



Formal Event Facility Rental Agreement

Ukiah Valley Conference Center
200 South School Street
Ukiah, CA 95482
P: (707) 463 – 6701
F: (707) 462 – 2088

Name: _____

Address: _____

Phone Number: _____

Email: _____

Date of Event: _____ Number of Guests: _____
(Cannot exceed 250 People)

Please mark other services requested:

Kitchen Use (\$300.00 minimum up to 100 guests)

****If catering arrangements are made through the Conference Center, kitchen use fee is waived****

- Dance Floor (20' X 20' \$500.00)
- Podium w/microphone No additional charge
- Sound System Price quotes available
- Stage (8' X 16' \$400.00)
- Linen Price quotes available

Other (Please Specify) _____

**** UVCC will create an estimate for you ****

****CLIENT/RENTER AGREES TO THE FOLLOWING:**

1. Formal events/parties cannot exceed more than 6 hours in duration. This does not include time necessary for client/renter set up and/or decorating and clean up.
2. Included in the cost of rental is a non-refundable \$600.00 cleaning fee. This fee covers the cost of an outside cleaning service, arranged through the Conference Center, to come in after your event. Should the cleaning service charges exceed \$600.00, the client/renter is responsible for payment and will be invoiced for the difference.
3. The balance of all Rental fees must be paid in full no less than 1 week prior to the event.
4. All insurance requirements must be completed no less than 1 week prior to the event.
5. For UVCC staffing purposes, arrangements for room set-up and schedule for decorating must be in place 2 weeks prior to the event.
6. If alcohol is served, security must be provided by the client/renter at the rate of one (1) Security Staff person per 100 guests.
7. The serving of alcohol cannot exceed 5 hours in duration and must stop no later than 10pm; music must stop no later than 11pm.
8. The client/renter is responsible for basic clean-up. All items brought into the facility for your event (for example: food and/or beverages, decorations, dishware, linen, etc.) must be removed by 12am midnight. Staff time required after 12am midnight will be billed at \$70.00 per hour with a 1 hour minimum.
9. Kitchen must be left clean.
10. Garbage and recycling must be removed from the room(s) and kitchen and placed in the receptacles on site.

RELEASE FROM LIABILITY AND INDEMNIFICATION:

In consideration of and as a condition for use of above stated facility, applicant/organization hereby agrees to assume any and all risks arising out of or incident to the use of said facility and expressly waives any claim that the applicant/organization may otherwise have against the CITY OF UKIAH based on the use of the City-owned property or otherwise.

Pursuant to this application, applicant/organization further agrees to defend, indemnify and hold harmless the CITY OF UKIAH, it's officers, agents, employees, and volunteers from any and all claims, damages, losses, or expenses, including bodily injury, property damage, or other loss of applicant's conduct, the conduct of third parties, or the joint conduct of applicant and City.

The applicant/organization agrees to pay any City cost incurred in defending against any such claim, including reasonable attorney's fees.

Applicant/organization further agrees to provide a Certificate of Insurance and Additional Endorsement naming the City of Ukiah, its officers, agents, employees and volunteers as additionally insured.

SIGNATURE: _____

DATE: _____