

FACILITY USE CONTRACT

ORGANIZATION \_\_\_\_\_

ADDRESS \_\_\_\_\_

PERSON RESPONSIBLE \_\_\_\_\_ PHONE \_\_\_\_\_

DATE OF USE \_\_\_\_\_ TIME: FROM \_\_\_\_\_ TO \_\_\_\_\_

TYPE OF USE \_\_\_\_\_

ACTIVITIES INCLUDE \_\_\_\_\_

EQUIPMENT RESERVED: Tables # \_\_\_\_\_ Chairs # \_\_\_\_\_ P.A. System \_\_\_\_\_ Other \_\_\_\_\_

SECURITY/CLEANING DEPOSIT: \$100 \_\_\_\_\_

SECURITY DEPOSIT WITH ALCOHOL SERVED: \$200 \_\_\_\_\_

Attach Certificate of Insurance (NO LESS THAN \$500,000) \_\_\_\_\_

WHITE HOUSE CULTURAL CENTER: Members: 0-2 Hours \$ 50.00 \_\_\_\_\_

2-4 Hours \$100.00 \_\_\_\_\_

Non-Members: 0-2 Hours \$100.00 \_\_\_\_\_

2-4 Hours \$150.00 \_\_\_\_\_

YARD AREA ONLY

With Table & Chairs:

1-100 Only

Members: \$ 150.00

Non Members: \$ 200.00

STAFF PERSON: Minimum of 2 hours @ \$20, each additional hour: \$10 (Non Members Only) \_\_\_\_\_

KITCHEN USE: Cold food preparation & re-heating food only: \$50 \_\_\_\_\_

EQUIPMENT USE: \_\_\_\_\_

Tablecloths: Members \$ 3.00 With Umbrellas \$5.00 \_\_\_\_\_

Non Members \$ 5.00 \_\_\_\_\_

Umbrellas Non Members \$ 5.00 \_\_\_\_\_

TOTAL COST \_\_\_\_\_

IN-HOUSE CATERER NAME: \_\_\_\_\_ APPROVED CATERER \_\_\_\_\_ License # \_\_\_\_\_

I, the undersigned applicant, do hereby fully understand and agree to pay in advance the cost indicated above to use the Facility. I do further hereby understand and agree to be responsible and liable personally for all damages or losses which are caused to Society Facilities from the use by the Group for which I am the Applicant. I understand that in accordance with the Society policies, no liquor will be allowed on the premises (other than when providing certificate of insurance, a \$200 deposit, and required licenses from the City of Dinuba and the Alcohol Beverage Control) and I also agree that no alcoholic beverage will be served to minors. It is fully understood that any false or misleading information given herein (as well as failure to adhere to any rules and regulations governing Facility Use) is cause for immediate cancellation of this Contract and forfeiture of any donation or deposits paid. A Society person shall be present during all hours of the function and preparation time. He/She will be responsible for control of opening and closing of the facility, control of lights, air conditioning, equipment and will be available to answer any questions regarding use of the facilities. **THE SOCIETY PERSON IS NOT REponsible FOR CLEAN-UP.**

**FACILITY USE IS CONTINGENT ON THE APPROVAL OF THE ALTA DISTRICT HISTORICAL SOCIETY BOARD OF DIRECTORS.**

**I HAVE READ THE ABOVE AND WILL ABIDE BY THE RULES & REGULATIONS AS SET FORTH BY THE ALTA DISTRICT HISTORICAL SOCIETY.**

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_

Signature of Society \_\_\_\_\_ Date \_\_\_\_\_

ALTA DISTRICT HISTORICAL SOCIETY

P.O. Box 254  
289 So. K Street  
Dinuba, CA 93618  
209/591-2144

**FACILITY USE FEE SCHEDULE**

The first floor of the White House Cultural Center and the Yard Area in Heritage Square is available for use by citizens of the Alta District. Activities sponsored or co-sponsored by the Alta District Historical Society (hereinafter referred to as "Society") have priority. A Society person will be present during all hours of the function.

**I. DEPOSITS**

- A. Security/Cleaning Deposit, as per policy  
\$100.00
- B. Security/Cleaning Deposit with alcohol served (Insurance Certificate required)  
\$200.00

**II. WHITE HOUSE CULTURAL CENTER**

A.1	First floor (meeting/reception) capacity: 80	Members	0-2 Hours	\$
	50.00		2-4 Hours	
	\$100.00			
	\$100.00	Non Members	0-2 Hours	
	\$150.00		2-4 Hours	

A.2 Sit-down dinner (with Board approval only) capacity: 50

- B.1 MEMBERS (minimum 4 hours)  
\$100.00
- NON –MEMBERS (minimum 4 hours)  
\$150.00

**YARD AREA**

A.	Capacity: 100			
B.	Set Up Table & Chairs (1-100)	Members		\$ 150.00
	\$ 200.00	Non Members		

**IV. STAFF PERSON:** Minimum of 2 hours \$20 Non Members Only \$ 20.00  
Additional hour @ \$10/hr.

**V. KITCHEN USE:** Cold food preparation & Re-heating food only \$  
50.00

**VI. EQUIPMENT USE:**

A.	Tablecloths: White round	Members only	\$ 3.00
		With Umbrellas	\$ 5.00
		Non Members	\$ 5.00
B.	Umbrellas	Non Members	\$ 5.00

Society's dishes, glassware and silverware are NOT AVAILABLE to renters

**ALTA DISTRICT HISTORICAL SOCIETY  
“RULES & REGULATIONS”  
FOR THE USE OF THE FACILITIES**

**A. RESERVATIONS**

1. All Alta District Historical Society (hereinafter referred to as “Society”) Facility reservations are made on a first come, first served basis.  
Tentative telephone reservations will be taken.
2. The applicant must complete the Facility Use Contract within 10 days before use is approved.
3. If alcohol is served, the Applicant must provide a certificate of general liability insurance listing the Society as additional insurance in the amount of no less than \$500,000.00. If the event is open to the public, liquor licenses from the City of Dinuba and the Alcoholic Beverage Control are required.
4. Society initiated and/or sponsored activities; programs or meetings will be given priority use of facilities.
5. All groups must vacate the facility by 11:00 PM and clean –up finished by midnight.
6. Public address system and music not allowed after 10 PM. (City ordinance.)
7. The Society Board reserves the right to refuse use of the facilities to applicants.
8. The Society is not liable for accidents, injuries or loss of individual property in connection with use of the Facility.

**A. SECURITY & CLEANING DEPOSIT**

1. Security & Cleaning Deposit is to be paid at the time the Contract is completed.
2. If the Facility is left clean and undamaged, the security deposit will be refunded after the date of the event.
3. If the clean-up is not completed, as specified or the Facility is damaged, the entire deposit may be forfeited.
4. Additional charges may be included for damage repair or maintenance.

**B. CANCELLATION POLICY**

1. Applicants are required to give the Society **two (2) weeks notice** of cancellation to receive full refund. Less than two (2) weeks security deposit **only** will be refunded.
2. Applicant failing to adhere to all rules and regulations will not be permitted to reserve the Facility again.

**B. SOCIETY SET-UP/TAKE DOWN**

1. The Society is responsible for set up of tables and chairs.
2. The Society is responsible for take down of tables and chairs.

**E. APPLICANT RESPONSIBILITIES INCLUDE:**

1. 1. Removing all decorations, clearing tables and putting garbage in proper receptacles in alley.
2. 2. Cleaning all dishes and cooking utensils.
2. 3. Restrooms must be left clean and in working order.
3. 4. Refrigerators should be left in their original condition.
4. 5. Tablecloths to be removed and placed in kitchen.
5. 6. Umbrellas to be put back in storage bags.

**F. USE OF ALCOHOL**

1. Alcohol is limited to wine and beer. Applicant shall limit use and consumption.
2. Sale of alcoholic beverages **NOT PERMITTED.**
3. An additional \$100 deposit shall be required.

**ALTA DISTRICT HISTORICAL SOCIETY**

**RULES & REGULATIONS CONTINUED**

**G. GENERAL REGULATIONS**

**1. Society's Responsibility:**

- A. A Society person shall be present during all hours of the function and preparation time. He/She will be responsible for control of opening and closing of the facility, control of lights, air conditioning, equipment and will be available to answer any questions regarding use of the facilities.
- B. THE SOCIETY PERSON IS NOT RESPONSIBLE FOR CLEAN-UP.

**2. Applicant's Responsibility:**

- A. The signing applicant is responsible for use of the facility including all activities, group members and group behavior.
- B. The use of profane language or loud boisterous talking, disorderly conduct or lewd behavior will not be permitted.
- C. Children must be constantly supervised when on premises.
- D. The use of nails, staples, screws, tape, etc. on walls, tables or other equipment **IS NOT PERMITTED.**
- E. Applicant will be responsible for any damage to facility and must leave facility in the same condition received.
- F. Applicant shall comply with all applicable City, County, State and Federal laws.
- G. Approval for use will not be granted to a person under 21 years of age.
- H. All equipment to be used must be listed in the contract.
- I. Smoking is prohibited inside the facilities.
- J. No event shall be publicly advertised without the prior approval of the Society Board of Directors.

**4. Caterers**

- A. Applicant is responsible for informing the approved caterer as to schedule and rules.
- B. Caterer must be licensed with all applicable City, State & Federal laws and be insured.

**C. WHITE HOUSE CULTURAL CENTER USE:**

- A. Meetings only.
- B. Lunch/Dinner will be allowed with Board approval only.

**ALL FACILITY USE IS CONTINGENT ON THE APPROVAL OF THE  
ALTA DISTRICT HISTORICAL SOCIETY BOARD OF DIRECTORS**

Revised 5/18/2004