



## DIXON VETERAN'S BUILDING ASSOCIATION HALL RENTAL POLICIES

Veteran's Memorial Hall  
231 North First Street  
Dixon, CA 95620  
707-678-6308

**Reservations** – All applications should be made 60 days in advance. All fees must be paid 15 days prior to the event by cash, money order or cashier's check. To finalize your application you must:

- Complete and sign the rental form supplied.
- Obtain a one-day insurance policy. **(see #1 below)**
- Obtain a police event permit. **(see #2 below)**
- Sign Rental agreement stating that you agree to use Hall Association security **(see #3 below)**
- Meet with the building manager with the documents above and pay the deposit amount.

1> **Insurance: Private Use** – A one day single event insurance policy in the amount of **\$1,000,000** is required for the day of the event and is the responsibility of the individual and/or organization. The individual or organization's insurance agent can provide the policy in conjunction with a homeowners or renters insurance policy, usually for a nominal fee.

It is further understood that the Dixon Veterans Building Association, its officials, officers, and employees are additionally insured under this policy, with regard to the use of the property controlled by the Dixon Veterans Building Association.

2> **Police Permit:** A police event permit must be obtained (no cost) from the Dixon Police Department. This permit must be posted at the front entrance of the building at all times during the event.

3> **Security:** A security guard is required at all times during the event. Hall Association Provided – A building security guard will be provided by the manager at the cost specified outlined in Rental Fees (below). Note: Hall Association supplied security guards are not Police or Door Monitors; they are for building security only and in the event of criminal activity (fights, drug use, etc.) the Dixon Police **WILL BE CALLED!**

**Rental Fees** – All fees must be paid 15 days in advance by to the Building Manager prior to using the facility. The rental includes time for decorating and delivery of equipment, food, etc.

- **Rental Fee (6 hour event) \$500.00**
- **Cleaning Deposit \$200.00** (Refunded if the Hall meets Clean UP and Inspection Checklist below.)
- **Hall Association Security Guards are \$100.00 per guard for the course of the event.**
- **Kitchen & Stove \$100.00 (Stove for food warming only)**

**Event Hours** - actual event (party, dance, reception, etc.) is for a **6-hour** time frame only & must conclude no later than **11:00 P.M.**; clean up to start no later than **11:00 P.M.** and building must be vacated no later than **12:00 A.M. (midnight)**

Set up & decorating time should be within 4 hrs prior to event. No nails, tape or tacks are allowed on the building interior and no decorations on the walls unless wires are already in place. No decorations can be hung from the ceiling at any time. All decorations must be removed after the event or this can result in forfeiture of the rental deposit.

Deliveries (cake, caterer, etc.) should be scheduled one to two hours before the event.

**Cancellation Fee**- 50% of the deposit will be refunded if notice is given 45 days in advance of the event. Violation of Contract or policies will result in forfeiture of all fees paid.

**Limitation of Persons** – State & City Fire Marshal code limits the number of people inside the hall to:

**Seating capacity = 161 persons** or

**Standing capacity = not to exceed 344 persons** (absolutely no chairs and tables permitted)

**Alcohol Sales** - Absolutely no alcohol sales will be permitted by the renting organization, however, a cash bar can be provided by the American Legion. This request must be made at the time of the initial rental to give them ample time to obtain their permits and secure a bartender for your event. The bartender will be at the cost of the renter. The bartender has the right to check ID's to secure that sales are only to persons 21 years of age or older. Alcohol dispensed inside the Hall may not be carried outside the premises.

**If a person under the age of 21 is caught drinking alcohol your event can and will be concluded and all fees and deposits paid will be forfeited.**

Property Damage - The renter, whether individual or organization will be held liable for any destruction, stolen property, or damages to the Dixon Veterans Building Association.

**Smoking** - Smoking ***is not*** permitted inside the building. This is a State law - enforced by County and City authorities. Smoking is allowed outside the building and **renter will be responsible for the clean up of cigar or cigarette butts left outside the entrances.**

**Children** - Parents of children are responsible for maintaining control and supervision of their children. **Children are not allowed to play in the back lot of the building.**

**Security for the building has the right to instruct them not to do so for your safety.**

**Utilities** - Control of lights, heating, cooling systems, and other equipment is the responsibility of the Building Manager or supplied security guard. ***Do not attempt to change the heating/cooling system on your own.***

**Clean-up** - Cleanup procedures are outlined in the check list provided. Note: Cleaning equipment and supplies are furnished. *Failure to clean the building as described will result in forfeiture of your cleaning deposit* Any damages will be handled during the walk through after the event.

### **Clean-Up and Inspection Procedures**

A walk through inspection is required prior to and immediately following the event.

**Any unacceptable cleaning or damage from the event will result in a reduction and/or forfeiture of initial deposit.** All cleaning equipment is located in the storage closet at the back of the hall next to the kitchen for the main hall. All kitchen cleaning equipment is located under the small kitchen sink. Checklist sh/be initialed by both renter & hall mgr prior to and following the event.