

**APPLICATION and PERMIT for RENTAL
TUCKER FARM CENTER**

**PLEASE PRINT
CLEARLY**

**Please complete and sign application and rules and return both to
Rental Manager, c/o Tucker Farm Center, P.O. Box 991, Calistoga, CA 94515

Today's date _____

APPLICATION INFORMATION	
Applicant/Organization:	_____
Contact Person:	_____
Contact Number: Home:	_____ Work:_____ Other:_____
Address:	_____
Nonprofit organization:	_____ Yes___ No___
IRS Number	_____ California Number: _____

EVENT INFORMATION	
Event Date:	_____ Day:_____ Number in Attendance: _____
Time: (including set-up and clean-up) From:	_____ am/pm To:_____ am/pm Total hours _____
Actual Event time: From:	_____ am/pm To:_____ am/pm Total hours_____
Nature of Event	_____
	(meeting, wedding, party, etc.)

1. Open to the public? Yes___ No___
2. Admission charged? Yes*___No___
3. Is this a fund raiser? Yes___No___
4. Caterer_____
5. Decorations used? Yes___No___
6. Will alcohol be served? Yes___No___
7. Will alcohol be sold? Yes___No___
8. Will alcohol be on the premises?
Yes___No___

***Note: An ABC Permit is required if alcohol is sold or admission charged.**

9. Alcoholic Beverage Control
Permit Number _____
10. Amplified music? Yes___No___
11. Facilities Requested: Capacity 150
Main Assembly Hall _____
Multi-purpose Room _____
12. Equipment requested:
Stage _____
Tables (15 available) _____
Chairs (100 available) _____
13. Number of Security Guards
required: _____
14. Special clean-up costs: \$ _____
15. Total charges: \$ _____
(rent, cleaning, security deposit, guards)

The undersigned, as applicant, or on behalf of applicant, hereby accepts full responsibility for the use and care of Tucker Farm property and for the deportment and conduct of those attending the function for which this facility is requested.

Applicant agrees to indemnify and hold harmless the Tucker Farm Center, its officers, agents, appointed boards and commissions, and employees against any and all loss, damage, and/or liability incurred by those using the facility as herein requested and against any and all claims, demands, and cause of action which may be brought against Tucker Farm Center, its officers, agents, or appointed boards and commissions caused by or arising out of, or in any way connected with the use by a the undersigned of the Tucker Farm Center facility or the exercise of privileges herein granted (except that arising out of the sole negligence of the Tucker Farm Center).

If permission is granted, applicant or applicant's representative agrees to be present during the entire use of the facility by the applicant.

I have read and agree to this Contract and will conform to the rules attached to this application. I also hold that the information on this agreement is substantially true and correct and that failure to accurately describe the activity will be cause for forfeiture of the right to use the facility and forfeiture of all fee paid.

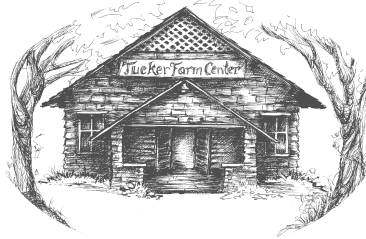
Applicant Signature

Date

****Note: This amount should be enclosed with the signed application.**

FOR OFFICE USE ONLY	
Fees & charges	
	Date Paid
Main Hall	_____
Multi-purpose Rm.	_____
Cleaning Services	_____
Security Deposit	_____
Security Officers	_____
Total	\$ _____
Insurance Proof	_____

ATTENTION
Please send a request to us at tuckerfarmcenter@gmail.com to determine if the times and dates you desire are currently available. However, please be aware that no reservation will be confirmed until all required materials are received by Tucker Farm Center.



Tucker Farm Center Policy and Rules

****Please read, sign and return with application****

Application Process

Applications will be taken on a first come, first served basis. A reservation will not be considered confirmed until all required materials, fees and the security deposit have been submitted.

Applications may be filled out up to twelve (12) months in advance of the event date with a completed application and payment of all fees and the security deposit. The Tucker Farm Rental agent will make the final decision regarding your event.

The person signing the application must be present at the event and will be considered the person in charge of the event. The behavior and conduct of the event's guests are the applicant's responsibility.

Payment of Fees and Cancellations

All fees and the security deposit are due at the time of the submittal of the rental application.

Canceled More than 30 days before Event. If an event is canceled at least 30 days before the event, the security deposit and all other fees, except for \$50, will be refunded.

Canceled Less than 30 days before Event. No portion of any Rental Fee will be refunded if any event is canceled less than 30 days before the event date except in extenuating circumstances beyond the control of the renter, to be determined by the Rental Agent. The security deposit and all other fees will be refunded.

Reasonable Attempt at Collection - Fees and Deposit Forfeiture. The Rental Agent will make a reasonable effort (2 phone calls, 1 normal mail, and 1 registered mail with 30 days of the event) to notice outstanding balance due. If fees and security deposit are not paid in total with 7 days of final written notice, all money paid will be considered forfeit, and the event canceled.

Hours of Operation

The Hall may be rented from 9:00 a.m. until 11:00 p.m. Music and alcohol service must end by 10:45 p.m. Clean-up crew must exit the facility no later than 12:30 a.m.

Site Amenities

Tucker Farm Center is located on Highway 29 at 1201 Tucker Road. It is between Calistoga and St. Helena, with each town only a five minute drive away. The hall has a single toilet, unisex, wheelchair accessible restroom attached. There are no kitchen facilities available. The main hall is approximately 2,600 sq. ft. with a 120 sq. ft. refreshment serving area at one end and a 330 sq. ft. raised stage platform at the other end. The multi-purpose room is approximately 800 sq. ft. The parking lot is located directly in front of the building and will hold approximately 60 cars (in dry weather).

Music

Music must end at 11:00 p.m. NO music is allowed outside the building. Please keep in mind that Tucker Farm is located in a residential neighborhood, so the music volume should be kept as low as possible.

Security

Bonded security guards are required to be present for the entire length of the event where there are forty (40) or more people in attendance. Two (2) officers are required. There is a four hour minimum, and the fee is based on an hourly rate.

Alcohol

An ABC permit is required if alcohol is going to be sold or admission charged. An ABC permit for sale of alcohol must be acquired by the renter and provided no later than 15 days before the rental use date. Alcohol service must end promptly at 11:00 p.m. Service to minors or intoxicated guests is prohibited. See attached rate sheet for authorized security companies.

Smoking

No smoking is permitted in the building or on either the front or side porches.

Insurance

A Certificate of Insurance (COI) naming Tucker Farm Center as Additional Insured in the amount of \$1,000,000 Public Liability is due no later than 5 days prior to the rental date. Proof of Insurance must be mailed to Tucker Farm Inc., c/o Barbara Wider, 938 Champagne North, Calistoga, CA 94515 directly from the broker or carrier providing the insurance. Liquor liability must be noted on the Certificate when submitted if alcohol is to be served.

Insurance can usually be obtained from the provider of home or renter's fire and liability insurance. Otherwise, listed below are two local companies that provide event insurance.

Lincoln-Leavitt Insurance Agent, Inc.
1422 Lincoln Ave.
Calistoga, CA 94515
707-942-4773 (se Habla Espanol)

United Valley Insurance, Napa
1219 Solano Ave.
Napa, CA 94559
707-224-0629

Children in Attendance

All children in attendance must be supervised. Running through the hall is not permitted. Supervision in the parking lot is required due to Tucker Farm Center's proximity to a busy highway and nearby roads.

Facility Cleaning

At the conclusion of the event, floors should be swept and mopped of any spills. Chairs should be stacked and tables folded. All trash on floors (i.e., napkins, paper products, etc.) should be picked up and discarded. All dishes and utensils should be removed from tables. All linens removed. Remove and empty all garbage from the hall and remove from the site. Be sure everything is turned off: lights, heating, air conditioning, fans, etc.

Janitorial service is available if the renter would like assistance with cleaning. This service will clean the main hall (sweep and mop the floor, stack chairs, fold tables). The service will not dispose of food and beverages, wash dishes, or remove garbage. The fee for the service is \$80.

Decorations

All decoration must be removed before departing the facility. No nails or staples are permitted. Only push pins and tape are allowed and must be removed after the event. All decorations must be fire-retardant. No open flame candles may be used (this includes votives, floating candles, and hurricane candles). Sterno may be used only in approved containers. Battery operated tea lights are permissible.

Retention of Security Deposit

Tucker Farm Center reserves the right to withhold any portion of a security deposit in order to cover the cost of damage: excessive cleaning demands, additional security, excessive utility use, storage, or labor resulting from the event.

Labor costs will be deducted at a rate of \$30 per hour per employee for any additional unscheduled, unanticipated staffing requirements.

The facility must be left in equal or better condition than it was found. Any costs related to need for replacement of missing equipment or materials will be deducted from the deposit at current replacement cost.

Use of Non-rented Areas or Equipment

Only equipment and areas rented and paid for may be used by the renter. Any spaces or equipment used by the renter that have not been reserved and paid for under the rental agreement will be assessed at a full day use rate and deducted from the security deposit.

Leaving Materials in Hall

No items may be left at the facility at the conclusion of the event. Any items left at the facility will be considered forfeit to Tucker Farm as discarded items, regardless of value. Please work with all rental services and arrange to have all items removed at the end of the event.

Hall Guest Limit

The guest limit is 150 persons due to the site's limited parking.

Parking

It is illegal to park on the adjoining highway or private road. Tucker Farm Center provides two "No Parking" signs that re to be placed on each side of the private driveway opposite the Tucker Farm Center entrance to prevent people from parking in the neighbor's driveway. Do not park on the septic leach field in the middle of the parking lot. A diagram will be posted in the Tucker Farm Center main hall.

Right of Access

Tucker Farm Center shall have the right of access to the premises at all times during the course of this agreement. Tucker Farm Center agrees to limit such access so as not to disrupt or interfere with activities of the tenant in the rented portion of the premises.

I have read the above policies and rules and agree to abide by them. I understand that compliance with rental policies and rules is a condition of facility use and that violation of policies, rules or laws is grounds for event cancellation or termination, based on the findings of the Tucker Farm Rental Agent.

Signature

Date

TUCKER FARM CENTER CORPORATION
A NON PROFIT 501 (C)(3)



P.O. Box 991
CALISTOGA, CA 94515

Fees and Deposits

Building

Main Hall	\$500 a day
Multi-purpose Room only	\$150 a day
Hourly rate	\$35 per hour with a 4 hour minimum (weekdays only)
*Special Non-Profit rate	\$250 per day (Monday - Thursday only)

Other

Security Deposit	\$300 (refundable)
Cleaning Services	\$80
Security Guards	\$25 per hour per guard (4 hour minimum)