

STINSON BEACH COMMUNITY CENTER, INC.

32 Belvedere Avenue • Post Office Box 158 • Stinson Beach, CA 94970
(415) 868-1444 • Fax (415) 868-1904

• Rules & Regulations •

Please read all parts of this agreement very carefully. Then sign it and return it with the Community Center rental agreement.

1. The Stinson Beach Community Center does not provide wedding coordinating services.
2. Legalities
Renter shall comply with all requirements of County, State and Federal laws and regulations including, but not limited to:
 - a. Use of alcoholic beverages on the premises shall comply with applicable Board of Alcoholic Beverage Control and Community Center regulations.
 - b. The laws of the State of California prohibit willfully disturbing the peace of others. Any reported police calls for noise abatement will result in forfeiture of the deposit and may lead to immediate termination of the event.
 - c. Maximum occupancy of the main Community Center building shall not exceed 299 persons (per local fire code).
3. Deposits and Liability Insurance
The refundable security/loss and damage deposit must accompany the signed contract. To receive a refund of the deposit, the renter must cancel six months prior to the agreed upon rental date. The rental fee is due (at the latest) 60 days prior to the scheduled event. The renter must provide a certificate of liability insurance for no less than \$1,000,000. Proof of insurance is due along with the final rental payment.
 - a. The renter shall be responsible for any loss or damage to the Community Center buildings, grounds or property. Any loss or damage in excess of the deposit amount will be billed to the renter.
 - b. After accounting for administrative, excessive cleaning, or repair expenses, any unexpended balance of the security deposit will be returned to the renter.
 - c. The SBCC reserves the right to cancel any reservation that may prove detrimental to the building or to its members or for any other compelling reasons. In such an event, the deposit will be returned.
4. Restrictions
 - a. Decorations may be used subject to the following:
 - No staples, nails or anything else of the sort may be used on the floors or walls of the Community Center.

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- Fire regulations prohibit the use of **candles** or other open flame or flammable materials such as straw, paper, confetti, etc. Candles may be used in closed votives.
- All decorations must be removed immediately after the event.
 - The **grand piano** is not to be moved without prior consent of the SBCC manager.
 - At no time are **exits**, floor vents or fire extinguishers to be covered or obstructed by furnishings and/or decorations.
 - The **fireplace** may not be used without prior consent of the SBCC manager.
 - **Amplified music** must stop at 10:30 p.m. on Friday and Saturday nights and 9 p.m. on Sunday nights.
 - The premises must be cleared and vacated at the termination of the allotted rental period.
 - Adults must stay off the **playground apparatus**.

5. Clean Up

The Stinson Beach Community Center expects that the buildings and grounds be left in the order you found it. Should basic cleaning services be necessary at the conclusion of your event, we will hire our local cleaning service and deduct the amount from your deposit. We are committed to recycling and provide the necessary recycling containers for orderly placement. If **anything** is moved to a different spot (**especially inside the chapel**), it must be put back to its original home. Renter is responsible for assuring that **all stove burners, ovens, electrical equipment and lights are turned off. All appliances in the kitchen must be left clean. All windows and doors MUST be appropriately closed and locked at the termination of your event.**

6. There will be an **Event Monitor** available to you the day of your rental. He/she will respectfully oversee your event and will be available to you for any questions or concerns you may have.

For any other questions and for key pick up and drop off arrangements, please feel free to contact the SBCC manager:

Mary Greenwood
(415) 868-1444
(415) 686-2586, mobile
info@StinsonBeachCommunityCenter.org

Renter's Signature _____ Date _____