



Morris B. Vance Community Room Facility Rental Agreement

Capacity: 200 / Indoor Facility

PERMIT # _____

Reservations:

- Event may **NOT** exceed the maximum capacity. Penalties can include but are not limited to shutting down event, charges to the security deposit and/or Sherriff notification.
- Permit holder must be at least 21 years of age and remain in attendance throughout entire event.
- A booking fee of 50% of the basic hourly rent is due when making a reservation.
- Final payment and the security deposit are due no later than 180 days prior to the event.
- Cancellations made a minimum of 180 days prior to the event will receive a 50% refund of the booking fee. If a cancellation is made less than 180 days prior to the event, the City of Vista will retain the entire booking fee.
- Payments accepted are check (made out to the City of Vista), credit card (Visa or Mastercard), cash or money order. Signed contract required in order to book the facility.
- Children must be supervised at all times by an adult during the use of the facility.
- Facility does not include the surrounding park area. It is a public park and the City staff can not prevent public use during a rental.
- **No Beer & Wine Permit** will be allowed in any youth oriented event such as but not limited to Quinceanera, Youth Birthday Party, Baptism, High School Graduation, Sweet Sixteen, Bar Mitzvah.
- Beer & Wine Permit will be charged \$100 and security is required (see 'Security' section). Beer &/or wine may **NOT** be consumed prior to start of event time & if it is being sold a proper license must be obtained. Events with Beer & Wine Permit may not last more than 5 hours for the event time. Beer (cans only, no kegs), wine & champagne only not to exceed 14% alcohol.
- Events without a Beer & Wine Permit may last a maximum of 8 hours, not including set-up & break down time.
- ALL events must end by 10:00pm! Beer & Wine service and music must stop at 10:00pm, NO exceptions!
- Absolutely **NO** live animals are permitted in the facility at any time with the exception of service animals.
- All City of Vista parks and facilities are Smoke Free. Designated smoking area is the adjacent parking lot on Alta Vista Dr.

Renter's Initials

Decorating Guidelines & Set-Up Time:

- Any time a renter is in the facility there is an hourly fee. Set-up & decorating time is charged at 1/2 the hourly event rate. If renter goes over time allotted on the permit, the time will be charged to the security deposit at the hourly event rate.
- Included in this time are caterer preparation, music/DJ equipment set-up, and rental company drop-off (such as dance floor). Any rental equipment must be approved by the City of Vista prior to the event with the exception of linens.
- City of Vista will supply the renter with a site plan with the layout of the facility. The set up fee is \$40.00 and includes set up of tables and chairs as outlined in the plot plan supplied by the renter. This is non-refundable and required.
- Renter is responsible for their own decorating. Decorations must be stand-alone. Nothing can be hung on the walls or the windows. Candles must be contained in a glass votive and no luminaries. (Vista Fire Dept. policy)
- Decorative lights may be used but they can not be attached to the facility.
- All decorations must be removed by the permit holder and discarded appropriately or removed.
- No individually wrapped candy is allowed due to clean up concerns and no throwing of rose petals, rice or birdseed.
- Absolutely NO GLITTER allowed to be used in any way.

Renter's Initials

Caterer / Music / Rentals:

Caterer: (please give your caterer a copy of the Caterer's Guidelines for their records)

- A caterer is required whenever food is served at an event.
- Caterer must have the following: City of Vista business license which can be purchased for a one-time event, County health permit and a one million dollar liability policy naming the City of Vista additionally insured with an endorsement.
- Use of the commercial kitchen is permitted with an additional \$500 deposit and a staff fee of \$25/hr. the entire time the kitchen is being used. The staff is there to supervise the use of the kitchen equipment. Caterer is responsible for removing all items from the kitchen. There will be a separate cleaning fee specifically for the kitchen of \$61. This is required any time the kitchen is used by the caterer.
- Caterer can provide barbecue services with set-up on the sidewalk area adjacent to the kitchen entrance. A piece of plywood or tarp must be placed underneath the barbecue on the concrete to avoid grease stains.

Music

- Live and amplified music (DJ) will be allowed at a level within the regulations of the City of Vista and San Diego Noise Ordinance. Security guard is required at a ratio of 1 to 100 people any time there is live music. Neighbors reside within 50 feet from the facility. To further restrict noise and to accommodate neighbors, all doors must remain closed while the music is playing.

Rentals

- Rental companies must drop off and pick up equipment within the hours specified on the facility use contract. Any rental equipment must be approved by the City of Vista prior to the event with the exception of linens.

Renter's Initials



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Insurance:

- The City of Vista will charge a minimum fee of \$150 for special event insurance. This applies to all events held in the Morris B. Vance Community Room. Cost of insurance can vary based on the type of event or the number of people.
- Insurance is provided by HUB International Insurance Services and a certificate will be mailed or e-mailed to the permit holder prior to the event upon request. This is for your records and the City will retain a copy for themselves as well. No signature is needed on the insurance certificate.

Renter's Initials

Security:

- Security is scheduled by the City of Vista and will be on site for the entire event plus 1/2 hour before to 1/2 hour after. The cost is \$25/per guard per hour. Permit holder can NOT supply their own security. Security is scheduled as follows:
 - Youth/Teen oriented events such as 'Sweet 16's' & 'Quinceaneras' require 4 security guards.
 - Whenever anticipated attendance exceeds 150 guests, one security guard is required.
 - Security is required anytime there is live music &/or there is a Beer & Wine Permit at a ratio of 1 guard for 100 guests, 2 guards for 101 to 200 guests and 3 guards for 201 to 250 guests.
- Security is there to ensure that the renter is following the guidelines set forth in this agreement. They are contracted by the City not the renter.

Renter's Initials

Post-Event Clean Up:

- All events must end no later than 10:00pm. This is not negotiable and will be charged to the security deposit if renter does not comply.
- Renter is given **one hour** after event to clear out of the facility. Any outside rentals such as dance floor, tables, chairs... must be picked up during this time.
- Renter must remove **all** items brought into the facility within the hour allotted which includes items that will be thrown away such as decorations or left-over food. Please place in a trash receptacle or recycling receptacle.
- Renter/caterer is responsible for complying with the 'Kitchen Clean-up Check List' The kitchen staff will direct the renter/caterer on what needs to be done. The cleaning fee will take care of the basic clean-up. Any extraordinary cleaning needs to be taken care of by the renter/caterer. A check list will need to be signed off by staff and caterer prior to vacating the facility.
- Cleaning service will take care of emptying trash cans, cleaning restrooms, vacuuming Community Room, sweeping and mopping the lobby area in order to leave the facility in acceptable condition for City business.
- Any extensive or extra cleaning is the responsibility of the renter. This can be charged to the security deposit for extra staff &/or cleaning time. Maintenance fees can also apply.
- Ice, hot/cold beverages or any type of liquid may not be dumped on any landscaping areas. If access to the kitchen was not included in the rental agreement City staff will allow the renter to dump these items in the kitchen sinks. DO NOT use the bathroom sinks for this.
- Renter is **NOT** to leave the facility without checking out with City staff to sign off on the 'Facility Usage Checklist'. Without this, the security deposit will be held until everything can be checked and cleared.

Renter's Initials

RENTER MUST READ AND INITIAL ALL AREAS PRIOR TO SIGNING THIS CONTRACT!

*Any changes or amendments to this contract must be made at least 7 business days prior to event in order to be approved. Changes must be done during regular business hours, Mon. - Fri. Changes can include but are not limited to extra set-up time, additional event time, number of anticipated guests and/or Beer & Wine permit. Changes **cannot** be made day of event!*

PLEASE NOTE: *If group exceeds departure time listed on facility use permit or if additional cleanup is needed at time of departure, the renter will be charged the event per hour rate for the time which will be deducted from the security deposit.*

Renter must understand and comply with all of the above listed information and understand that they are solely responsible for their portion of the clean-up immediately following their event. The renter will leave the facility in acceptable condition for the contracted cleaning service.

Deposit can and will be charged for any extensive or out of the ordinary cleaning.

Responsible Party Signature

City Representative Signature

Date