



The mission of the Occidental Center for the Arts is to enrich our community by providing diverse cultural experiences that inspire, educate, and entertain.

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FACILITY USE PROCEDURES AND GUIDELINES AGREEMENT CONTRACT

General Information

The Occidental Center for the Arts is located at Harmony Village in Occidental at 4008 Bohemian Highway. The Center features rental facilities which include: An Indoor Auditorium, a kitchen, A Gallery/Classroom and an Outdoor Amphitheater as well as a piano, projector, tables and chairs. All facilities are ADA accessible, with accessible bathrooms available with use. Maximum occupancy in the Indoor Auditorium and Outdoor Amphitheater is 200 persons and in the classroom, 30 persons. There is **no smoking anywhere on the premises and all events must end by 10:00pm, with cleanup finished by 11:00pm, when doors will be locked.**

Our facilities are for use by not-for-profit groups, individuals, corporations and community groups. Our facilities are not available for groups that advocate the use of violence or discriminate explicitly or implicitly against race, gender, sexual orientation, religion, class ethnicity or physical ability. The Occidental Center for the Arts reserves the right to refuse rental to any person or organization at any time.

This agreement is entered into between the individual or agency renting the facility, hereafter called the "user" and the Occidental Center for the Arts, hereafter called OCA. The time and day as well as the cost of the rental will be established in this agreement.

Rental Application and Contract (See attached)

The application for use and the rental/use agreement must be completed by a person who is 21 years or older. The OCA will not enter into an agreement with any party until the party has inspected the hall and met with the OCA representative to discuss the terms of the agreement. The application must be signed by the person who is financially responsible for the group or event. The person or group shall be financially liable for the full extent of any damage incurred during the use of the facilities.

Reservations

To secure the reservation a minimum of 20% of the total room rental fees (see attached rental fee schedule) must be paid at the time the application is submitted. The security deposit is non-refundable in the event of cancellation.

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4800 Bohemian Highway, PO Box 1019, Occidental, CA 95465 p 707-874-9392

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Fees-See Attached Fee Schedule

A **refundable cleaning deposit** of \$50, for Auditorium/Amphitheater, and \$25 for Classroom/Office will be collected with the application in addition to the 20% of rental fees.

Insurance and Liability

Personals or groups renting the facility for a non-sponsored OCA event accept liability for any damages caused during their use of the facilities and for any claims which may arise due to their use of the facilities.

For the protect of the OCA and those that use our space, personal or groups reserving the facilities are required to provide a Certificate of Insurance specially naming as the insured:

The Occidental Center for the Arts and its Board of Directors.

Minimum Limit of Liability is \$1,000,000

A certificate of insurance may be provided as a rider to a business/commercial policy of a homeowner's policy for individual use.

DETAILED DESCRIPTION OF FACILITIES AVAILABLE:

All events must end by 10:00pm with final cleanup complete by 11:00pm

Auditorium Use

Use of the auditorium (40feetX60feet) includes space in the auditorium for seating and stage if needed. Maximum occupancy is 200 persons. Standard set up includes 100 chairs set in rows, one microphone, and use of stage and house lights. Removal of the shell and stage will incur an additional charge. Use of backstage or gallery is possible to serve as a green room, when preapproved by the Facilities Manager. See technical description below for all other information.

Any renter personnel that operate the lighting or sound system must receive orientation and approval by the OCA Facilities Manager. This orientation is provided at no charge so that you can implement your design and safely run the show. The OCA Facilities Manager will support your creativity but will interrupt the show and close down the system if it is being overloaded or misused.

No open beverage containers are allowed near the AV control table. This includes coffee drinks with lids and soda drinks with straws because they could spill if tipped over. The OCA Facilities Manager may dismiss renting personnel who bring beverages or operate

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the equipment in an unsafe or unauthorized manner. A portion of the security deposit may be forfeited, if equipment is damaged or if cleanup is required.

Groups must supply their own expendables, such as batteries, tape and water unless previously arranged in writing in advance of load in.

If renter would like to have technical assistance with running sound or lights we can provide a house manager or AV Technician at \$25 per hour.

If renter desires additional assistance with technical direction, lighting or sound design, the OCA can recommend an outside vendor to assist. Any additional time needed by OCA Facilities Manager to meet with said outside vendor not on the day of the event, will be billed at \$25 per hour.

Load in is done by parking in the lot's handicapped spaces, through the front door of the auditorium.

Details on Technical Equipment:

1. Microphones - Two dynamic Shure P-58s, two stage stands, one table stand
2. Mixing Board - 6 channel Yamaha sound mixer/amplifier
3. Lighting - 16 channel DMX controller, 4 Fresnel lamps
4. Canon LV-7225 multimedia digital projector, 8 foot wide pull-down screen
5. Stage 22 feet wide X 10 feet deep X 15 inches high, 3/4" birch plywood. We do not having a scene shop, all set pieces are to be installed, not constructed on site. Take down of any of the stage backdrop available for an extra charge.

Additional items available for rent:

1. 75 extra chairs
2. Projector and Screen
3. Mason and Hamlin 6' Piano
4. Tables

Conditions for return of cleaning deposit with Auditorium use:

Tables, if used must be wiped down. Any major spills on the auditorium floor must be cleaned up. All garbage is to be removed from the premises or disposed of in the appropriate outdoor receptacles. Close and lock all exterior doors and windows. Ensure that all lights and heat are turned off. Return all tables and chairs to proper location. All chairs must be clean and in working order when left.

Decorations/Displays: No holes may be made in the Auditorium walls. Any decorations must be fixed with **removable** materials, such as tape or mounting strip. These materials must be removed at the completion of the event.

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Outdoor Amphitheater Use

Use of the Outdoor Amphitheater includes concrete raked seating that can facilitate up to 200 persons (25feetX60feet) as well as a front stage (25feetX60feet). Standard setup includes 100 chairs and use of one microphone. Outdoor performances shall be limited to unamplified events including theater performances and small music ensembles (maximum of eight instruments). Outdoor performances shall end by 9:00 PM.

Conditions for return of cleaning deposit with Outdoor Amphitheater use:

Tables, if used, must be wiped down. All garbage is to be removed from the premises or disposed of in the appropriate outdoor receptacles. Return all tables and chairs to proper location. All chairs must be clean and in working order when left.

Kitchen Use

Use of the kitchen includes all equipment and appliances. Bring your own consumables, including coffee, tea, sugar, cream, paper items, etc. You are to provide your own tablecloths and napkins if needed.

Conditions for return of cleaning deposit with Kitchen use:

All dishes, pots, pans and utensils belonging to OCA must be washed and returned to their appropriate places. All garbage is to be removed from the premises or disposed of in the appropriate outdoor receptacles. Any renter's food stored temporarily in the refrigerator must be removed. All countertops and tables are to be cleaned and any spills must be wiped from the kitchen floor.

Gallery Use

Use of the Gallery includes tables, chairs and moveable hanging walls when needed. Standard setup for the gallery as a classroom includes seating and tables for up to 30.

Conditions for return of cleaning deposit with Gallery use:

You are to provide your own tablecloths if needed. There are outlets available in the gallery for use, however if serving refreshments, all countertops and tables are to be cleaned and any spills must be wiped from the floor. Bring your own consumables, including coffee, tea, sugar, cream, paper items, etc. All garbage is to be removed from the premises or disposed of in the appropriate outdoor receptacles.

Additional items available for rent:

1. Extra chairs
2. Projector and Screen
3. Additional Tables

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PARKING

The OCA has 37+4 Handicapped parking spaces in its lot to hold performers and audience member vehicles. In addition, we have use agreements with Park n Ride and Harmony Village in Occidental to share their spaces for evening and weekend events. There are 85 spaces in total that can be utilized for your event

CONCLUDING REMARKS

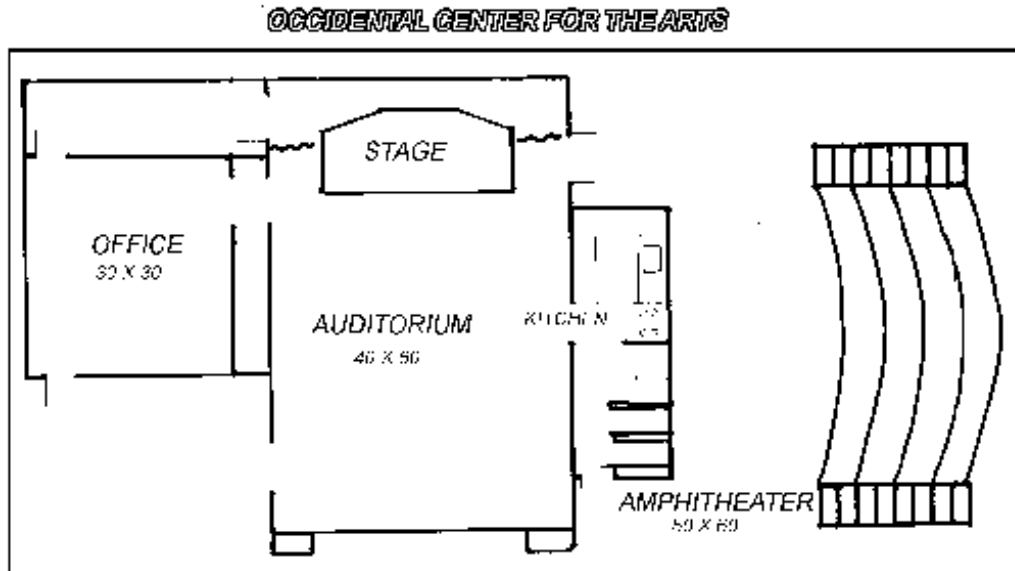
Please leave your area clean and presentable for the next group.

A reminder to all renters: Please note the time on your contract that you may enter the OCA. There could be someone just before or after you. If for some reason the center is in a disorderly manner upon your arrival, please notify the Facilities Manager as soon as possible. **Failure to comply with the restrictions noted in this contract may result in the forfeiture of the cleaning and security deposit.**

I have read and understand the above policies and restrictions:

_____ Signature _____ Date

PLEASE SIGN AND RETURN





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RENTAL APPLICATION & CONTRACT
THE OCCIDENTAL CENTER FOR THE ARTS

Today's Date: _____ (all information to be completed by OCA Representative)

Date and Time Requested for use: _____

Hours Requested for use: _____

Type of Event: Rental _____ OCA Sponsored _____

Approximate # to attend _____

Facilities and Items Requested:

Auditorium for Performance _____

Auditorium for Classes/Meetings or Workshops _____

Gallery for Classes/Meetings or Workshops _____

Gallery for Art Show _____

Piano _____

Band Shell _____

Kitchen _____

Outdoor Area and Amphitheater _____

Tables and Chairs _____ (please include details on how many)

Renter Information

Name: _____

5-MILE RADIUS NON-PROFIT? YES NO (eligible for discount?)

Organization and Nature of the Event:

<p>Signed Contract Due by</p> <p>_____</p> <p>1. Deposit of \$_____ due by _____</p> <p>2. Rental Fees of \$_____ due by _____</p> <p>3. Total Amount Due \$_____</p>

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Address: _____

Home Phone Number: _____ Work/Cell Phone: _____

Fax # _____ Email Address: _____

Admission Charge: YES NO How Much? _____

Will Alcohol Be Served? YES NO Will Alcohol Be Sold? YES NO

If not an OCA sponsored event have you applied for an A.B.C. license? YES NO

If not an OCA sponsored event do you have a Certificate of Insurance with the minimum limits of liability of \$1,000,000? _____

Return of Cleaning Deposit After Event

Deposit will be returned subject to cleaning fees, cost for additional services and equipment and cost of damages, if applicable.

Cancellation Policy

Full rental payment will be charged whenever an event is canceled within 60 days of event. *Deposit is non-refundable.*

OCA Contact Information

Name: _____

Phone: _____

Email: _____

Deposit Received? Yes No

Check Number: _____

Certificate of Insurance on file? YES NO

Copy of ABC license on file if needed? YES NO

Rental Approved:

_____ Date: _____

Copy to Renter? YES NO

Rental Date added to Calendar? YES NO

Publicity/Program committee Notified? YES NO

AFTER: All rental fees collected and cleared? YES NO

Cleaning deposit returned? YES NO

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OCA USE ONLY AND ONLY IF WE ARE PUBLICIZING

Template of Requirements for Information for an OCA SPONSORED event:

Program Title:

Date: _____ Time: _____

Cost/Admission: _____

Performer/Artist: _____

Venue: Auditorium Gallery/Classroom Outdoor Amphitheater

Bio(s) of Artist(s): (website, or where to look) or specific wording required

Program:

Contact Information

Name:

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Organization: _____

Phone: _____

Email: _____

Address: _____

Point Person at OCA: ___Andrea Van Dyke_____

Photos to Website and PR person done?

Any other specific/special instructions: (refreshments benefit, etc.)

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