

CITY OF FERNDALE – TOWN HALL RENTAL POLICY AND GUIDELINES
834 Main Street; P.O. Box 1095; Ferndale CA 95536 Phone: 707.786.4224 Fax: 707.786.9314
<http://ci.ferndale.ca.us>

Name		Event Date	
Address		Phone	
Group		Today's Date	
<input type="checkbox"/> My group is a local Ferndale Youth Group or Local Non-Profit Group (95536 zip code)			
Room	<input type="checkbox"/> Auditorium/Lounge <input type="checkbox"/> Lounge Only	Fees Received	
I have read, understand and agree to abide by the policies as set forth by the City of Ferndale for rental of this facility. <p align="right">SIGNATURE ></p>			

Thank you for considering the city of Ferndale's rental facilities as a possible location for your next special event. Listed below is a description of the facilities and the policies the City has adopted to assist you with your planning.

AVAILABLE FACILITIES, FEES AND DEPOSIT

Auditorium / Lounge / Kitchen. This rental package is especially suitable for large group meetings and small parties. All of the equipment and facilities listed below under Lounge / Kitchen are also available when you rent the Auditorium. Restroom facilities are available. *\$150 fee plus \$150 refundable cleaning deposit. (Write two separate checks.) **Audio/Speaker System not included. Please bring your own.***

Lounge / Kitchen. The lounge features tastefully decorated warm surroundings capable of serving a variety of functions, both public and private. Suitable for intimate parties, casual meetings and gatherings, amenities include couches, love seats, occasional chairs, end tables and lamps as well as a lovely fireplace and piano. The kitchen area is useful for caterers and pre-prepared food service. While there is a refrigerator, there is no stove or oven other than a microwave and a hot plate. Bring your own tableware, tablecloths, cookware and trashbags. *\$75 fee plus \$150 refundable cleaning deposit. (Write two separate checks.) **Audio/Speaker System not included. Please bring your own.***

Fee Procedure: The \$150 security deposit is due at the time of the application to confirm date and time. Rental fees are due one week prior to the reservation date. (Rental Fee Exemption: The Ferndale Village Club, its committees, activities and sponsored events are exempt from the rental fee, as are local youth and non-profit organizations (95536 zip), local, state, and federal government agencies and organizations. This form must still be signed and rules must be followed.)

	Meeting capacity	Dining capacity
Auditorium	152	54
Lounge	60	30
Equipment	7 each: Six-foot rectangular folding tables and 96 chairs; card tables	

<p>QUICK CHECK LIST FOR SUBMITTAL</p> <ul style="list-style-type: none"> ■ Signed Application Form ■ Check for room(s) rental made out to City of Ferndale. ■ Check for \$150 refundable security/cleaning deposit. ■ If Friday – Sunday rental, pick up a key at City Hall 9am to 4pm, Monday – Thursday the week of your event.
--

RENTAL POLICIES

- Please help us preserve the finish on the floors by lifting furniture to move – do not drag.
- Reservations and Cancellations: All reservations are made through the office of the City Clerk (707) 786-4224. Applications must be completed and approved, with appropriate fees and deposits paid before confirmation can be made. Reservations may be made up to six months in advance, but not less than one week prior to the event

- Changes in time, rescheduling, or cancellations must be done in person or in writing and are subject to availability. Cancellations received at least one week prior to the event will receive a full refund of fees; those received after this time may result in a partial refund. Please allow one week for refunds
- Security/Cleaning Deposits: The security/cleaning deposit is refundable if the facility is returned to its pre-event condition (free of food, trash, decorations, etc., and furniture returned to pre-event locations) and renter has complied with all City facility rental regulations. City staff or a representative and rental applicant shall conduct a joint inspection both before and after the event to determine condition of the facility at those times. If applicant is not present at scheduled opening and closing time, the decision by City Staff or representative as to the condition of the facility and possible fees due or deposits non-refundable is final.
- Rental Fee: Rental fees are not refundable. They cover costs to sanitize the facility upon conclusion of the event and after joint inspection is performed. This service prepares the facility for the next event. Rental fees do not pay for removal of trash, food, decorations, or other event paraphernalia.
- Decorations: No nails, staples or tape of any kind shall be used to secure decorations to the walls or woodwork. Fog machines are not permitted. Balloons or items which can be tied to curtains, or other fixtures can be used. Ferndale facility decorations (pictures, signs) may be taken down or removed without staff approval, but should be replaced at the conclusion of the event. No lighted candles.
- Hours: Day and evening use until midnight, unless other arrangements are made in advance.
- Security Officers: Some events will require the attendance of one or more assigned private security officers. The number of officers required is determined by the type of activity and number of anticipated guests.
- Commercial Catering: The rental applicant is solely responsible for cleanliness and condition of kitchen facility area and kitchen equipment at conclusion of the event even though a commercial caterer may have been used. As required by municipal code, a valid business license must be held by anyone hired to provide food service in a City facility.
- Music - Noise Level: Music and other sound shall not interfere with other concurrent users of the building, **OR BE HEARD OUTSIDE THE FACILITY**. Please remember that this facility is in a residential section of town. Be considerate of our neighbors and turn your music down, especially after 10PM. **AUDIO/SPEAKER SYSTEM NOT INCLUDED. BRING YOUR OWN.**
- Fireplace: GAS insert fireplace – do not put paper or burnables into the fireplace. The gas fire is lit by a toggle switch to the right of the insert, about 2' from the floor.
- Alcohol - Alcoholic beverages are permitted on City property with prior approval and proof of insurance certificate provided with the application. Noncompliance with this regulation or intoxication of guests may be cause for termination of activity and forfeiture of all fees.
- Insurance - Applicant may be required to provide proof of insurance acceptable to City in the amount of \$1,000,000.00.
- Smoking - Smoking is not permitted in City buildings.
- Property and Equipment - City equipment and/or furnishings shall not be removed from the premises. Damage to City property may result in billing for replacement or repair and/or forfeiture of deposit.
- Conduct - Rental applicant is responsible for the conduct of all guests.
- City Access - The City reserves the right of full access to facility at all times to insure compliance with regulations.
- Cleanup: Please replace all furniture to its original location. Extra chairs shall be stacked on the floor against the west wall of the auditorium. Don't block doors. Vacuum carpet and sweep floors (equipment in closet in restroom). Wash kitchen counters and anywhere you had food, wash sink (equipment under the sink). Take your garbage to dispose of properly. Don't put coffee grounds, or any other garbage into the sink drain.
- Lost or Stolen Articles - The City is not responsible for lost or stolen articles.
- Accidents - Accidents occurring on City property are to be reported immediately.