



# SOLVANG VETERANS' MEMORIAL BUILDING RENTAL APPLICATION

Physical Address: 1745 Mission Drive • Solvang California 93463  
Mailing/Rental Correspondence: 411 Second St • Solvang CA 93463  
**[parksandrec@cityofsolvang.com](mailto:parksandrec@cityofsolvang.com) (805) 688-7529**

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The Solvang Veterans' Memorial Building is a community facility owned by the City of Solvang in beautiful downtown Solvang. A local landmark built more than a half century ago, the Veterans' Memorial Building is available to rent for weddings, ceremonies, meetings, fundraisers and more. To rent the Memorial Building facility, please review this document, complete the application, including date selection and submit to the City of Solvang Parks and Recreation Department for approval along with payment.

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## VETERANS' MEMORIAL BUILDING FEE CHART

| LARGE HALL | RATE STRUCTURE           |                   |                           | CLEANING/<br>DAMAGE<br>DEPOSIT** | PRIVATE<br>SECURITY*** | LIABILITY<br>INSURANCE**** |
|------------|--------------------------|-------------------|---------------------------|----------------------------------|------------------------|----------------------------|
|            | NON-PROFIT<br>GOVERNMENT | FAMILY<br>LOCAL * | OUT OF AREA<br>COMMERCIAL |                                  |                        |                            |
| 0-6 Hours  | \$ 232.00                | \$ 490.00         | \$ 722.00                 | \$ 516.00                        | TBD                    | TBD                        |
| 6+ Hours   | \$ 309.00                | \$ 799.00         | \$ 1,161.00               | \$ 516.00                        | TBD                    | TBD                        |

| LARGE<br>HALL/KITCHEN | RATE STRUCTURE           |                   |                           | CLEANING/<br>DAMAGE<br>DEPOSIT** | PRIVATE<br>SECURITY*** | LIABILITY<br>INSURANCE**** |
|-----------------------|--------------------------|-------------------|---------------------------|----------------------------------|------------------------|----------------------------|
|                       | NON-PROFIT<br>GOVERNMENT | FAMILY<br>LOCAL * | OUT OF AREA<br>COMMERCIAL |                                  |                        |                            |
| 0-6 Hours             | \$ 258.00                | \$ 645.00         | \$ 877.00                 | \$ 516.00                        | TBD                    | TBD                        |
| 6+ Hours              | \$ 387.00                | \$ 928.00         | \$ 1,341.00               | \$ 516.00                        | TBD                    | TBD                        |

| LEGION WING | RATE STRUCTURE           |                   |                           | CLEANING/<br>DAMAGE<br>DEPOSIT** | PRIVATE<br>SECURITY*** | LIABILITY<br>INSURANCE**** |
|-------------|--------------------------|-------------------|---------------------------|----------------------------------|------------------------|----------------------------|
|             | NON-PROFIT<br>GOVERNMENT | FAMILY<br>LOCAL * | OUT OF AREA<br>COMMERCIAL |                                  |                        |                            |
| 0-6 Hours   | \$ 181.00                | \$ 413.00         | \$ 619.00                 | \$ 309.00                        | TBD                    | TBD                        |
| 6+ Hours    | \$ 258.00                | \$ 645.00         | \$ 928.00                 | \$ 309.00                        | TBD                    | TBD                        |

| LEGION<br>WING/KITCHEN | RATE STRUCTURE           |                   |                           | CLEANING/<br>DAMAGE<br>DEPOSIT** | PRIVATE<br>SECURITY*** | LIABILITY<br>INSURANCE**** |
|------------------------|--------------------------|-------------------|---------------------------|----------------------------------|------------------------|----------------------------|
|                        | NON-PROFIT<br>GOVERNMENT | FAMILY<br>LOCAL * | OUT OF AREA<br>COMMERCIAL |                                  |                        |                            |
| 0-6 Hours              | \$ 232.00                | \$ 567.00         | \$ 825.00                 | \$ 309.00                        | TBD                    | TBD                        |
| 6+ Hours               | \$ 335.00                | \$ 825.00         | \$ 1,186.00               | \$ 309.00                        | TBD                    | TBD                        |

| KITCHEN/BBQ | RATE STRUCTURE           |                   |                           | CLEANING/<br>DAMAGE<br>DEPOSIT** | PRIVATE<br>SECURITY*** | LIABILITY<br>INSURANCE**** |
|-------------|--------------------------|-------------------|---------------------------|----------------------------------|------------------------|----------------------------|
|             | NON-PROFIT<br>GOVERNMENT | FAMILY<br>LOCAL * | OUT OF AREA<br>COMMERCIAL |                                  |                        |                            |
| 0-6 Hours   | \$ 77.00                 | \$ 181.00         | \$ 258.00                 | \$ 155.00                        | TBD                    | TBD                        |
| 6+ Hours    | \$ 129.00                | \$ 232.00         | \$ 309.00                 | \$ 155.00                        | TBD                    | TBD                        |

| TOTAL FACILITY | RATE STRUCTURE           |                   |                           | CLEANING/<br>DAMAGE<br>DEPOSIT** | PRIVATE<br>SECURITY*** | LIABILITY<br>INSURANCE**** |
|----------------|--------------------------|-------------------|---------------------------|----------------------------------|------------------------|----------------------------|
|                | NON-PROFIT<br>GOVERNMENT | FAMILY<br>LOCAL * | OUT OF AREA<br>COMMERCIAL |                                  |                        |                            |
| 0-6 Hours      | \$ 413.00                | \$ 980.00         | \$ 1,290.00               | \$ 722.00                        | TBD                    | TBD                        |
| 6+ Hours       | \$ 619.00                | \$ 1,496.00       | \$ 1,857.00               | \$ 722.00                        | TBD                    | TBD                        |

\*PRIVATE PARTY RENTALS IN WHICH THE RENTER IS A RESIDENT OF SOLVANG, SANTA YNEZ, BUELLTON, LOS OLIVOS, BALLARD AND LOS ALAMOS- ALL TOWNS OR CITIES THAT MAKE UP THE SANTA YNEZ VALLEY

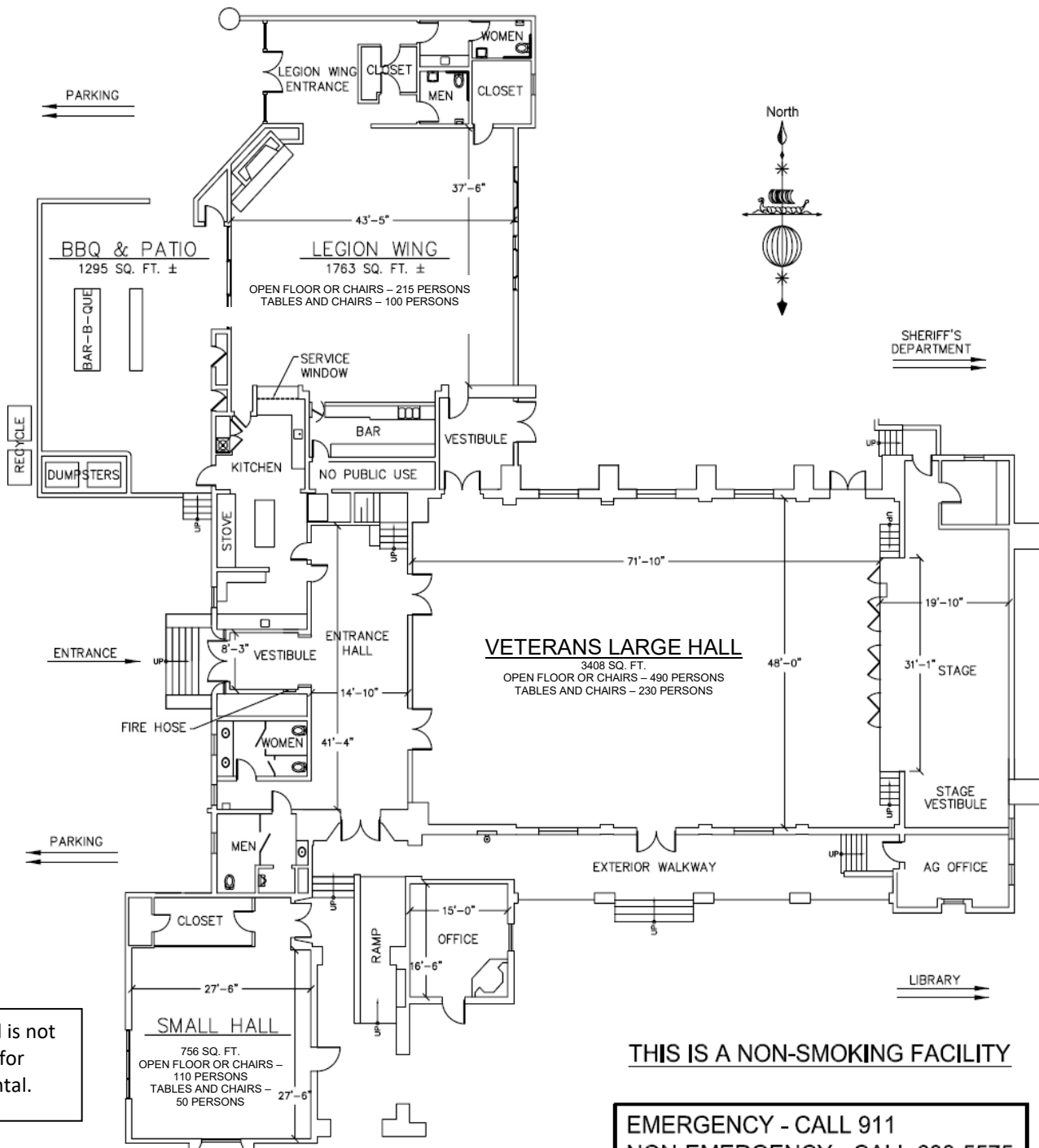
\*\*REFUNDABLE IF CLEANING/DAMAGE CHECKLIST IS FOLLOWED

\*\*\*PRIVATE SECURITY IS NEEDED WHEN ALCOHOL IS SERVED FOR A PRIVATE OR PUBLIC EVENT

\*\*\*\* LIABILITY INSURANCE IS REQUIRED FOR ALL EVENTS. THIS CAN BE PURCHASED THROUGH THE CITY OF SOLVANG RECREATION DEPARTMENT OR OBTAINED THROUGH YOUR PERSONAL INSURANCE AGENT.

PLEASE NOTE: THE SMALL HALL IS NOT AVAILABLE FOR PUBLIC RENTAL.

# CITY OF SOLVANG VETERANS MEMORIAL BUILDING



1745

MISSION DRIVE

## TABLES/CHAIRS

Legion Wing – 12 round tables (72"); 3 banquet tables (8'); 80 cushioned chairs

Large Hall – 30 banquet tables (8'); 275 metal folding chairs

## APPLICATION PROCESS

- 1) Read and complete this application. Return the completed application to the City of Solvang Recreation Department located at 411 Second Street, Solvang. Or mail to Solvang Parks and Recreation, 411 Second St, Solvang, California, 93463.
- 2) The Recreation Department staff will determine the availability of the requested facility and rental date.
- 3) The Veterans' Building facility rules will be reviewed with the applicant and fees and deposits will be determined. The applicant must pay a reservation deposit of 25% of the rental charge to secure the reservation.
- 4) All fees and deposits are due 30 days prior to the event. Reservations made less than 30 days prior to an event require immediate payment of rental fee and deposits. No reservation requiring security may be made less than 30 days prior to an event.
- 5) Any special terms and/or conditions will be determined on the basis of estimated attendance, type of event and whether or not alcohol is served. Documentation verifying compliance with the special terms and conditions is due 30 days prior to the event.
- 6) Liability insurance naming the City of Solvang as additional insured will be required if the event falls within the City's Special Event Liability Program guidelines.

## INSURANCE & INDEMNIFICATION

All users must provide insurance coverage that is maintained for the duration of the event including set-up and dismantle dates not less than \$1,000,000 per occurrence, \$2,000,000 general aggregate, for bodily injury, personal injury, and property damage. Any endorsement restricting standard ISO "insured contract" language will not be accepted. General liability policies shall provide or be endorsed to provide that City and its officers, officials, employees, agents, and volunteers shall be additional insureds under such policies. This provision shall also apply to any excess/umbrella liability policies. For a fee, the City offers Special Event Liability Insurance (information is available with the Recreation Coordinator). Insurance must be obtained 30 days prior to the event. Multiple use organizations may be provided on an annual or per event basis. The City must be notified if insurance has been changed or cancelled and a new policy must be issued to the City. The City of Solvang reserves the right to apply this provision to other lines of required insurance coverage. (e.g., professional liability, sexual abuse, and molestation policies).

### Primary/Non-Contributing

- Coverage provided by Event Organizer shall be primary, and any insurance or self-insurance procured or maintained by the City shall not be required to contribute with it. The limits of insurance required herein may be satisfied by a combination of primary and umbrella or excess insurance. Any umbrella or excess insurance policies shall include or be endorsed to contain a provision that such coverage shall also apply on a primary and non-contributory basis for the benefit of the City before the City's own insurance or self-insurance shall be called upon to protect it as a named insured.

### Waiver of Subrogation

- All insurance coverage maintained or procured pursuant to the Special Event Application shall be endorsed to waive subrogation against the City, its elected or appointed officers, agents, officials, employees, and volunteers or shall specifically allow Event Organizer or others providing insurance evidence in compliance with these specifications to waive their right of recovery prior to a loss. The Event Organizer hereby waives its own right of recovery against the City and shall require similar written express waivers and insurance clauses from each of its vendors.

## FEES AND DEPOSITS

### 1) FEES

#### RENTAL FEES

Rental fees are charged for use of the facilities. All rental fees must be paid 30 days prior to the event. The rental fee is determined by:

- a) Which room(s) is used.
- b) How long the event will last.
- c) Whether or not the renter is legal, local non-profit. Proof is required. Groups must provide proof of tax-exempt certification from the IRS and be a local non-profit whose revenue is distributed in the Santa Ynez Valley.

### 2) WI-FI

Private networks can be purchased for \$20, and a password is given to the event organizer/renter.

### 3) DEPOSITS

#### RESERVATION DEPOSIT

- a) A reservation deposit of 25% of the rental fee must be paid at the time the rental application is submitted to secure reservation.
- b) No reservation deposit is required for recurring weekly or monthly events. The full rental charge for the desired facility for recurring events is payable on a monthly or annual basis in advance.

#### CLEANING/DAMAGE DEPOSIT

- a) All facility users pay a refundable cleaning/damage deposit due 30 days prior to the event. The cleaning/damage deposit is dependent upon which room(s) is used. The deposit is refundable if:
  1. Cleaning Policy Checklist is followed (see pages 8-9).
  2. No damage has occurred to the facility related to the event.
  3. No misrepresentations have been made on the application (see *Facility Guidelines*).
  4. Rules are followed (see *Facility Guidelines*).

5. **KEYS ARE RETURNED.** Renters that do not return key(s) may be charged for a re-keying of the facility. The charge will be withheld from the cleaning/damage deposit. Keys must be returned within 24 hours. Weekend events must return keys by Monday. Keys NOT returned within a 24-hour period will be charged:

| <b>Keys Returned After:</b> | <b>Will Be Charged:</b>      |
|-----------------------------|------------------------------|
| 24 hours                    | \$25.00                      |
| 48 hours                    | \$50.00                      |
| 72 hours                    | \$75.00                      |
| More than 72 hours          | Full cleaning/damage deposit |

#### **4) ALCOHOL SECURITY DEPOSIT**

- a) A alcohol security deposit may be required of any group, which is not required to pay a private security fee. The Alcohol Security Deposit is \$300.00 and is fully refundable if the conditions explained in the Alcohol Security Policy are met.

#### **CANCELLATION POLICY**

If the renter must cancel the event and terminate the reservation, the following chart outlines the amount of rent that may be returned to the renter.

| <b>Cancellation Notice (by Renter)</b> | <b>Amount of Fee Refunded</b>                        |
|----------------------------------------|------------------------------------------------------|
| <i>0-30 days</i>                       | <i>\$0.00</i>                                        |
| <i>31-90 days</i>                      | <i>Full refund, less \$100.00 administrative fee</i> |
| <i>91+ days</i>                        | <i>100%</i>                                          |

# ALCOHOL SECURITY POLICY

All functions taking place at the Veterans' Memorial Building, *except those exempted elsewhere in this document*, which involves the serving, sale, or importation for use of alcohol will require private security personnel on scene. Private security is obtained through the Santa Barbara County Sheriff's Department and/or City-approved security service vendors by the Recreation Department.

## Alcohol Security Policy Rules

1. The minimum number of security personnel on scene at an event will be two guards; three could be required for entire facility rentals and high attendee rates. Additional security will be determined on a 1:100 ratio when using the Santa Barbara County Sheriffs or City-approved private security service vendors.
2. The use of alcoholic beverages and the number of persons attending the event will determine the need for security. Additional security costs incurred, in the event of arrests, injuries to officers, or other unusual circumstances will be billed directly to the responsible party(ies).
3. An event that does not include the distribution, sale, or consumption of alcohol, will not require paid private security personnel. However, such events will require a \$300.00 refundable security deposit. This deposit will be held for twenty (20) working days following the event. If an incident occurs during the event, which requires the response of **Law Enforcement, EMS, or Fire Department, and the incident is alcohol related**, the \$300.00 will be applied as necessary to cover administrative and law enforcement costs. Similarly, if the organizers of the event neglect to curtail the use of alcohol, and it is brought to the attention of or observed by Law Enforcement, the \$300.00 will be applied as necessary to cover administrative and law enforcement costs. If such an alcohol related event should occur, Law Enforcement at the scene may terminate the event for public safety concerns.
4. City Staff / Sheriff will determine the possible exemption of non-profit/government organizations from the provisions of this security policy, based on the fact that these organizations have a proven, three (3) consecutive year track record of conduct.
5. If an occurrence takes place at the event requiring the presence of the Santa Barbara County Sheriffs, the renter will be responsible for all sheriffs related costs and will be billed as such.
6. If private security is needed, the Recreation department will coordinate with their contracted security vendor. You must give 30 days' notice prior to event and pay all fees/deposits.
7. There is a four (4) hour minimum for alcohol security services.
8. Security fees are \$55/hour per security guard. Security must include 30 minutes before and after alcohol is served.

**The party must stop when security service concludes.**

ALCOHOL SERVED: START \_\_\_\_\_ END \_\_\_\_\_

TIME OF SERVICE: START \_\_\_\_\_ END \_\_\_\_\_

I HAVE READ AND UNDERSTAND THE SECURITY POLICY. **PLEASE SIGN AND RETURN DOCUMENT.**

Name \_\_\_\_\_ Signature \_\_\_\_\_

**SOLVANG VETERANS' MEMORIAL BUILDING  
RENTAL APPLICATION  
Please sign and return document**

Date of Application

|                                                                                                           |                      |                                                                                     |       |     |
|-----------------------------------------------------------------------------------------------------------|----------------------|-------------------------------------------------------------------------------------|-------|-----|
| Name of Responsible Party                                                                                 |                      |                                                                                     |       |     |
| Address                                                                                                   |                      | City                                                                                | State | Zip |
| Mobile Phone                                                                                              | Home Phone           | Email                                                                               |       |     |
| Name of Organization                                                                                      |                      |                                                                                     |       |     |
| Purpose of Rental                                                                                         |                      |                                                                                     |       |     |
| Local Non-Profit State ID # (all event proceeds must stay in the Santa Ynez Valley)                       |                      |                                                                                     |       |     |
| Alternate Contact Name                                                                                    |                      | Alternate Contact Phone                                                             |       |     |
|                                                                                                           |                      |                                                                                     |       |     |
| Facility Use (Check all that apply)                                                                       |                      | Building Seating Capacity                                                           |       |     |
| CHECK                                                                                                     | Large Hall.....      | 490 – Open Floor or Chairs (max capacity)<br>230 – Tables and Chairs (max capacity) |       |     |
|                                                                                                           | Legion Wing.....     | 215 – Open Floor or Chairs (max capacity)<br>100 – Tables and Chairs (max capacity) |       |     |
|                                                                                                           | Kitchen/BBQ.....     | N/A                                                                                 |       |     |
|                                                                                                           | Other.....           | List:                                                                               |       |     |
|                                                                                                           |                      |                                                                                     |       |     |
| Event Date(s)                                                                                             | Estimated Attendance |                                                                                     | YES   | NO  |
| Event Hours (including set-up and take-down)<br>*Weekend hours begin at 10:00am.<br>am/pm am/pm           |                      | Will alcohol be served?                                                             |       |     |
| EVENT MUST CONCLUDE BY 11:00 PM SUN-THURS.<br>EVENT MUST CONCLUDE BY 12:00 AM FRI-SAT.                    |                      | Will alcohol be sold?                                                               |       |     |
| EVENT CLEANUP MUST BE COMPLETED BY 12:00AM SUN-THURS<br>EVENT CLEANUP MUST BE COMPLETED BY 1:00AM FRI-SAT |                      | Will there be a dance?                                                              |       |     |
|                                                                                                           |                      |                                                                                     |       |     |

# FACILITY GUIDELINES (Rules and Regulations)

## Please sign and return document

1. The Veterans' Memorial Building is available for rent by contacting Solvang Recreation located at 411 Second Street, between 8am and 5pm Monday through Friday or by calling (805) 688-7529.
2. The completeness and validity of the rental application will be recognized when facility rules and City policies have been reviewed, fees & deposits paid and the Responsible Party/Renter has signed the application. Key pick-up: M-F, City staff will meet with the renter on premises or coordinate an alternate key-pick up accommodation. Sat/Sun rentals, City Staff will meet with the renter on premises. All scheduled weekend events cannot enter the facility before 10:00am.
3. When minors use the facility, the group must at all times be under the direction of its own adult leadership. There must be at least one adult for each twenty (20) minors in attendance.
4. SMOKING IS NOT ALLOWED in the Veterans' Memorial Building by City Ordinance (6-4-3). Smoking in the building is automatic grounds for forfeiture of all deposits. No exceptions will be made.
5. The sale of alcoholic beverages at this facility is subject to State and Local ordinances and must be approved by the City Manager or designee in writing prior to the beginning of the function. The appropriate ABC license is to be required. Additional fees and insurance with the City named as an additional insured will be required. The consumption of alcoholic beverages is only allowed inside the facility.
6. Any request for exceptions to rules or charges for use of the facility must be presented in writing no later than thirty (30) days prior to the date of the function. Appeals must be addressed to the City Manager or designee. All users must fill out application regardless of type of use for the hall/building/surrounding areas.
7. The City of Solvang reserves the right to limit the use of the Veterans' Memorial Building as deemed in the best interest of the City of Solvang and its residents.
8. Under emergency circumstances, the City reserves the right to cancel reservations.
9. The Responsible Party shall be responsible for the general conduct of the attendees and the enforcement of the rules governing the use of the facility.
10. The Solvang Sheriff's Department has the authority to disperse any group for lawful reasons. In case of such dispersal, the group will forfeit all deposits.
11. No animals of any kind (except therapy dogs and the Greyhound Society) are permitted indoors within the Veterans' Memorial Building. Appeals can be addressed to the City Manager or designee.
12. No pyrotechnics of any kind are to be used inside the Veterans Memorial Building.
13. Music must stop by 12:00 midnight on Friday and Saturday nights, and by 11:00pm Sunday through Thursday. All north side doors and windows must be closed by 10:00pm. The event and any associated cleanup shall end no later than 1:00am of the date following the event.
14. Decibel readings in excess of 60 dB as measured from the intersection of Maple and Amber after 10:00pm will initiate a response from the Solvang Sheriff's Department. The officers will advise event coordinators on measures, wh
15. ich will reduce decibel readings. Subsequent readings over 60dB may result in action up to and including termination of the event by the Sheriff's Department.
16. No advertising shall be exhibited, and no solicitations or sales shall be made on the grounds without written approval of the City of Solvang (City ord. 8-3-5A).
17. All signage is limited to approved information on the Veterans Hall marquee. Applications for the marquee are available in the Parks and Recreation office. Please be advised that the Solvang Municipal Code 11-13-9 applies to all signage. Prohibited signs (including, but not limited to) are:
  - Flashing, rotating, or blinking signs
  - Off-premise signs
  - A-frame signs
  - Portable signs
  - Banner signs and balloons
  - Mobile signs
  - Signs attached to trees, fences, etc.
  - Any temporary sign outside of a building or attached to the exterior of a building, including banners, placards, streamers, balloons or similar devices, except as provided in Solvang Municipal Code 11-13-9.
  - Outdoor decorations, embellishments, ornaments or merchandise used as an attention getting device, including, but not limited to: fabric, plastic, wood, balloons, paper, metal or merchandise attached in any manner on the outside of a single commercial enterprise, a shopping center or shopping complex.
  - Mobile commercial signs. No person shall park any vehicle on a public right of way or in a location on private property, which is visible from a public right of way, which has attached thereto or suspended therefrom any sign, except a sign painted directly upon, magnetically affixed to or permanently affixed to the body or other integral part of the vehicle. The primary use of such vehicles shall be in operation of the business and not in advertising or identifying the business premises. The vehicle shall not be parked for the sole purpose of advertising. Vehicles parked in a manner, as a sole means of advertising shall be in violation of this chapter.
18. No ancillary use of the parking lot or grounds is authorized without the prior approval of the City Manager or designee. ***Any violations of this type will be subject to an Administrative Citation in the amount of \$200.00 per sign per day that the violation occurs. For questions, please contact the Planning Department at 688-4414.***
19. Cleaning policy checklist is followed.
20. No open flames/candles are to be used.
21. All rental items (ex. Chairs, tables, linens, dinnerware, etc.) of the renter are the responsibility of the user. It is the user's responsibility to make certain that all rental items are removed from the Veterans Memorial Hall premises at the end of the event.
22. Facility users are free to use the chairs and tables located in each of the rooms they have rented. However, no furniture may be moved out of its assigned room. All furniture must be cleaned and put away in its proper location at the end of the function. See cleaning policy for further information.
23. Decorating the Veterans' Memorial Hall using nails, screws, staples, etc., in walls or woodwork is prohibited. **AT NO TIME SHALL ANY EXITS OR EXIT SIGNS BE COVERED OR OBSTRUCTED.**
24. No glitter or confetti allowed. Full forfeiture of deposit if glitter/confetti is used.

The City of Solvang is not responsible for accidents, injury, loss, or damage to private property within the Veterans' Memorial Building. The Responsible Party shall be responsible for reimbursing the City for any loss or damage to City owned property related to the event.

I have read, understood and agree to abide by the above rules and policies. My signature certifies that all information on this application is true, including that regarding the use of alcohol and the purpose of renting the facility. I understand and agree that any misstatements or omission of material fact herein may cause forfeiture of my deposits and/or justifiable cause to deny facility rental in the future. I understand the City may assign and bill for all administrative costs necessary to enforce all rules and regulations.

Signature (Responsible Party): \_\_\_\_\_ Date: \_\_\_\_\_

# Building Cleaning Policy Checklist

## Outside Lawn, Parking Lot, and BBQ patio

- ☐ Trash and food picked up and disposed of in dumpster.
- ☐ BBQ counters wiped down and food removed.
- ☐ Decorations removed. (No glitter or confetti allowed.)
- ☐ Lights off.

## Legion Wing, Large Hall, Lobby, Kitchen, and Restrooms

- ☐ Trash and food picked up and disposed of in dumpster.
- ☐ All counters wiped down.
- ☐ Floors swept and mopped with **WATER ONLY**. Free of marks, gum, spills, and not sticky once dried.
- ☐ All tables and chairs returned to their original spot, clean and not broken.
- ☐ Walls free of marks, food splatters, tape and other items used to hang decorations.
- ☐ Bar counter and sinks, refrigerator and ice bin cleaned/cleared.
- ☐ Floor drains under bar emptied and cleaned.
- ☐ Stove cleaned inside and out.
- ☐ Refrigerator wiped down inside and out.
- ☐ Microwave cleaned.
- ☐ Decorations removed and disposed of in dumpster. (No glitter or confetti allowed.)
- ☐ Doors and windows locked.
- ☐ Thermostat and lights turned off.

## Tables

- ☐ All tables must be put back in their original location at the conclusion of your event.
- ☐ All tables must be wiped down and cleaned.
- ☐ *Large Hall*- Located under the stage.
- ☐ *Legion Wing*- Located at the entrance, across from the bathrooms.

## Chairs

- ☐ All chairs and rolling racks must be put back in their original location at the conclusion of your event.
- ☐ *Large Hall*- Located against the walls on rolling racks. Please stack evenly for balance.
- ☐ *Legion Wing*- Located against the walls, stacked.

## Lights

- ☐ All lights must be turned off at the conclusion of your event.
- ☐ *Large Hall*- Located stage left behind the curtains.
- ☐ *Legion Wing*- Located in between kitchen door and sliding glass door.
- ☐ *Legion Wing Outside Lights* - Located behind the tables as you walk in the Legion Wing on the right.
- ☐ *Outside BBQ Lights*- Located in the supply closet outside across from the BBQ.

## Trash

- ☐ Trash Cans are in each room and BBQ area. Any additional trash liners need to be brought in. Do not throw trash bags on top of dumpster.
- ☐ Dumpster: Located just outside of main doors behind white gate of Large Hall. Dumpster gate code is 2035, dumpster code is 0000.
- ☐ Empty all trash in dumpsters and return the trash cans to the original location you found them.

## Cleaning Supplies

- ☐ Outside of the kitchen door to the right you will find a door labeled "Janitorial" with a dry dust mop broom, wet mop, push broom, and cleaning agent for surfaces. All other supplies you will need to bring in. No key is needed to open this closet.

## Heat/Air

- ☐ *Large Hall*- Located on the wall opposite the stage. Please turn off at conclusion of event. There is no air conditioning.
- ☐ *Legion Wing*- Located on entrance wall and next to the piano. Please turn it off at the conclusion of your event.

## Damage

- ☐ Please document any damage noticed before the event begins and bring it to Park and Recreations' attention.

**I have read and understand the cleaning policy. If the cleaning checklist is determined to be incomplete by maintenance personnel, the renter's deposit will be charged per hour for the number of hours it takes to clean and may be forfeited. See chart below. Please sign and return document.**

| <b>Cleaning Infraction</b>              | <b>Monetary Charge</b>                |
|-----------------------------------------|---------------------------------------|
| <i>Kitchen soiled</i>                   | <i>\$100 an hour/ 1 hour minimum</i>  |
| <i>Furniture not replaced correctly</i> | <i>\$100 an hour/ 1 hour minimum</i>  |
| <i>Decorations not removed</i>          | <i>\$100 an hour/ 1 hour minimum</i>  |
| <i>Equipment not removed</i>            | <i>\$100 an hour/ 1 hour minimum</i>  |
| <i>Litter/trash not removed</i>         | <i>\$100 an hour/ 1 hour minimum</i>  |
| <i>Gum/Candy &amp; food not removed</i> | <i>\$100 an hour/ 1 hour minimum</i>  |
| <i>Heat, AC, lights not turned off</i>  | <i>\$100 an hour/ 1 hour minimum</i>  |
| <i>Floors not swept &amp; mopped</i>    | <i>\$100 an hour / 1 hour minimum</i> |
| <i>Glitter/Confetti used</i>            | <i>Forfeit entire deposit</i>         |
| <i>Facility and/or equipment damage</i> | <i>Cost of repairs – No maximum</i>   |

Renter's Name \_\_\_\_\_ Signature \_\_\_\_\_

## **Frequently Asked Questions**

- What is an ABC License and do I need one?** ABC stands for Alcohol Beverage Control. If you are selling or serving alcohol at a public event, a license or permit is required. If you are selling alcohol at a private event, an ABC license is required. Please contact ABC at (805) 543-7183 or [www.abc.ca.gov](http://www.abc.ca.gov) if you have any further questions.
- When is security required?** When alcohol is served or sold.
- Where do I return the keys following my function?** At Solvang Recreation, 411 Second St. Return in person or in drop box outside the building.
- When do I receive my deposit back?** Approximately 3 - 4 weeks. Refund checks are issued following City Council meetings, which meet twice, monthly.
- Are tables and chairs available?** Tables and chairs are available in each rental area. Numbers of such items cannot be guaranteed. Please request current inventory from the Parks and Recreation Department. Renter is responsible for any additional tables and chairs needed.
- May I get into the Hall early?** Renter may use the hall only for the hours rented.
- How do I reserve the hall for a requested date?** Check availability with the Recreation Department. If the date you want is available, fill out an application and pay 25% of the rental fee. Once payment and application are completed and in hand with the Recreation Department, your reservation is secure and on the reservation calendar. All remaining fees are due 30 days before your event date.
- Are the tables and chairs set up for me for my event?** No, tables/chairs are located inside the building and need to be set up/taken down by the renter.
- How do I view the hall if reserved or interested in reserving?** Call the Recreation Department at 805-688-7529 to set up an appointment based on availability of the hall. Appointments can be made Mon-Fri 8:30am-4pm based on availability.
- How can I decorate/hang décor for my event?** No nails, screws or staples. Use of painters tape is allowed. Fishing line, wire, etc can be used to hang objects from beams but renter will need to bring in their own ladder.

**Maintenance on call/after hours for building emergencies 805-588-8119**