



RENTAL INFORMATION SHEET, RULES AND REGULATIONS

The following information is being provided to help you plan an enjoyable and safe event. All rules and regulations have been developed to insure the proper care of the facility and Club equipment. Failure to comply with all rules and regulations may result in additional charges and/or a partial/complete loss of your damage/cleaning deposit.

ROOMS AVAILABLE

The Boys and Girls Club of Simi Valley has the following facilities available for rent:

- I. Conference Room - Use for small group meetings, private personal receptions, sales meetings, training, etc.
Seating Capacity: 30 in a conference room sitting around "U" shaped tables.
48 for theater presentations.
24 for classroom setting (tables with chairs on one side).
- II. Multipurpose Room* - Use for weddings, private parties, Bar and Bat Mitzvahs, etc.
Seating Capacity: 160 for dinner and/or dance affairs.
220 for theater presentations.
190 for seminars (tables with chairs on one side).
*Also available in "split-room" configuration: see below Rental Charge Schedule.
- III. Gymnasium - Use for larger receptions, corporate business meetings, trade fairs, etc.
Seating Capacity: 400 for dinner and/or dance affairs.
600 for theater presentations.
- IV. Kitchen - The kitchen is available with a room rental for caterers as both a warming kitchen or a full production kitchen. All equipment is available with specific charges.

RENTAL CHARGE SCHEDULE

Hours of operation are from 8:00 a.m. to 12:00 p.m. midnight ONLY. All rentals shall end no later than midnight on the day of event reservation. Special considerations are available but must be approved by the Board of Directors 45 days prior to the scheduled event. The below rooms rent for the following times and charges:

I.	<u>Conference Room</u> - (No minimum time period)	\$ 25.00/hour
II.	<u>Multipurpose Room</u> - Full Room - (8 hour time period)	\$ 1,000.00
	Two hour minimum	\$ 350.00
	Additional Hours	\$ 100.00
	<u>Multipurpose Room</u> : - Half Room - (8 hour time period)	\$ 600.00
	Two hour minimum	\$ 200.00
	Additional Hours	\$ 60.00
III.	<u>Gymnasium</u> - (8 hour time period)	\$ 1,500.00-250 or under
		\$ 1,700.00- Over 250
	Four Hour minimum	\$ 900.00
	Additional Hours	\$ 125.00
IV.	<u>Kitchen</u> - (Rented only in conjunction with other rooms)	\$ 100.00

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WHAT DEPOSITS ARE REQUIRED?

A thirty percent (30%) deposit of Rental Charges will secure your date on the calendar and will be applied to your base rental charge. Additional charges and/or deposits may be applicable.

A **conditional refundable cleaning and damage deposit** of \$300 to \$1000, depending on the event, is required. Balance of all Deposits and Charges are due 14 days **PRIOR** to the event. All proof of insurance, ABC permits, caterer's liability insurance & information are due at the same time as all balance of Deposits and Charges. Deposit will be refunded 2-3 weeks after the event. If the police must be called for a disturbance your event will be shut down and your deposit forfeited.

WHAT IS INCLUDED IN THE RENTAL CHARGES?

Tables and chairs are available and included in room charges, with certain limitations. You may bring in your own tables or rented tables, not to exceed the dining capacity. **Club tables and chairs are not to leave the room being rented.**

A mop, bucket, dustpan and broom will be made available for cleaning. We do not provide linens, serving pieces, dishes, trays or decorations. The kitchen may provide you with refrigeration, food staging areas, ice, dish washing, etc. ANY use of the kitchen requires a basic rental charge.

Use of the built-in P.A. system and stage (in the MPR) are included in above room rental charges.

WHEN CAN RESERVATIONS BE MADE?

Reservations are taken on a first-come basis, minimum of two weeks, maximum of 12 months in advance. Long range planning, up to 18 months in advance, is provided for your convenience. However, no firm reservations can be made greater than 12 months due to the uncertainty of future schedules and requirements of programming at the Boys & Girls Club of Simi Valley. If you do ask for a future date, you will be responsible to solidify the date with a deposit and completed application at the 12 month date.

WHEN WILL THE ROOM BE AVAILABLE FOR YOUR EVENT?

The room will be available at the time specified on the permit. A Club representative will be on duty for the duration of your event to assist you.

All event preparation, decorating and cleaning, must be done within the time shown on your permit.

HOURS OF OPERATION

Hours of operation are from 8:00 a.m. to 12:00 p.m. midnight ONLY.

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SECURITY

Security guards are required for all events which involve the rental of the property by a non-Boys & Girls Club of Simi Valley club or group. USERS shall be responsible for all costs related to security. Security guards are present to ensure building security and to assist USERS in any emergency situation. The Club shall determine the number of guards needed based on number of people at your event, number of youths, whether alcohol is being served, etc. All costs related to security are in ADDITION to charges and deposits and shall be paid directly to the security company 14 days **PRIOR** to the event. Security guards used shall be approved by the Boys & Girls Club of Simi Valley. If the police must be called for a disturbance your event will be shut down and your deposit forfeited.

Security guards are required to be present at the Club between the scheduled start and finish times of your event.

SERVING OR SELLING ALCOHOLIC BEVERAGES

Alcohol may only be possessed or consumed within the Boys & Girls Club building under the following conditions:

A. If alcohol is being sold, you must obtain all necessary permits, including the Alcoholic Beverage Control Board permit, no less than 14 calendar days prior to the date of your event. (The ABC can be reached at [805] 564-7717 and is located at 411 E. Canon Perdido, Santa Barbara, CA 93101)

A copy of the permit must be on file with the Club and the original permit shall be clearly posted on the day of the actual event.

B. If alcohol is being catered, your caterer must submit a copy of his ABC permit and liability insurance to the Club no less than 14 calendar days prior to the date of your event.

Failure to comply with either A or B above will constitute cancellation of event and forfeiture of deposits and charges previously paid.

Alcohol must be consumed in the room you have rented only. **NO ALCOHOL is permitted in the lobby, rest room or parking lots.** The Club facility adjoins a public park and alcohol consumption is strictly forbidden by law (Section 10-1.05(B) SVMC, Title 10). The park is patrolled by Rancho Simi Recreation and Parks Rangers who strictly enforce this ordinance.

NO ALCOHOLIC BEVERAGES SHALL BE SERVED OR MADE AVAILABLE TO MINORS AT ANY TIME.

ANY violation of this directive will result in early termination of the event and forfeiture of all deposits, charges, etc.

INSURANCE COVERAGE

A Certificate of Liability and Property Damage Insurance, from an Insurance Company licensed in the State of California, must be filed with the Boys & Girls Club of Simi Valley prior to the use of the building. Since getting a certificate of insurance from some carriers takes time, we suggest you start this process early in your planning process.

Minimum Coverage:

General Liability - Occurrence Basis Required

Host Liquor Liability (if alcoholic beverages will be served at the event at no charge), or,

Liquor Legal Liability (if alcoholic beverages will be sold at the event).

Minimum Limits: The minimum coverage limits shall be in the principle amount of \$500,000. Coverage period includes set-up, tear down and event. Combined single limits as to bodily injury to persons and damage to property,

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LIABILITY INSURANCE IS MANDATORY.

NOTE: A Certificate of Insurance NAMING THE BOYS & GIRLS CLUB OF SIMI VALLEY ADDITIONALLY INSURED must be received by the Boys & Girls Club of Simi Valley 14 days prior to the Club's final approval of the Facility Reservation Agreement and Permit.

CATERERS MUST SHOW PROOF OF LIABILITY AND WORKMAN'S COMPENSATION INSURANCE AND HAVE A COPY ON FILE WITH THE BOYS AND GIRLS CLUB OF SIMI VALLEY

In the event you are unable to provide the necessary insurance, contact Boys & Girls Club as soon as possible.

REQUIREMENTS FOR RETURN OF DEPOSIT

USERS are expected to leave the facility in the same condition they found it. All trash, including food service, decorations, etc., shall be removed to the trash dumpsters located in front of the building or placed in trash receptacles provided. Any noticeable carpet stains or other damage to facility will be the responsibility of the Users and forfeiture of deposit or additional charges may apply. All rented items shall be removed from the premises unless prior arrangements have been made with the Club.

Bathrooms shall be cleaned of all party materials and left as they were when you arrived.

The areas **around the Club building, including the parking lot, patios, and grassy areas**, should be "walked" to pick-up any trash related to your event.

Must adhere to room capacity limits.

Behavior of attendees must be non-violent.

WHEN IS FINAL PAYMENT DUE?

Balance of all Deposits and Charges are due 14 days **PRIOR** to the event.

CANCELLATION POLICY

If the need arises to cancel your event or reschedule it to a later date, you must do so **IN WRITING** at least forty-five (45) calendar days prior to the reservation date. The following cancellation schedule is in effect:

- More than 45 days prior to event - Forfeit 25% of room reservation charges.
- 30-44 days prior to event - Forfeit 50% of room reservation charges.
- Less than 30 days prior to event - NO REFUND.

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MISCELLANEOUS

Room capacity limits will be strictly enforced. Failure to adhere to capacity limits will result in your event being shut Down. In addition, you will lose your deposit.

Attaching decorations to the wall is very limited and the following guidelines shall be followed: No scotch tape, nails, screws or staples in the walls, tables or woodwork are permitted. Push pins into the cloth covered wall panels are OK but not in the painted surfaces or hard wood structures. Masking tape is OK on the walls above the paneling but not on the paneling. The general rule is once the fastener is removed, is there any evidence it was ever there? If the answer is yes, then don't use that type of fastener.

NO SMOKING allowed inside the building at any time. OPEN FLAMES are not allowed inside the building. Ventura County Fire Protection District has specific requirements and demands a permit anytime open flames are present. Please ask for their information sheet or, contact them at: Ventura County Fire District, 165 Durley Ave., Camarillo, CA 93010. Phone: (805) 389-9710. Ask for their Uniform Fire Code Permit Application.

PLEASE, **NO** rice, bird seed, confetti or any type of small particulate material is to be thrown inside or outside of the building. No glitter or confetti is permitted for decorating or throwing.

All colored die-based liquids, such as Kool-Aid, grape juice, or other similar drinks, are strictly forbidden inside the Boys & Girls Club building. You will be charged for the clean-up, repair or replacement of carpets, walls or furniture stained by spills caused by you or your guests.

The parking lot at the three story office building to the south of the Boys & Girls Club of Simi Valley is private property and no parking is permitted there during your event without the written consent of the owners. Additional parking is available at the Ventura County Office/Court Building complex just east of the Club at 3855 Alamo Street.

If beer or wine is to be served, protection for tables, floors, stage, etc., is to be taken. If beer kegs are used, they must be wrapped to protect the surfaces they sit upon.

No weapons are allowed on the grounds of the Boys & Girls Club of Simi Valley. A weapon is any object described in the California Penal Code.

Although you'll have your own event security, the ultimate responsibility for the welfare of your personal belongings is yours. Please do not leave your rented room unattended or ask anyone outside of your group to "watch your things" while you leave the area. *Please don't assume security knows what they are to do at your event. Be very specific with them as what each guard is to do and how they are to be utilized throughout your stay here at the Boys & Girls Club.*

Please DO NOT move items from one area of the building to another. The taking of furniture outside of the building is strictly forbidden and any loss of property will be charged against your deposits.

We ask you to read this rental information sheet with rules and regulations outlined above and initial all pages. .

Thank you for considering the Boys & Girls Club of Simi Valley for your special event.

PLEASE LET US KNOW HOW WE CAN BE OF HELP TO YOU. DON'T HESITATE ASK QUESTIONS IF SOMETHING CONTAINED HERE IS NOT PERFECTLY CLEAR.