



# VETERANS' MEMORIAL BUILDING CONTRACT AGREEMENT

The rental agreement rules are to assure the city of Carpinteria that the building and grounds are left in satisfactory condition. Renters shall be responsible for the total cost of repair and/or replacement for all actual loss or damage to the building and/or its contents.

**RENTERS MUST CLEAN UP THE ENTIRE HALL, KITCHEN (IF KITCHEN USE IS INCLUDED IN RENTAL), RESTROOMS & COURTYARD IMMEDIATELY FOLLOWING THEIR EVENT. ALL OR A PORTION OF THE \$300 CLEANING/DAMAGE (RENTAL) DEPOSIT MAY BE WITHHELD FOR ANY DAMAGE OR FAILURE TO CLEAN UP AFTER THE RENTER'S EVENT.**

The undersigned, herein known as the Applicant, understands and agrees that he or she or the organization that he or she represents shall assume all risks for loss, damage, liability, injury, cost or expense that may occur during or as a result of the use or occupancy of the Veterans' Memorial Building. The Applicant further agrees that in consideration of permission to use the Veterans' Memorial Building, he, she or the organization will save and hold the City of Carpinteria and/or their employees free and harmless from any loss, claims, liability or damages, and/or injuries to persons and property that in any way may be caused by the Applicant's use or occupancy of the building, or the use of alcoholic beverages by Applicant and guests while using or occupying the building. The Applicant further agrees to be personally responsible for any damage sustained to the grounds, building, furniture or equipment as a result of occupancy of the Veterans' Memorial Building.

My signature certifies that all information I have provided on the application is true including that regarding the use of alcohol. I understand and agree that any misstatements or omissions of material fact herein may cause forfeiture of my deposit.

I hereby accept and agree to the terms as set forth above and to all the terms set forth in the rental agreement forms attached hereto.

---

PERSON RESPONSIBLE FOR RENTAL

---

DATE

## VETERANS MEMORIAL BUILDING RENTAL FEES

### GENERAL PUBLIC

TO RESERVE A DATE	\$ 100.00 <i>(Refundable after event)</i>
CLEANING/DAMAGE (RENTAL) DEPOSIT	\$ 200.00 <i>(Refundable after event)</i>
HALL & KITCHEN	\$ 81.00 PER HOUR
* HALL ONLY	\$ 55.00 PER HOUR
KITCHEN ONLY	\$ 33.00 PER HOUR
VETERANS' MEETING ROOM	\$ 37.00 PER HOUR
RECEPTION ROOM	\$ 35.00 PER HOUR
<b>HALL &amp; KITCHEN - ALL DAY RENTAL (10:30 AM - 10:45 PM)</b>	
With Security Service	\$ 823.00** (plus \$300 = \$1,123 total)
Without Security Service	\$ 721.00 (plus \$300 = \$1,021 total)
* HALL ONLY ALL DAY RENTAL (10:30 AM - 10:45 PM)	\$ 533.00

*\*\*Note: Security Service cost is \$17/hr. with a minimum of (6) six hours service (\$102).  
Overtime cost for Security Service is \$25.50/hr. for (9) or more hours of service.*

### LOCAL NON-PROFIT & GOVERNMENT AGENCIES

MUST HAVE EVIDENCE OF 501C3 TAX EXEMPTION STATUS

TO RESERVE A DATE	\$ 100.00
CLEANING/DAMAGE (RENTAL) DEPOSIT	\$ 200.00
HALL & KITCHEN	\$ 40.00 PER HOUR
* HALL ONLY	\$ 26.00 PER HOUR
KITCHEN ONLY	\$ 17.00 PER HOUR
VETERANS' MEETING ROOM	\$ 19.00 PER HOUR
RECEPTION ROOM	\$ 18.00 PER HOUR
HALL & KITCHEN ALL DAY RENTAL (10:30 AM- 10:45 PM)	\$ 533.00
* HALL ONLY ALL DAY RENTAL (10:30 AM - 10:45 PM)	\$ 400.00

### MAXIMUM OCCUPANCY LIMIT IS 125 PERSONS

**\*FOOD/BEVERAGE SERVICE – KITCHEN RENTAL IS REQUIRED!**  
Please call 684-5405 ext. 416 or 432 for Reservations and Information.

# VETERANS' MEMORIAL BUILDING

## RENTAL AGREEMENT RULES

THESE RENTAL AGREEMENT RULES ARE TO ASSURE THE CITY OF CARPINTERIA THAT THE BUILDING AND GROUNDS ARE LEFT IN SATISFACTORY CONDITION. RENTERS SHALL BE RESPONSIBLE FOR THE TOTAL COST OF REPAIR AND/OR REPLACEMENT FOR ALL ACTUAL LOSS OR DAMAGE TO THE BUILDING AND/OR ITS CONTENTS.

RENTERS MUST CLEAN UP THE ENTIRE HALL, KITCHEN (IF KITCHEN USE IS INCLUDED IN RENTAL), RESTROOMS & COURTYARD IMMEDIATELY FOLLOWING THEIR EVENT. ALL OR A PORTION OF THE \$300 CLEANING/DAMAGE (RENTAL) DEPOSIT MAY BE WITHHELD IF ALL OF THE FOLLOWING CONDITIONS ARE NOT MET.

## REQUIREMENTS FOR A FULL REFUND

- RENTERS MUST OBSERVE MAXIMUM OCCUPANCY LIMIT OF 125 PERSONS.
- IF SERVING ALCOHOL, PROVIDING AMPLIFIED MUSIC AND/OR DANCING, A UNIFORMED SECURITY GUARD MUST BE IN ATTENDANCE FROM ONE-HALF HOUR BEFORE ARRIVAL OF GUESTS UNTIL THE BUILDING IS VACATED AND SECURELY LOCKED.
- CLEAN REST ROOMS. (Pick up debris and empty trash)
- SWEEP AND DAMP MOP FLOORS (DO NOT USE BLEACH OR DETERGENTS!!) MOP, BROOM, and BUCKET are available and stored adjacent to kitchen rear door.
- CLEAN KITCHEN. (Clean counters, sinks, and floor) TAKE ALL LEFT-OVER FOOD HOME.
- EMPTY ALL TRASH IN DUMPSTER LOCATED BEHIND THE BUILDING ADJACENT TO MUSEUM PARKING LOT.
- PICK UP LITTER AROUND AND IN FRONT OF THE BUILDING AND SURROUNDING AREAS.
- RENTERS MUST CLEAN, FOLD AND RETURN TABLES AND CHAIRS TO STORAGE CLOSET.
- RENTERS MUST NOT DISTURB THE FLAGS OR THE SHOWCASE IN THE HALL.
- ALL PEOPLE MUST BE COMPLETELY OUT OF THE BUILDING ON OR BEFORE 10:45 PM.
- SECURELY LOCK BUILDING AND HAVE THE KEYS BACK TO CITY HALL WITHIN 48 HOURS OR TWO WORKING DAYS (\$10.00 PENALTY PER DAY).

EACH UNCOMPLETED REQUIREMENT MAY RESULT IN AT LEAST A \$50.00 DEDUCTION FROM YOUR CLEANING DEPOSIT. ANY ADDITIONAL FEES CHARGED BY THE CITY'S CONTRACTED CLEANING SERVICE WILL ALSO BE DEDUCTED FROM THE CLEANING/DAMAGE DEPOSIT.

I understand and agree to all the above referenced requirements and fully understand that failure to complete any or all tasks will result in a partial or complete forfeiture of my security deposit.

Signed: \_\_\_\_\_  
PERSON RESPONSIBLE FOR RENTAL

Date: \_\_\_\_\_

## VETERANS' MEMORIAL BUILDING

### DEPOSITS AND CANCELLATIONS

- An application and deposit of \$100 is received at the time of reservation.
- The remaining cleaning/damage (rental) deposit balance of \$200 must be paid, along with your rental fee, by the time the keys are received. (\$300 total deposit)
- You must give at least two weeks (10 business days) cancellation notice in order to be refunded the \$100 reservation deposit.
- If all conditions and requirements are met, the full rental deposit (\$300) will be refunded. Rental Deposits are returned by mail within 2 to 3 weeks after the event.
- There will be a \$30 charge on all returned checks.

### ALL EVENTS

- All events must end prior to 10:15 pm and the building vacated of all occupants by 10:45 pm (cleaned up and all people out of the building).
- All events must be held within the building.

### EVENTS INCLUDING MUSIC, DANCE AND/OR ALCOHOL

- A uniformed, licensed security guard will be in attendance at all events held at the Veterans' Memorial Building when there is entertainment, music, dancing, and/or alcohol being served. Security services will be provided from one-half hour before the scheduled arrival time of the guests until the building has been emptied of all occupants and securely locked (according to the hours stated on page 1 of this contract). Failure to allow a security guard at the event will result in the event being closed by the Santa Barbara County Sheriffs' Department. There will be **NO EXCEPTIONS** to this requirement.
- All events must end prior to 10:15 PM and the building cleaned, vacated and locked no later than 10:45 PM. Security services are instructed to stop alcohol service at 9:15 PM. Failure to vacate the building by 10:45 PM will constitute a breach of this contract and all or a portion of the \$300 Cleaning/Damage (Rental) Deposit will be withheld by the City to cover additional security expenses.
- No liquor sales will be allowed without a license from the State of California Alcoholic Beverage Control Board. A copy of the liquor license will be required by the City of Carpinteria prior to issuing the keys to the building.

Alcohol Beverage Control  
411 E. Canon Perdido Street

(805) 966-9155

**REMEMBER TO PUT TABLES & CHAIRS INTO THE STORAGE CLOSET AFTER YOUR EVENT.**

**STAGE**

--	--	--

--	--	--

--	--	--

**MAXIMUM OCCUPANCY LIMIT IS 125 PERSONS.**



---

## Carpinteria Veterans' Memorial Building

- ➔ During events held at the Veterans Memorial Building, security services will be provided at all times during the event when music is being played, there is dancing and/or alcohol is being served.
- ➔ All events must end prior to 10:15 PM and the building cleaned, vacated and securely locked no later than 10:45 PM. Security services are instructed to stop alcohol service at 9:15 PM. Failure to vacate the building by 10:45 PM is considered a breach of contract and will result in the full \$300 Cleaning/Damage (Rental) Deposit being withheld by the City.
- ➔ Please remember to be considerate of the neighbors. The hall is located in a residential neighborhood. Excessively loud music is a disturbance and the Sheriffs' Department may be called upon to act.

# VETERANS MEMORIAL BUILDING RENTAL FEES & PAYMENTS

## FOR OFFICE USE ONLY

RESERVATION DEPOSIT:	\$ <u>100.00</u>	DATE PAID: _____	#10-00-23-1 T/C 8000
CLEANING DEPOSIT:	\$ <u>200.00</u>	DATE PAID: _____	#10-00-23-1 T/C 8000
RENTAL FEE:	\$ _____		
SECURITY SERVICES FEE:	\$ <u>102.00</u>	(\$17.00 PER HOUR with a 6-hour minimum)	#48-48-35-2 T/C 8010
SECURITY SERVICES OVERTIME CHARGE:	\$ _____	(\$25.50 PER HOUR for 9 or more hours)	
TOTAL AMOUNT DUE:	\$ _____		
AMOUNT PAID:	\$ _____	DATE PAID: _____	#48-48-35-2 T/C 8010
BALANCE DUE:	\$ _____	DATE PAID: _____	#48-48-35-2 T/C 8010
AMOUNT PAID:	\$ _____	DATE PAID: _____	#48-48-35-2 T/C 8010
REMAINING BALANCE:	\$ _____	DATE PAID: _____	#48-48-35-2 T/C 8010
AMOUNT PAID:	\$ _____	DATE PAID: _____	#48-48-35-2 T/C 8010
REMAINING BALANCE:	\$ _____	DATE PAID: _____	#48-48-35-2 T/C 8010
CLEANING DEPOSIT REFUNDED:	\$ _____	DATE REQUESTED: _____	#10-00-23-1 T/C 8000
CLEANING DEPOSIT WITHHELD:	\$ _____	DATE NOTIFIED: _____	BY: _____

REMARKS: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

REFUND TO: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

