand and agree to the UVCC Formal Event Terms & Conditions***

SIGNATURE OF APPLICANT: _____ DATE: _____

UVCC FORMAL EVENT CHECKLIST

Application submitted/Terms & Conditions signed/\$500.00 deposit

THE FOLLOWING ITEMS MUST BE SUBMITTED AT LEAST TWO WEEKS PRIOR TO EVENT:

Certificate of Liability Insurance

Caterer's Certificate of Liability Insurance

Security arrangements

Room layout (floor plans with dimensions available at UVCC)

Scheduled time to set-up/decorate

FINAL BALANCE PAID IN FULL

DUE BY DATE: _____