

RULES AND CONDITIONS OF HALL RENTAL

1. The Memorial District shall not be held responsible for any loss or breakage by the rental activity. Breakage and loss of Memorial District equipment shall be the sole responsibility of rental activity. Decorations, determined by the Fire Marshal or his/her representative, to be a potential hazard to the safety of the public, must be removed. No decoration shall be nailed, tacked or pinned to the walls or ceiling of this building. **DECORATIONS MUST BE APPROVED BY THE BUILDING MANAGER.**
2. The Bureau of Alcoholic Beverage Control will not permit the handling or dispensing of alcoholic beverages, of any form, within the building, except as prescribed by law.
3. Security protection will be provided by the Memorial District. The number of Security will be determined by the Chief of Police. The Security firm has the right to request that additional personnel be required. Guards must remain on duty 30 minutes after the conclusion of a dance.
4. The District Board reserves the right to request a Bond when it deems it necessary. The District Board will determine the amount of said Bond when required.
5. All dances will be limited to four hours, and will conclude by 1:00 A.M. local time.
6. All weddings and other receptions will cease at 11:00 P.M. local time.
7. The Bar shall close and NO alcoholic drinks will be served 30 minutes prior to the conclusion of any event.
8. The Kitchen and Barbecue Pits must be left clean after use. A deposit, as determined by the District Board, will be refunded if no cleaning is necessary by District personnel.
9. **ABSOLUTELY NO** equipment will be removed from the Memorial Building.
10. **RENTAL AND SECURITY COSTS** must be paid 30 days in advance of the event. All cancellations will be subject to a charge of 25% of the rental fee, unless the District is notified 60 days in advance. A minimum fee, as determined by the Directors, will be charged for any cancellation.
11. All youth activities will be properly supervised.
12. Information on rentals or usage may be obtained by calling (831) 674-2234.
13. The Board of Directors or their agents have control of the building at all times.
14. The capacity of the Hall has been established by STATE FIRE MARSHAL. For Dinner/Dances the **MAXIMUM** is 400. For an Assembly the **MAXIMUM** is 800. Chairs and tables may be moved **ONLY** by District employees. Persons responsible for the Hall Rental are also responsible for seeing that this **MAXIMUM** is not exceeded. **THIS WILL BE ENFORCED.**
15. For Dinner Dances the Hall will be available from 2:00 P.M. to 6:00 P.M., without charge, on the day prior to the event. Additional time will be charged at a rate as determined by the District Directors.
16. A **CERTIFICATE OF PERSONAL LIABILITY INSURANCE** must be provided 30 days in advance of the rental.
17. A Cleanup/Damage Deposit, as determined by the District Directors, must be paid in advance. All Cleanup and Damage charges will be deducted from the required deposit and the remainder of the deposit will be returned to the renter.