

# Sebastopol Subud Hall Rental Agreement

234 Hutchins Avenue, Sebastopol, CA 95472 -revised 7/8/2023

1. All parties applying to rent the *Sebastopol Subud Hall* will not discriminate on the basis of race, national origin, religion, gender, age, handicap, or sexual orientation, with respect to attendance at any function to be held in the *Sebastopol Subud Hall*.
2. Telephone inquiries or submitted applications will not be considered confirmed reservations.
3. A non-refundable charge of \$100/day will be required within 3 days of scheduling to hold each day of the scheduled event. This will be applied to the rental if the event takes place. A security/damage deposit will also be required for all scheduled events. All or part of the security/damage deposit not required for unusual cleaning after event or facility damage repair will be refunded within 30 days.
4. Set up/preparation and take down/clean up must be done during the allotted rental time. This includes set up/preparation & take down/clean up of the backyard for an event-specific use.
5. All rental fees are due (30) thirty days prior to the event date. Payments may be in the form of cashiers check or cash. No personal checks will be accepted within (30) days of event.
6. No reservation is confirmed until all rental fees are paid. *Sebastopol Subud Hall* reserves the right to reassign any reserved date not paid in full, and will keep the holding charge for such cancellations.
7. Cancellation of events (30) days prior to scheduled event dates are entitled to complete refunds of all paid charges except the non-refundable \$100/day charged to hold each day scheduled. *Sebastopol Subud Hall* reserves the right to retain all of the security/damage deposit for cancellations less than (14) days prior to event date.
8. All equipment, decorations, event signs, etc. used during the rental period must be removed from the facility during the time allotted in the rental contract.
9. *Sebastopol Subud Hall* is not responsible for damage or theft of items left by the rental party or services contracted by the rental party.
10. The renting party is responsible for securing all required permits/licenses and shall present evidence of such permits/licenses 30 days prior to rental date. All rental parties must provide a certificate of insurance (minimum liability limit of \$1,000,000) and naming "*Subud California*" as an additional insured.
11. *Sebastopol Subud Hall* is not responsible for damages or claims for the personal injury or death, or for claims for the damage to or loss of property, incurred on *Sebastopol Subud Hall* premises. The organization or individual applicant agrees to hold harmless employees, officers, and directors of *Subud California*.
12. Smoking is strictly prohibited inside the building.
13. Persons and/or organizations using the *Sebastopol Subud Hall* are strictly prohibited from engaging in any illegal activity and/or use of drugs on the premises.
14. *Sebastopol Subud Hall* reserves the right to cancel any event. If terms and requirements of the rental contract are not satisfied, breached or violated by a renter, the renter's event can be cancelled without refund.

15. Carpet Stains: \$50 for first stain will be taken out of the deposit, up to \$300 for major staining. Renters will be required to use covered sipping cups in the carpeted areas for wine, coffee, and other drinks that cause stains, to reduce staining. These will be made available to the Renter at no cost.

16. The renting party shall not exceed Sebastopol Subud Hall's 20 amp, 120 volt circuit levels, or the Sebastopol municipal noise limits of 45 dba at night and 55 dba in the day.

17. The renting party agrees to have a designated Firewatch person. When over 140 people are in attendance, Sebastopol Subud Hall will provide a Firewatch staff person at a cost of \$30 per hour, per the requirements of the Sebastopol Fire Marshal.

18. Sebastopol Subud Hall may require staff persons for events serving or selling alcohol at a cost of \$30 per hour.

I acknowledge that I have read and understand the above *Sebastopol Subud Hall* Rental Agreement.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
Agent for Renter