

Tucker Farm Center Policies, Rules, and Rates

Application Process

Applications will be taken on a first come, first serve basis. We can not reserve requested dates for applications that do not include a deposit. You are encouraged to first contact us to determine if your desired rental date is available by emailing: **tfcrental@gmail.com**

Applications may be submitted up to twelve (12) months in advance of the requested event date. However, all required documents including licenses, permits, insurance certificates and fees must be received by mail by TFCC no less than thirty (30) days prior to the event to avoid cancellation (see cancellations below). **Mail to: Events, P.O. Box 984, Calistoga, CA 94515.**

Payment of Deposits & Fees

A deposit of \$300 by check or money order is required when submitting the rental application to hold the requested date of event. All other Fees must be submitted no less than thirty (30) days prior to event to confirm your event date; otherwise your event will be canceled. Applications submitted with less than thirty (30) days notice will not be considered without all Deposits and Fees paid in advance, special terms may apply as determined by management.

Rental Rates - Main Hall (includes auxiliary room)

Saturday & Holidays	\$500 per day
Sunday – Friday excluding Holidays	\$ 50 per hour (4 hr. min.) \$400 max per day
<i>note: Sunday hours of access may be restricted, contact us for further information.</i>	

Non-Profit Rate

Saturday & Holidays	\$400 per day
Sunday - Friday	\$ 30 per hour (4 hr. min.) \$240 max per day

Additional Fees

Prior Day Set-up	Rates same as above
Security/Damages Deposit	\$300 (refundable, less damages)
Security Services*	\$ 30 per hour ea. officer (4hr. min.)
Cleaning Services	\$ 80 once per event (non-refundable)
Staff Services	\$ 30 per hour as required
Chair Rental (150 contoured folding chairs)	\$ 0.50 each

*Management reserves the right to waive security minimums if additional personnel are deemed necessary, and may hire additional security at added cost to Renter before or during an event to ensure adequate security.

(RATES SUBJECT TO CHANGE WITHOUT NOTICE)

Cancellations

All Rentals are subject to cancellation charges as follows:
30 days or more notice \$100 -- 29 days or less notice \$300

In the event that the TFCC facility and grounds are not available, the liability of TFCC shall be limited to the refunding of the payments made by the Renter.

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Retention of Deposits

Tucker Farm Center Corporation reserves the right to withhold any portion of a security deposit in order to cover the cost of damages, excessive cleaning demands, excessive utility use, additional security, storage, or labor resulting from the event. Labor costs will be charged at a rate of \$30/hr. per employee for any additional unscheduled, unanticipated staffing requirements. Any costs related to needed replacement of broken or missing equipment or materials will be charged to the Renter and either deducted from remaining security deposits or billed directly to Renter if the costs are greater than amount of said security deposit. Renter agrees to pay charges in excess of deposit balance within fourteen (14) days of notice.

Event Insurance

Special Event insurance is required by Tucker Farm Center Corporation for the day of your Event (including set-up and clean-up). Renter will submit to TFCC, by the deadline specified in the Agreement, a Certificate of Insurance issued by a licensed agent identifying **Tucker Farm Center Corporation** as additional insured which includes coverage's of general liability, fire damage and "host alcohol liability" with limits of not less than \$1,000,000 per occurrence.

Insurance shall be issued by companies reasonably satisfactory to TFCC; be primary to any other insurance available to the additional insured's with respect to claims covered under the policy and shall apply separately to each insured against whom a claim is made or suit is brought, and include coverage of independent contractors, and be written on an occurrence basis.

Search for "Special Event Insurance" services online, or inquire at:

www.theeventhelper.com

www.Rvnuccio.com

Mutual Insurance Services (800) 567-2685

Security Services

TFCC management requires a minimum number of security officers depending on the size, nature and duration of all events, in compliance with Napa County Ordinances. **Security shall remain on site until all persons have left the premises (including clean-up) and doors are locked.**

*Management reserves the right to waive security minimums if additional personnel are deemed necessary, and may hire additional security at added cost to Renter before or during an event to ensure adequate security. All security will be booked by TFCC and estimated costs are due and payable in advance by Renters as outlined in agreement. Renter acknowledges that the TFCC security officers have no duty to protect Renter Parties or their property.

The authorized person/s signing the rental contract must be present for the full duration of the event and will be legally and financially responsible for the conduct of any and all guests. Two or more authorized persons attending the event shall provide TFCC with contact information (e.g. cell phone #) to assure reliable communications in the event of an emergency or disturbance, etc.

Hours of Operation & Occupancy Limits

Events are allowed from 9:00 am - 10:30 pm. **Music and alcohol service must end no later than 10:00 pm. Guests to vacate premises by 10:30 pm.** Tear-down and clean-up must be completed by 12:00 am. Guest occupancy is restricted to: Dining - 150 persons; Assembly - 200 persons.

Alcohol Restrictions

An ABC permit is required if alcohol is going to be sold or if admission is charged. An ABC Permit for sale of alcohol must be acquired by the Renter and proof of permit provided to TFCC thirty (30) days prior to the event date. Alcoholic beverages service must end by 10:00 pm. Serving of alcohol to minors or intoxicated guests is prohibited.

Food and Beverages

Any serving of food or beverages including alcohol by a caterer or other vendor hired by Renter must meet the approval of TFCC and is limited to vendors who have proper business license, insurance, and license from the Department of Alcoholic Beverage Control (ABC). Renter agrees to comply with all applicable local, state, and federal ordinances, statutes, laws and regulations. TFCC, in accordance with federal law, forbids the service of alcohol to minors at the facility. The sobriety of all guests is the responsibility of Renter.

Music

To comply with the Napa County Noise Ordinance, all music must end at **10:00 pm**. No music is allowed outside the building. Renter will ensure that all doors and windows are closed during all musical or other amplified performances. **Doors are to remain unlocked at all times during Event.** Please keep in mind Tucker Farm Center is located in a residential neighborhood, please respect our neighbors and keep amplified music at a volume that does not disturb residents. **Security personnel will enforce the closed door policy.**

Decorations

All decorations supplied by Renter must be removed by Renter during clean-up. Only push pins and tape are allowed for hanging decorations; nails and staples are prohibited. All decorations must be fire-retardant and no candles, votives, or lanterns may be used as decorations. Sterno may be used in approved containers with food warmers.

Smoking & Open Flames

Smoking or open flames in the building or on either the front or side porches are strictly prohibited. Open flame cooking, torches, candles or pyrotechnics inside or next to the building are prohibited at all times.

Children in Attendance

All children must be supervised by an adult, note that the parking lot is adjacent to busy roads & highway. Security is not responsible for supervision of children except to enforce TFC rules.

Use of Non-Rented Areas or Equipment

Only equipment and areas rented and paid for may be used by renter. Otherwise, additional charges may apply.

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Parking

It is illegal to park on the adjoining highway or private roads. TFCC provides several *no parking signs* and *safety cones* to designate no parking areas. When present, Security will assist guests with parking, please ask guests to follow their instructions.

Event Tear-Down & Clean-up

Renter will identify up to 4 persons to remain on site to facilitate cleaning in advance of the event by filling out the Tear-Down & Clean-up form. All other guests are required to leave the building and grounds immediately following the event. Please submit form below.

Fold all tables and stack all chairs as you found them, please do not stack any items in front of, or leaning on the painted wall hanging. Remove all decorations, trash, dishes, utensils, linens and personal items from the premises. Remove all cans and bottles and mop up any spills or standing water. Turn off all lights, heating, air conditioning, fans etc.

Dumping of food products (oil, sauce, soda, beer etc.) or other waste products in front of, or around the building is strictly prohibited. **Renter will be charged** for removal of any garbage, debris or dumping of waste on the premises.

Abandoned Items

Any item, regardless of value, will be considered forfeit to TFCC as discarded items. Please conduct a walk-through following event and inform any rental services or vendors to remove all belongings at the end of the event.

Compliance

Renter and their agents shall be fully responsible for identifying and complying with, and causing all Renter Parties to comply with, all laws, ordinances and regulations relating to their use of the TFCC facilities, including all fire department regulations, event permits, and licenses. Compliance with the rental policies and rules is a condition of facility use and a violation of these policies and rules are grounds for event cancellation or termination. Renter agrees that Renter and its agents, contractors, and vendors will make no claim whatsoever against TFCC for any consequences that may result from the failure to obtain or comply with such permits or licenses.

Facility “As Is”

Renter agrees that it has inspected the Facility and agrees to accept it AS IS. TFCC makes no representations or warranties with respect to the condition of the building, amenities, or grounds or their suitability for the Event or that it fully complies with ADA standards.

Waiver of Claims

To the maximum extent permitted by law, Renter/Client and their agents, each on its own behalf and on behalf of all Renter Parties, waives all claims against TFCC Parties arising out of, and assumes the risk of: injury to or death of any person, loss of, injury to or damage to, or destruction of any property in, on or about the Facility. In no event shall TFCC Parties be liable for any consequential damages suffered by Renter/Client or their Agents.

Right of Access

TFCC shall have right of access to the premises at all times during the course of the agreement.

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APPLICATION for RENTAL
Tucker Farm Center

Please return application with deposit to:

PRINT CLEARLY

Events
Tucker Farm Center
P.O. Box 984
Calistoga, CA 94515

Today's Date _____

Applicant/Organization _____ email _____

Contact Person _____ Title _____

Home Phone _____ Cell _____

Address _____ City _____ State _____ Zip _____

Contact #2 _____ Phone _____ Cell _____

Event Date _____ Time of Event – From: _____ am pm To: _____ am pm

Setup Date _____ Setup Time – From: _____ am pm To: _____ am pm

Type of Event _____ (meeting, wedding, party, baptism etc.) Est. Attendance _____

Will catering or other outside service be used? Y N Company Name _____

Company Contact _____ Phone _____ Lic# _____

If more than one company please continue on back of form

Please answer each question by checking Y or N

Alcohol on Premises	Y	N	Open to Public	Y	N	Entertainment	Y	N
Serving Alcohol	Y	N	Admission Charged	Y	N	Amplified Music	Y	N
Selling Alcohol	Y	N	Fundraiser	Y	N	Other Vendors	Y	N

Note: An ABC permit is required if alcohol is sold or admission is being charged

Rental equipment: White contoured folding chairs (150 available) _____ X .50 ea. _____

No-charge equipment: 6' tables (8 available) ___ 8' tables (6 available)___ Plastic chairs(60)_____

Deposit Enclosed \$ _____ Check # _____ Make check payable to Tucker Farm Center

I understand that this application is not a rental contract; that all requirements must be met and fees paid before event date receives final approval. By signing below, Renter acknowledges having read the TFCC Policies, Rules and Rates (pages 1thru 4 above), and agrees to abide by them.

Applicant Signature

Date

Applicant/Agent Signature

Date

TEAR-DOWN & CLEAN-UP

Renter must identify in advance, those persons to remain on site to facilitate cleaning by filling out this form. Up to four (4) persons may stay on site to assist in cleaning. Only those designated may remain on site, all other guests are required to leave the building and grounds immediately following the event. No alcohol or music is allowed during this time in the hall or outside.

Clean-up person #1

Clean-up person #2

Clean-up person #3

Clean-up person #4

Renter Signature