

# Rental Agreement & Policies

## Payments & Cancellations

### **Friday-Sunday: Curtis Hall, Garden Room & Room 10**

- The refundable deposit is required to secure reservation and the balance is due 60 days from rental date. If the balance has not been paid in full by the due date, a \$25 late fee will be assessed, the reservation may be cancelled and the entire deposit will be retained.
- Reservations made less than 60 days from the event date must be paid in full (deposit and all rental fees) with credit card, cash, cashier's check or money order at the time of the booking.
- A \$20 Late Add Fee will be added to rentals booked within the current month. This fee will be applied to each new additional rental booked within the current month.
- Cancellations made 60 or more days from the event date, the deposit will be refunded minus a \$50 cancellation fee. Cancellations made less than 60 days from event date, renter forfeits room rental fees and only the deposit will be refunded. No shows will be treated as a cancellation and the cancellation fee will be deducted from the deposit refund. Renter forfeits room rental fees.
- For cancellations made within 7 days of our office receiving the signed rental contract, all associated fees refunded minus a \$25 cancellation fee.
- Refunds are processed by check within 10 business days.

### **Friday-Sunday: Rooms 9, 11, 12, Studios & Monday-Thursday: All Rooms**

- The refundable deposit is required to secure reservation and the balance is due 30 days from the rental date. If the balance has not been paid in full by the due date, a \$25 late fee will be assessed, the reservation may be cancelled and the entire deposit retained.
- Reservations made less than 30 days from the event date must be paid in full (deposit and rental fees) with credit card, cash, cashier's check or money order at the time of the booking.
- A \$20 Late Add Fee will be added to rentals booked within the current month. This fee will be applied to each new additional rental booked within the current month.
- Cancellations made 30 or more days from the event date, the deposit will be refunded minus a \$25 cancellation fee. Cancellations made less than 30 days from event date, renter forfeits room rental fees and only the deposit will be refunded. No shows will be treated as a cancellation and the cancellation fee will be deducted from the deposit refund. Renter forfeits room rental fees.
- For cancellations made within 7 days of our office receiving the signed rental contract, all associated fees refunded minus a \$25 cancellation fee.
- Refunds are processed by check within 10 business days.

## **Changes & Refunds**

- Rental hours must include times for decorating, arrivals, clean up and departures. No early arrivals allowed prior to booked rental time unless arranged and paid for *in advance*. Renters caterers, musicians, DJ's and decorators are not allowed in to the rental room before the booked time so plan carefully. For early arrivals *not paid for in advance*, the room rental rate will be deducted from the deposit in half hour increments.
- Rental hours cannot be reduced after rental fee due date. Additional time can be added at any time if available.
- No refunds for inclement weather should renter not be able to use the courtyards.
- Rooms must be vacated by departure time indicated on the contract. Late departures will be assessed the room rental fee in half hour increments (deducted from the deposit) for extended usage beyond specified time.
- Deposit will be refunded if clean-up was satisfactory, there are no damages to facility, equipment or plumbing, no additional rental fees due, and there are no violations of the Rental Policies. Refunds are processed by check within 10 days. It is the renter's responsibility to leave the room empty and remove all trash to garbage and recycling cans in the room or hallway. The cost for repairs or new equipment will be deducted from deposit or billed to renter. Janitorial time required due to rental is deducted at \$25 per hour from the deposit. Renter is responsible for any damages done by DJ's, caterers, or other vendors used by renter. Fees due which exceed the deposit amount will be billed to renter.

## Rental Policies

- \* Sierra 2 Facility Services Staff are always on duty during operating hours. Rooms are unlocked according to scheduled booking times. Facility Services Staff greet and check in renters upon arrival. They carry a cell phone and signs are posted through out the building with the number. Report any rental needs, concerns or safety issues immediately to staff. *Sierra 2 Staff have the authorization to stop or modify rental events if they deem it necessary.*
- \* Only beer, wine and champagne allowed. The consumption of food and alcohol is restricted to the room rented. *Only non-profits are allowed by law to sell beer and wine with an ABC permit.* Smoking, hard liquor and drugs are prohibited. This includes cannabis or cannabis products. We reserve the right to stop the event for any policy violations which may result in police intervention and/or forfeiture of deposit.
- \* Signs, lecture materials and decorations may only be affixed to walls or doors with blue painters tape. Exterior signage by arrangement only. Remove all signage and decorations after event. Balloons, streamers and any hanging decorations that create movement pose a hazard for the motion detectors of the facilities alarm system, and may not be left up overnight. If hung and the alarm system is activated after hours due to decorations, Renter will be billed for staff time to deactivate the system and police fees assessed for the false alarm call. Use of nails, other tapes, paint or chalk prohibited.
- \* Two security guards are required for teen, quinceanera, 1 yr baptism and 21<sup>st</sup> birthday parties. One guard, possibly two, required for events selling beer and wine or, with 120 or more participants. Guards are scheduled for the hours of the party (not set-up time) and are required to work a minimum of four (4) hours. *Sierra 2 supplies the guard with the cost paid by renter.*
- \* Prep kitchens in Curtis Hall and the Garden Room include a counter, microwave, sink and refrigerator; **THERE ARE NO COOKING FACILITIES. No barbequing/grilling (including propane) on premises allowed. Food trucks and caterers using cooking equipment must be pre-approved and provide a copy of their license.** Do not put food or grease in the sinks. If grease is poured in the sink (by renter or renter's caterer) and the pipes clog, renter will pay for the cost of repair. *Do not disturb the tenants in the catering kitchens to ask to borrow their equipment, use their stoves, or store food and ice in their refrigerators.*
- \* Amplified sound (bands, DJs, or speakers with amplifiers) allowed only inside studios, Curtis Hall and Room 10. *Doors and windows must be kept closed while in use.* No subwoofers allowed. No music allowed after 10:00pm. We reserve the right to stop the event for excessively loud music which may result in police intervention and forfeiture of deposit.
- \* The use of flower petals, rice, confetti, glitter, incense, propane heaters/grills, smoke and fog machines are strictly prohibited. Renter will pay the cost of any false alarms caused by the use of prohibited equipment. We reserve the right to stop the event if these items are being used, which will result in forfeiture of the deposit.
- \* Open flames are not allowed. Candles must be enclosed in a glass container that is a minimum of 3" higher than the flame.
- \* One adult per 10 minors under age 21 must be present at all times. Children must be accompanied by an adult at all times.
- \* Respect and consideration shall be shown at all times for neighbors and other renters in the facility and adjacent rooms. Excessive noise, unruly behavior, loitering in the parking lot or other areas of the building or streets is prohibited.
- \* *We strictly adhere to room maximum occupant loads as set by the Sacramento Fire Marshall.* Additional guests may be seated in adjacent Curtis Hall and Garden Room courtyards, however; we do not permit parties with guest counts dependant on outdoor seating from Nov-March. We will only rent these two rooms at their inside capacity during these months.
- \* Equipment such as PA system, microphones, projector, projection screen, podiums, cables and adaptors are available in limited quantities. Arrangements for this equipment must be made in advance and additional fees may apply.
- \* Rental fees include tables and chairs and their set-up by Sierra 2 staff. Renter must furnish table linens and utensils. Room set-up plans must be returned to the office as soon as possible but, no later than 7 days from event date. If renter chooses to use their own furniture or rent from an outside rental company, *early delivery and pick-up of items must be approved by the office in advance. Sierra 2 does not accept responsibility for any items brought in by renter. Furniture from outside rental agencies must be picked up at the end of the event.*
- \* Events may not be announced or publicized in any manner (including "save the date" announcements) until a fully executed rental contract and deposit is on file. Renter must use their business number and not the Sierra 2 Center number on advertising material. The Sierra 2 Center requests the right to review and approve, in advance, the content and design of all advertising and promotional materials that refers to events held at the Sierra 2 Center.

*Users shall not incur indebtedness on behalf of the City of Sacramento or SCNA, their officers or agents. This permit shall not give rise to any partnership or joint venture relationship between the permit holder and SCNA. This permit is not transferable to any individual or organization. This permit is valid only for the purpose stated in this agreement and may be revoked at any time by SCNA. Should any of the terms of this permit be violated, SCNA, a California nonprofit public benefit corporation, does not waive any rights they may have in law or in equity against any individuals or entities. Should any legal action arise from this permit, reasonable attorney fees and costs shall be awarded to the prevailing party. Renter shall indemnify and hold SCNA harmless from and against any and all liability arising out of renter's occupation and use of a rental room.*

**I have read, signed and received the rental policies as outlined above and agree to their terms. By signing this agreement, I take full responsibility for enforcing and adhering to these rules during the course of my event, as well as ensuring all attendees comply.**

Renter's Signature: \_\_\_\_\_ Date: \_\_\_\_\_