

Sequoia Conference Center Rental Agreement

EXCLUSIVE RENTAL DATE/S: _____

Insurance Requirements

RENTER shall procure and maintain for the duration of this Agreement insurance against claims for injuries to persons or damages to property between _____, hereinafter known as RENTER and the Humboldt County Office of Education, hereinafter referenced as HCOE, for the purpose of renting facilities.

HCOE requires proof of insurance, per the Insurance Requirements in the General Rules and Regulations, a minimum of ten (10) calendar days prior to the event and is subject to review and approval.

Reservation Deposit

A **reservation deposit equal to the 4 hour minimum charge is required** with this signed Rental Agreement. The reservation is not guaranteed until the deposit and completed Rental Agreement are received and accepted by the Conference Center Manager or designee. The rental fees (less the deposit) are due and payable no later than one day before the event. Reservations must account for set up time, the time of the event, and the time to clean up prior to vacating the facility. ***Saturday bookings require an 8 hour minimum. 4 hour events will only be considered if they conclude no later than Noon***

Other Charges

If the facility is occupied beyond the time specified in the Rental Agreement, the RENTER will incur additional charges to be paid at the time of overage. Following completion of the Facility Pre-use/After-use Inspection, RENTER will be invoiced for any additional fees based upon use, services provided, damages incurred, cost to replace missing inventory, and other costs associated with the event. Invoices are due and payable upon presentation. Invoices not paid within 30 calendar days are subject to interest charges at 18% per annum. A \$150 cleaning fee will be added to events with 100+ guests where food and beverage are served.

Cancellations/Refunds

If event is canceled by RENTER and the facility is re-rented for the same date/s and times, the balance of the reservation deposit will be refunded, less a \$100 processing fee to cover administrative costs. If the facility is not re-rented, RENTER shall forfeit the full reservation deposit.

Cancellation requests must be submitted in writing, signed by the RENTER, and submitted to the Conference Center Manager or designee. Please request our cancelation form if you intend to cancel your event.

Community Relations

Attachment A—AR 1335(b)

HCOE reserves the right to deny rental or cancel a reservation or an event when unusual circumstances exist or at any time when circumstances are such that the event will present clear and present danger to the orderly operation of HCOE’s Franklin Complex.

In the event of a disaster or other condition beyond the control of HCOE that would render the planned facility inoperable or not suitable for use, HCOE shall be released of any responsibility to provide replacement facilities or services and shall bear no liability to RENTER for any damages, loss, or other cost resulting from the unavailability of the facility. In such event the RENTER’s deposit will be returned in full.

Acknowledgements

RENTER acknowledges receipt of this Rental Agreement, the Rules/Regulations (Including Sections I through IV) attached hereto, are incorporated into the Rental Agreement by reference. RENTER warrants that the information provided on the Application Form is true. RENTER acknowledges that he/she has read and understands this Rental Agreement and the General Rules and Regulations and agrees to the terms and conditions contained therein. RENTER further acknowledges that he/she is authorized to execute this Rental Agreement on behalf of RENTER.

I have read and understand this Rental Agreement and its Attachments and agree to the terms stated within. I am authorized to sign the Rental Agreement on behalf of RENTER.

RENTER Name (printed)_____

Signature of Person Authorized to Sign for RENTER_____

Printed Name of Person Authorized to Sign _____

Date Signed _____ Title, if any, of Signator: _____

FOR HCOE USE ONLY

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This Agreement is hereby accepted by HCOE:

Signature_____ Date_____

Security Deposit received by HCOE:

Signature_____ Date_____

Copy of RENTER’S valid ID received Initials_____

This Agreement is not final until signed by RENTER, the deposit has been paid, and both have been accepted and acknowledged by the Conference Center Manager or designee.