



Willows Event Venue

1. RESERVATION POLICY AND DEPOSIT

A non-refundable rental deposit of \$150.00 is required to secure the date of the event. The rental deposit will be applied to the total contract amount.

2. RESERVATION HOLD

Willows Event Venue is happy to offer a courtesy hold of the inquired date for seven (7) days at no charge. If the reservation deposit is not paid by the seven (7) day mark, the date will be released. If someone else expresses an interest within the seven (7) day period, you will be given the first right to the date, and you must make an immediate decision with the reservation deposit.

3. CLEANING/DAMAGE DEPOSIT HOLD (AGREEMENT FORM 1a)

A cleaning/damage deposit hold of \$300.00 shall be collected from the renter via charge to a major credit card (Visa, Discover, Mastercard, etc.) due at the time of signing. The charge will not be processed until after the event and the venue has been inspected. The deposit will only be charged if there is confirmation of damage and/or extra cleaning is required. Willows may retain a portion or all of the deposit for physical damage done to any part of the facility and/or if significant cleaning above normal is required.

4. CANCELLATION POLICY

If you cancel 120 days or more in advanced of your event, payments made will be refunded in full with the exception of the non-refundable reservation deposit. The non-refundable reservation deposit may be used toward a future booking within one (1) year of the cancellation date. If you cancel less than 120 days before the event, all payments made may be used toward a future booking within one (1) year of the cancellation date. If the payments are not used towards a future booking within one (1) year of the cancellation date, the payments made are surrendered to Willows Event Venue. All cancellations are required to be in writing.

5. SETUP AND DECORATIONS

The setup time needed for each event must be included in the actual rental time. Deliveries for party rentals, outside caterers, decorations, etc. are scheduled during the specified setup time. Arrangements for earlier access can be requested with a minimal fee. Confetti, glitter, rice, bird seeds, etc. are not permitted inside and outside of the facility. Gum or stick-on name tags should not be left on any of the floors and/or tables. Use of these types of items will result in additional charges being assessed to the damage/cleaning deposit.

6. CLEAN UP AND VACATING PREMISES (AGREEMENT FORM 1c)

Renter accepts full responsibility for leaving the facility in a clean and orderly manner. Renter agrees to pay for any damage incurred during rental period, for any excessive cleaning required, and for additional time not originally scheduled, including any costs exceeding the amount of the cleaning/damage deposit.

7. MUSIC/DJ/LIVE MUSIC/PERFORMERS (AGREEMENT FORM 1b)

Amplified music shall not exceed 70 decibels to conform to the applicable provisions of Chapter 16.72 of the Vallejo Municipal Code (VMC), entitled "Performance Standard Regulations". Only 70 decibels of amplified music is allowed inside the Scenic Rooms and at the Gardens. Amplified music is allowed from 10:00 a.m. to 10:00 p.m.

8. ALCOHOL AND SPECIAL EVENT APPLICATION AND REGULATIONS

Alcohol Served at Event

Application: An event where alcohol is to be served must meet all legal requirements. This is endorsed by the City of Vallejo Police Department and is subject to additional fees. Without approval, the event may not serve alcohol on the premises. The applicant must submit a letter of request and obtain permission from:

*City of Vallejo Chief Police
111 Amador Street
Vallejo, CA 95690*

Renter should submit above issuance to the Venue Manager fourteen (14) days prior to the event. The current fee (8/2015) is \$250.00.

Alcohol Sold at Event

Only formally recognized Non-Profit Organizations meeting all requirements may sell alcohol at any event. After approval obtained from the Police Department, these events also require a one-day special license. This license is issued by the State of California and may be obtained by applying at:

*Department of Alcoholic Beverage Control
7677 Oakport Street, Suite 1020
Oakland, CA 94621
(510) 639-0628*

9. LEGAL REQUIREMENTS/RULES/SECURITY (AGREEMENT FORM 1d)

- a. Only beer, wine, or champagne may be served with advanced approval by the Venue
- b. Alcohol may only be served for five hours. Alcohol service and music must end at 11:00 p.m. and all events must close no later than midnight
- c. Alcohol may not be sold or consumed at an officially designated youth event or an event with a significant amount of under-aged attendees
- d. One uniformed security guard is required for every seventy-five (75) persons if alcohol is served
- e. The Renter and its guests agree to abide by the State of California liquor laws and City of Vallejo's regulations and Responsible Beverage and Service Training Program (RSBT) certified staff and/or outside vendors/caterers

10. CATERERS AND OUTSIDE FOOD (AGREEMENT FORM 1e)

Renters who choose to have catered food for their event must be licensed by the County Health Department. The following documentation is to be provided no less than fourteen (14) days prior to your event date:

Copy of Food Service License (Approved Source of Food)
Commercial General Liability Insurance
Certificate of Insurance (please see example)
Workers' Compensation

Those wishing to provide your own food (family and friends) for so at their own risk and Willows Venue Event will not be held liable

11. MISINFORMATION OF QUANTITY OF ATTENDEES

Willows Event Venue asks that an accurate estimate of the number of guests will be attending so we may better service the event. If Willows Event Venue Staff believes that more guests than listed are in attendance, an additional fee will be applied at the discretion of the Venue Manager.

12. CHILDREN POLICY

All children under the age of twelve (12) years old must be supervised at all times. They will not be left unattended in the restrooms, parking lots, front of entryways, or patio and gardens and are not allowed to enter any service.

13. PARKING

Per City of Vallejo regulations and Unit Plan #10-0004, attendees are not allowed to park in front of the buildings. A parking map that you can reproduce and distribute to your guests is attached.

14. FIRE SAFETY

All safety precautions necessary for fire protection and safety must be observed. Exits, corridors, and stairways must be free of any obstructions at all times.

15. CERTIFICATE OF INSURANCE

One-day event insurance is required for a \$1,000,000.00 General Liability policy for any accidents or damages the may occur naming Willows Event Venue and Creative Events as additional insured fourteen (14) days prior to your event date. Most Homeowners Insurance providers are able to issue this type of policy to you. The sooner the policy is in place, the lower the cost.

16. EXCUSED NON-PERFORMANCE

The performance of this agreement by either party is subject to acts of God, war in California, government regulations, disaster strike, civil disorder in California, illegal performance making it inadvisable, illegal, or impossible to provide the facility or to hold the event. In the event Willows Event Venue is unable to perform its obligation under this agreement, such non-performance is excused, and Willows Event Venue may terminate this agreement. Willows Event Venue will return your deposit, and in no event will Willows Event Venue be liable for consequential damages for any nature for any reason whatsoever.

My signature below represents my understanding of and my agreement to abide and comply with the terms of this Agreement.

PRINT NAME _____
SIGNATURE OF RENTER _____ DATE _____

HOLD HARMLESS AGREEMENT

I will specifically accept responsibility for any damage or loss to the premises caused by the occupancy for the duration of the event.

Further, I the undersigned, do hereby agree to indemnify the Willows Event Venue, Matsuri Japanese Sushi Bar, Creative Events, and Redwood Square Associates Inc., the City of Vallejo and its officers, against and save same harmless from all demands, claims, causes of action, or judgments, and all reasonable expenses incurred in investigation or resisting the same, for injury to person, loss of life,

or damage to property occurring on these premises and areas arising from or occasioned by my use and occupancy for the duration of the event.

PRINT NAME _____

SIGNATURE OF RENTER _____ DATE _____

ADDRESS _____ PHONE _____

EMAIL _____

DATE OF EVENT _____

WILLOWS EVENT VENUE REP _____