

WILLITS SENIORS, INC. (WSI)

RENTAL AGREEMENT

APPLICANT (if applicant is an organization include name of contact person)

CONTACT PERSON _____

Address _____

Phone number(s) _____

EVENT DESCRIPTION _____

DATE _____ (TIME) From _____ To _____ Total Hours _____

(Include time for Set-Up and Clean-Up. No early Set-Up without prior approval.)

NUMBER ATTENDING EVENT _____

WILL KITCHEN BE NEEDED - Yes _____ No _____ Initials _____

CATERER'S NAME _____ Phone # _____

WILL ALCOHOL BE SERVED - Yes _____ No _____ Initials _____

Rental Options	Cost 1-4 Hours	Cost 4-8 Hours	WSI Staff Included	Security Deposit Needed
Dining Hall	\$300	\$500	Building Supervisor	W/O Alcohol - \$250 With Alcohol - \$750
Conference Room	\$100 *DBH \$200 **OBH	\$200 *DBH \$300 **OBH	Building Supervisor after hours only	\$75
Patio	\$150 *DBH \$250 **OBH	\$250 *DBH \$400 **OBH	Building Supervisor after hours only	W/O Alcohol - \$100 With Alcohol - \$500
Plus Kitchen	\$200	\$350	Kitchen Supervisor	\$0 Included Above
Only Kitchen	\$250	\$400	Kitchen Supervisor	\$250
Computer Lab	\$100 per 2 Hour Session		Computer Assistant	N/A

*DBH - During Business Hours (M-F 9 to 5) **OBH - Outside Business Hours

Areas to Rent _____

Expected Cost _____

Deposit Required _____

(Deposits are refundable, within 7 days, after satisfactory inspection of premises by a Willits Seniors, Inc. employee)

APPLICANT RESPONSIBILITIES:

INSURANCE

Harrah Senior Center will require a Certificate of Liability Insurance naming Willits Seniors, Inc. as Insured. This can be accomplished by calling your insurance company and having a rider attached to the applicant's homeowner's insurance policy.

ALCOHOLIC BEVERAGES

If alcoholic beverages are served whether you are charging a fee for your event or not, you must have a one-day liquor license from the Department of Alcoholic Beverage Control. Licensed security must also be present during the event. A copy of the contract between applicant and security company must accompany this signed contract, a copy of the one-day liquor license, Liability Certificate and payment. One security guard is required for every 75 guests. Sworn peace officers may be substituted for security with prior approval of WSI.

Paperwork for your liquor license should be submitted one (1) month in advance to make sure you have the signed permit back in time for your function.

To accomplish this, you can call or write:

**Department of Alcoholic Beverage Control (ABC)
50 D Street, Room 400
Santa Rosa CA 95404
707-576-2165**

BUILDING SUPERVISOR

- There must be a Building Supervisor at every function that is employed by WSI.

KITCHEN SUPERVISOR

- There must be a Kitchen Supervisor employed by WSI at every function when the kitchen is used.
- The Kitchen Supervisor is the only authorized person to operate the dishwasher.
- Only authorized personnel (caterer staff and/or WSI employee supervisor) will be allowed in the kitchen. No one under the age of 18 is allowed in the kitchen.

Either Supervisor is authorized to call 911 or close the event if the event gets out of hand (altercations between attendees, damages to center), in which case there will be NO DEPOSIT REFUNDED.

APPLICANTS RESPONSIBILITIES:

- Take all cans and bottles with you when you leave. _____ **Initial**
- Remove all decorations (including tacks, staples, tape, etc.) _____ **Initial**
- All furniture or fixtures that are moved from the dining room must be put back before you leave. Table rounds, etc., must be returned to the tables after clean-up. _____ **Initial**
- You are responsible for supplying your own volunteers to move items. _____ **Initial**

THE CATERER OR YOU MUST SUPPLY YOUR OWN:

- Creamer/Milk
- Sugar/Salt & Pepper
- Coffee/Tea
- Butter/Margarine
- Foil, Plastic Bags, Plastic Wrap, Carry Out Containers
- Tablecloths/Napkins
- Plastic/Paper/or China Plates
- Cups/Glasses
- Silverware

Caterers serve and clear their own tables. OSHA Regulations Prohibit Caterers and Renters from operating the dishwasher.

**** SPECIAL CIRCUMSTANCES OR NOTES**

RELEASE OF LIABILITY

Notwithstanding any other agreements the Applicant agrees to defend, hold harmless, and indemnify Willits Seniors, Inc., its Board of Directors, individual members thereof, and all officers, agents and employees against any legal liability in respect to bodily injury, death and property damage arising from the negligence of the applicant during their use of the property belonging to Willits Seniors, Inc.

The applicant hereby agrees to hold Willits Seniors, Inc., its Board of Directors, individual members thereof, and all officers, agents and employees free and harmless from any loss, damage, liability cost or expense that may arise during or be caused in anyway by such use of occupancy of facilities.

Any lost equipment or damage sustained to the above facility shall be compensated within seven (7) days from date of use.

APPLICANTS SIGNATURE: _____ **DATE:** _____

WSI AUTHORIZED SIGNATURE: _____ **DATE:** _____