

# Wischemann Hall

465 Morris Street  
Sebastopol, CA 95472

Dear Prospective Renter,

Thank you for your interest in renting Wischemann Hall for your upcoming event. Attached are the following documents:

1. One-time Rental Contract for your event.
2. Wischemann Hall Rental Rules.
3. Wischemann Hall Clean-up Checklist.

As stated in the rental contract, you will also need to provide the following items before your rental reservation will be considered confirmed and if you have not already inspected the Hall, you will also need to arrange to do that before your event:

1. A check for the **total amount required to reserve the hall** (includes the rental fee, security deposit and post-inspection fee). This check will be deposited and only the Security deposit portion is refundable as indicated in the contract terms. See Section 3 for terms and penalties associated with canceling the event.
2. At least 60 days before the date of your event, a Certificate of Liability for this event from your insurer naming **Saucy Squares Dance Club, Inc.** as an additional insured. (Your homeowner or renter's insurance carrier should be able to issue a one day Event Insurance Certificate to satisfy this requirement).

Please print these documents and sign or initial wherever you see a red dot before a line. Mail the completed paperwork, a check for the rental fee, security deposit, and post-event inspection fee to me at the address below. If more convenient, the Certificate of Liability may be emailed to the address below, or faxed to the number below.

Please contact us if you have questions. As the date of your event draws closer, please email us to arrange for the pickup of the key. If you need emergency assistance during your use of the hall, please call 911. If you need other **urgent assistance only during the rental time that impacts the ability to continue the event**, you can call me at the number below.

Thanks for choosing Wischemann Hall for your event!

Very truly yours,

[REDACTED]  
Wischemann Hall Rental Manager  
465 Morris Street  
Sebastopol, CA 95472  
rentals@wischemannhall.com  
cell: (707) [REDACTED]  
fax: [REDACTED]

Event Date: [REDACTED], 2010

Wischemann Hall  
465 Morris Street  
Sebastopol CA 95472-3425

## Contract for One-Time Rental of Wischemann Hall

Wischemann Hall (hereinafter referred to as "the Hall") is located at 465 Morris Street, Sebastopol, California, and features a large wooden dance floor, adjoining social or dining room and separate kitchen. The maximum occupancy for events is 150 people. See attached list for a complete list of amenities.

This agreement is entered into between the individual or party renting the Hall, (hereinafter "the Renter"), and the Saucy Squares Dance Club, Inc., owner and manager of Wischemann Hall. The date, time and duration of rental will be established in this agreement.

### **1. RENTAL APPLICATION AND CONTRACT**

The application for use and rental agreement must be completed by a person who is 21 years old or older. The Renter or agents and employees of the Renter must be present at all times during the rental period. Children under the age of 18 must be accompanied by an adult at all times during the rental period. Saucy Squares Dance Club, Inc. will not enter into a rental agreement with any party until the party has inspected the Hall, and personally met and discussed the terms of the rental agreement with the Hall manager. This agreement allows the Renter or agents and employees of the Renter to occupy the Hall only during the days and times specified in the Additional Provisions Section 7 below.

### **2. GENERAL LIABILITY INSURANCE**

The Renter agrees to provide proof of at least **\$1,000,000** (One Million Dollars) General Liability Insurance in the form of a Certificate that lists **Saucy Squares Dance Club, Inc.** as an additional insured for the date and duration of the event.

### **3. HALL RENTAL FEES AND SECURITY/CLEANING DEPOSIT**

Payment of the Rental Fee in the amount of \$[REDACTED].00, and the Security/Cleaning Deposit of \$250.00 guarantees that the Hall will be reserved for [REDACTED] 2010 from [REDACTED] PM to [REDACTED] PM, provided a valid Certificate of Insurance is produced on or before [REDACTED], 2009. Cancellation of a reservation on or before [REDACTED] 2009 event will result in a \$50 administration fee. The \$50 administrative fee will also be applied if a Certificate of Insurance is not produced on or before [REDACTED], 2009. Unless another renter can be found for your date, cancellation after [REDACTED] 2009 will result in forfeiture of 50% of the rental fee for that reservation (\$[REDACTED]); cancellation of a reservation after [REDACTED] 2009 will result in forfeiture of 100% of the rental fee (\$[REDACTED]). If the Wischemann Hall Manager is able to find a replacement renter for the cancelled reservation, only the \$50 administration fee will be imposed.

**4. WISCHEMANN HALL RULES**

The Renter agrees to abide by the attached "Wischemann Hall Rental Rules". Failure to do so may result in forfeiture of the Security/Cleaning Deposit.

**5. DEDUCTIONS AND REFUNDS**

Upon Renter's arrival for their scheduled event, the Hall should be in a clean, orderly condition as reflected in the attached "Wischemann Hall Rental Cleanup Checklist". If that is not the case, the Renter is responsible for notifying the Hall management as soon as possible of any specific substandard condition issues they find.

**However, if there are condition issues noted prior to their event, the Renter is still responsible for leaving the facility in a clean, orderly condition as specified on the Clean-up checklist .** The facility will be inspected after the Renter's event and deductions from the Security Deposit will be made if damages are incurred or if the facility is not left clean and the Hall management is not notified of preexisting conditions. The Renter is responsible for guests leaving trash inside or outside the building, and deductions will be made if trash is not cleaned up.

The full Security/Cleaning Deposit will also be forfeited in the event of smoking, exceeding the maximum occupancy of 100 people, or losing the key. If the event is shut down by representatives of Saucy Squares Dance Club, Inc. or government authorities due to violations of the law or this agreement, the Security/Cleaning Deposit may be forfeited. The Renter will receive any forthcoming refund by mail no later than 30 days after the event.

**6. INDEMNIFICATION CLAUSE**

The Renter agrees to accept all responsibility for loss or damage to any person, property or entity, and to defend, indemnify, hold harmless and release the Saucy Squares Dance Club, Inc. and its agents and employees from and against any and all actions, claims, damages, liabilities or expenses that may be asserted by any person or entity, including the Renter, arising out of or in connection with the performance of the Renter hereunder, whether or not there is concurrent negligence on the part of the Saucy Squares Dance Club, Inc. This indemnification obligation is not limited in any way by any limitation on the amount or type of damages or compensation payable to or for the Renter or its agents under worker's compensation acts, disability benefits, or to other employee benefit acts.

**7. ADDITIONAL PROVISIONS**

Name: [REDACTED]

Address: [REDACTED]

Contact Phone Numbers: 707 [REDACTED], 707 [REDACTED]

Event Date: [REDACTED] 2010 Description of Event: [REDACTED]

Special Provisions:

Time In for Setup: [REDACTED] PM Time Event Begins: [REDACTED] PM

Time Cleanup Begins: [REDACTED] PM Time Building is Cleared: [REDACTED] PM

Total Number of Hours of Event : [REDACTED]

\$ [REDACTED] = ( 5 x \$25.00 ) Rental Fee = (Hours x Rate)

\$250.00 Security Deposit

\$ [REDACTED] **TOTAL REQUIRED TO RESERVE WISCHEMANN HALL**

**8. Waiver of Terms and Conditions**

Failure to enforce or insist upon compliance with any of the terms or conditions of this Agreement or failure to give notice or declare this Agreement terminated shall not constitute a waiver of any such term or condition.

**9. Assignment**

Renter will not assign this Agreement or sublet any portion of the premises without prior written consent of the Owner, Saucy Squares Dance Club, Inc.

**10. Entire Agreement**

This Agreement constitutes the entire agreement between the parties and supersedes any prior written or oral covenants or representations relating thereto and not set forth herein and it shall be binding on either party hereto. This agreement may not be amended, modified, extended, or supplemented except in writing by the renter and Saucy Squares Dance Club, Inc. Saucy Squares Dance Club, Inc. has made no representation or warranty to the renter except as herein expressly set forth.

The undersigned Renter hereby acknowledges they have read, understand and accept the terms of this Agreement.

\_\_\_\_\_  
[REDACTED], Renter

\_\_\_\_\_  
Date

\_\_\_\_\_  
Representative of Saucy Squares Dance Club, Inc.

\_\_\_\_\_  
Date

Wischemann Hall  
465 Morris Street  
Sebastopol CA 95472-3425

Wischemann Hall Rental Rules

1. No smoking or incense is allowed **ON THE GROUNDS OR IN THE BUILDING**.
2. Care of the hardwood dance floor:
  - a. No food or drink is allowed on the dance floor.
  - b. Do not place carpet on the dance floor.
  - c. Band instruments may be placed on the dance floor providing that all contact with the floor is with rubber tips.
3. No chewing gum, glitter or confetti are allowed in the building.
4. Use of candles must be approved in advance and specified in the contract.
5. The maximum number of people allowed per event is 100.
6. No loud music after 10:00 pm.
7. The door adjacent to the parking lot must be kept unlocked while the building is occupied.
8. The back door to the kitchen is for deliveries, and is not to be used as an entrance or exit for events (except in the case of an emergency).
9. Leave the building and grounds pursuant to the attached "Wischemann Hall Rental Cleanup Checklist".
10. The building key may be picked up no earlier than 48 hours before the event, must be returned no later than 48 hours after the event, and must not be duplicated.

Date of Event: [REDACTED], 2010

Renter's Name: [REDACTED]

I have read and agree to the above rules.

• \_\_\_\_\_  
Signature

• \_\_\_\_\_  
Date

## Wischemann Hall Rental Cleanup Checklist\*

**(Note: All items must be completed as applicable and approved before Security Deposit is returned.)**

4. Return all tables, chairs and benches used to their original locations.
5. Remove all decorations and items brought with you to the Hall, including any items left behind by event attendees. We are not responsible for any items that are lost or stolen. Any items left will be discarded.
6. Dust mop or sweep all floors, shake mops outdoors when finished.
7. Wet mop the kitchen and dining room floors as needed (i.e., spills, sticky surfaces and dirt not removed with sweeping). **(DO NOT WET MOP THE WOOD DANCE FLOOR)**
8. Vacuum the two carpets on the dance floor in front of the side and front doors.
9. Clean the glass on the side and front doors to the dance floor.
10. Clean the sink, toilets and floors of both restrooms, empty the wastebasket contents into the garbage cans. **Do not discard wastebasket liners.**
11. Clean the kitchen thoroughly **as follows using paper towels or cleaning rags provided:**
  - Wipe off stove and inside of microwave if used.
  - Wipe off all tables, counters and leave sink clean and dry. Empty all metal sink strainers into garbage can and put back in place **completely clean.**
  - Wash and dry any dishes, pots, utensils and coffee pots etc. used and return to original location. **Note: Please use kitchen cloth towels hanging on towel bar for drying dishes only, not for cleaning.**
  - Empty refrigerator and freezer of **all food brought with you.** All food is discarded weekly. **Wipe refrigerator inside and outside as needed.**
  - Empty **both** garbage cans (**in kitchen and dining room**) into the dumpster behind the building. Put new liners in garbage cans (they can be found in the right cabinet under the counter in the dining room). Make sure you recycle in the bin provided in the dining room and empty bin (if full) in the blue recycling pick-up container near the back porch steps.
12. Clean up outside, sweep or pick up any litter on the front and side porch areas and grounds surrounding the building. Sweep or vacuum off entry door mat on side porch.
13. Before leaving, check to see that all windows are closed, all lights are off, the kitchen range and oven and other appliances are turned off, and no water is running in the kitchen, dining room or bathrooms.
14. Make sure all doors are locked when you leave.

**\*See attached list of cleaning supplies available.**

**Thank You!**

Renter Initials • \_\_\_\_\_

### Wischemann Hall Rental Cleanup Checklist

<b>CLEANING SUPPLIES</b>	<b>LOCATION</b>
<b>409 Cleaner spray Dish Detergent Sponges</b>	<b>Kitchen – under sink</b>
<b>Wet mop &amp; bucket</b>	<b>Kitchen – storage room (near rear door)</b>
<b>Glass cleaner spray Trash bags &amp; liners Cleaning rags Cleanser</b>	<b>Dining room – right hand cabinet under counter</b>
<b>Bathroom cleaner spray Cleanser Sponges</b>	<b>Bathroom cabinets</b>
<b>Toilet brushes</b>	<b>Bathrooms – on floor near toilet</b>
<b>Dust mops, broom &amp; dustpan Vacuum</b>	<b>Dining room – Southeast corner under coat hooks</b>

Renter Initials • \_\_\_\_\_