



**APPLICATION FOR USE OF  
UKIAH VALLEY CONFERENCE CENTER**  
200 S. School Street, Ukiah, CA 95482  
P: (707) 463-6701 F: (707) 462-2088  
Emergency Call Out: (707) 463-6262

<b>GENERAL INFORMATION</b>
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<b>NAME OF APPLICANT</b>		<b>NAME OF ORGANIZATION</b>	
<b>MAILING ADDRESS</b>			
<b>TYPE OF ACTIVITY</b>		<b>ESTIMATED ATTENDANCE</b>	
<b>PHONE</b>	<b>CELL</b>	<b>EMAIL</b>	
<b>DATE OF EVENT(S)</b>			
<b>START AND END TIME OF EVENT(S)/MEETING(S)</b>		<b>TIME OF ARRIVAL</b>	
<b>FACILITY REQUESTED (SEE BELOW)</b>			

- |   |   |
|---|---|
| <input type="checkbox"/> Chardonnay<br><input type="checkbox"/> Merlot<br><input type="checkbox"/> Zinfandel<br><input type="checkbox"/> Riesling | <input type="checkbox"/> Chenin Blanc<br><input type="checkbox"/> Cabernet 1<br><input type="checkbox"/> Cabernet 2<br><input type="checkbox"/> Kitchen |
|---|---|

Red Rooms (*includes Cabernet 1 & 2 along with Merlot & Zinfandel*)

***\*Room rental limited to an eight-hour period between 7:00am and 12:00am day of event  
\*Additional access to room outside of these hours are subject to price and depend on availability***

**CANCELLATION POLICY:** Client must provide at least 24-hour notice of cancellation for small rooms (Merlot, Zinfandel, Riesling or Chardonnay). For larger events and rooms (Chenin Blanc, Cabernet 1 or 2, or the Red Rooms) client must provide at least a week notice from the date of their event. If we receive a late notice, there will be a cancellation fee. If no notice is given the client will be charged the full room price.

**RELEASE OF LIABILITY AND INDEMNIFICATION:** In consideration of and as a condition for use of above stated facility, applicant and/or organization hereby agrees to assume and all risks arising out of or incident to the use of said facility, and expressly waives any claim that the applicant/and or 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 and/or 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 resulting from the applicant's conduct, the conduct of third parties, or the joint conduct of the applicant and the City of Ukiah. The applicant and/or organization further agrees to pay the City of Ukiah any cost incurred in defending against any such claim, including reasonable attorney's fees. The applicant and/or organization shall be responsible for leaving said facility in the same condition as found. Any costs for clean up or damages, as determined by the representative of the City Community Services Department, will be charged to the applicant and/or organization. The applicant and/or organization further agrees to provide a Certificate of Insurance and Additional Insured Endorsement naming the City of Ukiah, it's officers, agents, employees and volunteers as additionally insured.

**SIGNATURE OF APPLICANT:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

## ADDITIONAL EVENT INFORMATION

- Non-profit organization?  Yes  No
  
- Will alcohol be served?  Yes  No  
*\*If yes, a Certificate of Liability Insurance is REQUIRED*  
*\*If yes, and over 100 attendees, security is also REQUIRED (1 security staff per 100 people)*
  
- Will alcohol be sold?  Yes  No  
*\*If yes, a license from the Department of Alcoholic Beverage Control (ABC) is REQUIRED*

## ADDITIONAL EVENT SERVICES, DETAILS & NOTES

### **FOOD & BEVERAGE SERVICES:**

- |   |                                       |
|---|---------------------------------------|
| <input type="checkbox"/> Coffee/Tea Service               | \$3.00 per person                     |
| <input type="checkbox"/> Continental Breakfast            | \$8.00 per person / \$9.00 with fruit |
| <input type="checkbox"/> Catered Lunch                    | \$16.50 per person                    |
| <input type="checkbox"/> Afternoon Snack/Beverage Service | \$5.25 per person                     |
| <input type="checkbox"/> Kitchen Use                      | \$300.00 minimum                      |
| <input type="checkbox"/> Catered Dinner                   | Per Quote                             |
| <input type="checkbox"/> Linen & Party Supply Rental      | Per Quote                             |
| <input type="checkbox"/> Other (please specify)           |                                       |

***\*All rates are subject to change upon request for additional/different services***

### **AUDIO/VISUAL SERVICES:**

- |   |                   |
|---|-------------------|
| <input type="checkbox"/> Podium w/Attached Microphone                     | Complimentary     |
| <input type="checkbox"/> Screen <i>(available in Cabernet rooms only)</i> | Complimentary     |
| <input type="checkbox"/> A/V Cart   | Complimentary     |
| <input type="checkbox"/> Whiteboard                                       | Complimentary     |
| <input type="checkbox"/> Flip Chart                                       | \$25.00 each      |
| <input type="checkbox"/> LCD Projector                                    | \$75.00 per day   |
| <input type="checkbox"/> Sound System                                     | \$175.00 per day  |
| <input type="checkbox"/> Polycom Telephone                                | \$25.00 per hour  |
| <input type="checkbox"/> Polycom Video Conferencing                       | \$125.00 per hour |

**ROOM SET-UP:**

- Boardroom
- Theater/Assembly
- U-Shape
- Square
- Classroom (8 foot rectangular tables) *\*Only applicable in certain rooms*
- Modified Classroom (60 inch round tables) *\*Only applicable in certain rooms*
- Stage \$400.00
- Dance Floor \$500.00
- Other (please specify)

**COMMENTS:**