

Tucker Farm Center Policies, Rules, and Rates

Application Process

Applications will be taken on a first come, first serve basis. You are encouraged to first contact us to determine if your desired rental date is available by emailing: tuckerfarmcenter@gmail.com

Applications (page 6), and application fees 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 forty-five (45) days prior to the event to avoid cancellation (see cancellations below).

Payment of Deposits & Fees

A deposit of \$400 is required with the submittal of the rental application to hold your reservation. All other Fees must be submitted no less than forty-five (45) days prior to event to confirm your event date; otherwise your event will be canceled. Applications submitted with less than forty-five (45) days notice will not be considered without all Deposits and Fees paid in advance, special terms may apply as determined by management.

Rental Rates - (includes chairs, tables, full stage and limited staff services)

Saturday & Holidays	\$ 850 per day
Sunday – Friday excluding holidays	\$ 50 per hour (4 hr. min.) \$650 max.
Non-Profit Rate (Verified status: charities-non-profits)	10% off above pricing

Additional Fees

Security/Damages Deposit	\$ 400 refundable, less damages
Prior Day Set-up if available	\$ --- hourly rates same as above (4 hr. min)
Other Staff Services	\$ 35 per hour if required or requested

Included with rental:

- 20 rectangular tables (12 six foot & 8 eight foot).
- 150 white folding lifetime chairs.
- 25 metal folding chairs
- Main Hall (45W x 55L)
- Full Stage (24W x 16D)
- Back Room (30 x 25)
- Sink and Counter serving area
- Indoor non gender specific restroom
- Outdoor portable restroom
- Air Conditioning and Heating
- Parking up to +/- 65 cars (note: Calistoga Shuttle service available)
- Event staff services (limited)

*Limited event staff services are included with fee. Management reserves the right to waive event staff 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.

Location: 1201 Tucker – Summit Drive @ Hwy. 29

(RATES SUBJECT TO CHANGE WITHOUT NOTICE)

Cancelations

All Rentals are subject to cancellation charges as follows: more than 45 days \$25 processing fee,
●45-31 days - \$200 ● 30 days or less - \$400

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 \$35/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 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 liquor 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.

The following companies provide Special Event Insurance and they will email us a copy of the Insurance Certificate at your request (send to tuckerfarmcenter@gmail.com).

- theeventhelper.com
- Rvnuccio.com

Event Staff

Limited TFCC event staff services are included with rental fee as management requires monitoring of all events. TFCC staff will determine monitoring extent and timing depending on the size, nature, and duration of all events. Staff will have full access to premises at all times and **shall monitor site until all persons have left the premises, doors are locked and site is secure.**

*Management reserves the right to waive security minimums if additional personnel are deemed necessary, and may hire additional staff at added cost to Renter before or during an event to ensure adequate security. If necessary, additional event staff will be booked by TFCC and all costs are due and payable by Renter. Renter acknowledges that the TFCC staff and/or security guards have no duty to protect Renter Parties or their property.

Renter

The authorized person/s signing the rental contract must be at least 21 years of age and 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

Event times are allowed from 9:00 am - 10:30 pm. **Music and alcohol service must end no later than 10:00 pm.** Tear-down and clean-up must be completed by 12:00 am. Overtime fees apply after 12:00 am. **Guest occupancy:** Dining: 150 - 180 persons; Assembly seating: 250 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 forty-five (45) days prior to the event date. Alcoholic beverages service must end by 10:00 pm. serving 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 -Failure to end all music & entertainment by 10:00 PM is subject to forfeit of deposits.

To comply with the Napa County Noise Ordinance, all music must end at **10:00 pm**. No music is allowed outside the building at any time. Renter will ensure that all musicians and DJ's are instructed to end performances at or before 10 pm including acoustic instruments, brass instruments, singing, pre-recordings or radios etc. **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.

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, screws and staples are prohibited. All decorations must be fire-retardant and no open flame devices (candles or lanterns) may be used as decorations.

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. Sterno may be used in approved containers with food warmers in approved locations only.

Children in Attendance

All children must be supervised by adults, note that the parking lot is adjacent to busy roads and highway. Children or other guests are not allowed on surrounding roads or private property.

Use of Non-Rented Areas or Equipment

Only equipment and areas rented and paid for may be used by Renter.

Parking

It is illegal to park on the adjoining highway or private roads surrounding TFC. TFCC provides several *no parking signs* and *safety cones* to designate no parking areas.

Event Tear-Down & Clean-up -subject to forfeit of deposits: Failure to remove all decorations and garbage inside and outside premises is subject to forfeit of deposits.

Renter shall organize in advance, those persons to remain on site to facilitate cleaning. Up to eight (8) persons may stay on site to assist in cleaning. Only those assisting may remain on site, all other guests are required to leave the building and grounds immediately following the event.

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 in back room. Remove all decorations, trash, dishes, utensils, linens and personal items from inside and outside the premises. Remove all cans and bottles and mop up any spills or standing water. Renter will be charged for removal of any garbage left on the premises including parking lot.

Any additional equipment provided to renter from outside vendors must be removed from premises same day of event, no next day pick up that will conflict with other scheduled events.

Abandoned Items

Any item, regardless of value, will be considered forfeit to TFCC as discarded items. Please conduct a walkthrough 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, termination, and/or forfeit of deposits.** 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

APPLICATION for RENTAL Tucker Farm Center

Please return signed application to:

PLEASE PRINT CLEARLY

Tucker Farm Center
P.O. Box 991
Calistoga, CA 94515

Today's Date ____/____/____

Applicant/Organization _____ email _____

Contact Person _____ Title _____

Home/Work Phone# _____ - _____ Cell _____ - _____

Address _____ City _____ State ____ Zip _____

Contact #2 _____ Phone _____ - _____ Cell _____ - _____

Event Date ____/____/____ Time of Event - Begin: _____ am/ pm. End: _____ am/ pm

Setup Date ____/____/____ Setup Time - Begin: _____ am/ pm. End: _____ am/ pm

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

Will catering or other outside services be used? Y/N (if yes) Company Name _____

Company Contact _____ Phone _____ Business Lic# _____

If more than one company please continue on back of form

Please indicate:	Y	N		Y	N		Y	N
Alcohol on Premises	<input type="checkbox"/>	<input type="checkbox"/>	Open to public	<input type="checkbox"/>	<input type="checkbox"/>	Other Vendors	<input type="checkbox"/>	<input type="checkbox"/>
Serving Alcohol	<input type="checkbox"/>	<input type="checkbox"/>	Admission Charged	<input type="checkbox"/>	<input type="checkbox"/>	Entertainment	<input type="checkbox"/>	<input type="checkbox"/>
Selling Alcohol	<input type="checkbox"/>	<input type="checkbox"/>	Fundraiser	<input type="checkbox"/>	<input type="checkbox"/>	Amplified Music	<input type="checkbox"/>	<input type="checkbox"/>

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

Cancellations: more than 45 days \$25 processing fee; ●45-31 days - \$200 ● 30 days or less - \$400

Amount Deposit Enclosed \$ _____ Check # _____

I am 21 yrs. of age or above and understand that this application requires that all conditions must be met and fees paid before event date receives final approval. By signing below, Renter acknowledges having read the TFCC Polices, Rules and Rates section above, pages 1 thru 5, and agrees to abide by them.

Applicant Signature

Date

Signature of Authorized Agent

Date

Location: 1201 Tucker – Summit Drive @ Hwy. 29