



Petaluma Arts Center

FACILITY USE POLICIES AND APPLICATION

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INTRODUCTION

Applications for permission to use the facilities at the Petaluma Arts Center must be submitted at least 60 days and no more than one year in advance of your planned event to allow time for determining availability, scheduling of facilities and staff, and verifying certificates of insurance and/or authorizations to serve alcohol, security arrangements and related matters. Please review the following information carefully before submitting your application.

FACILITY DESCRIPTION

The Petaluma Arts Center is the home of the Petaluma Arts Council, a broad based group of artists and supporters of the arts in Petaluma and the surrounding area. The Arts Center is located in the historic Railroad Depot Express Freight Building, next door to the Petaluma Visitors Program, at the corner of East Washington and Lakeville Streets in downtown Petaluma. Originally constructed in 1922, the building exterior was renovated by the City of Petaluma in 2004. Interior renovations were commissioned by the Petaluma Arts Council in 2007 and completed in 2008. The Center opened to the public in September, 2008.

The building interior is approximately 4500 square feet, divided into three distinct areas: the Community Room, the G.K. Hardt Gallery, and two adjacent classrooms. Each of these three areas may be rented, subject to availability and regular Center programming. Wifi is available throughout the facility.

COMMUNITY ROOM

This room is 18' x 27' and can seat approximately 50 people in theatre-style (row) seating. It is an ideal space for lectures or demonstrations.

G.K. HARDT GALLERY

The G.K. Hardt Gallery is the main exhibition/performance space in the Petaluma Arts Center, and its dimensions are approximately 53' x 37'. Often configured with moveable walls to display exhibition art, this space is ideal for receptions or parties as it allows guests to socialize amidst works of art. When exhibitions are not in place (approx. 5 or 6 weeks per year), the Gallery configuration is flexible and accommodates needs for a larger, open space, with up to 99 seats in theatre-style (row).

CLASSROOMS

Each of our two classrooms is approximately 22' x 16', but the soundproof, folding wall that divides them can be opened to create a larger space approximately 22' x 32' in size. Each room has four multipurpose tables that can seat approximately 6 persons (on metal stools 24" in height).

OUTDOOR VENUES

In addition to the interior spaces described above, the building design includes large, sliding doors that may be opened to accommodate interior/exterior activities during warm or dry weather. Enjoy a rose garden and benches are on one side; an outdoor patio on the parking side; and a grassy area with benches and nearby restroom building. Tables, chairs, caterers and musicians may be placed outside the building, while guests participate in activities scheduled for both inside and out. (An additional per hour charge may be incurred for events using the exterior areas of the facility.)

DESCRIPTION OF FEES

The Arts Center is an ideal facility for meetings, classes, private parties, exhibits and special events. Each of the three interior spaces available for rent have a two hour minimum rental requirement. The hourly rental rates are as follows:

Rooms/ Space	Hourly Rate Non- Members	Hourly Rate Members	Hourly Rate Non- Profit (fees to attendees)	Hourly Rate Non- Profit (no- fees to attendees)
Community Room	\$90	\$60	\$50	\$40
G.K. Hardt Gallery	\$180	\$150	\$120	\$90
Classrooms	\$45	\$40	\$30	\$25
Exterior Space	\$180	\$150	\$120	\$90

STAFF CHARGES

Staff services by Art Center employees are charged at \$25.00 per hour per employee.

RENTAL CATEGORIES

Non-Profit Organizations: Non-profit organizations must provide proof of non-profit status.

Members: Any event, program or activity being sponsored by one or more members of the Petaluma Arts Council and at which there will be no charge to the public or requests for donations and/or contributions from those attending.

Non-Members: Any event, program or activity being sponsored by one or more individuals who are not members of the Petaluma Arts Council and at which there will be no charge to the public or requests for donations and/or contributions from those attending.

Note: Charges to organizations or individuals for full day use of all or part of the facility may vary from those set forth above and are subject to the discretion of the Executive Director of the Petaluma Arts Center and dependent upon the nature and scope of the planned event.

EQUIPMENT

The Arts Center has a limited amount of equipment available for use for events and meeting. These items include approximately sixty stackable black vinyl chairs, and six folding 3' x 6' rectangular tables. Lessee is responsible for the set-up, take-down and return all of the equipment to the storage areas.

AUDIO VISUAL EQUIPMENT

Overhead projector, projector screen and a wireless sound system in the G.K. Gallery and Community Room. An additional charge may be charged for use of these items. Please speak with a Center representative to discuss your specific equipment questions.

RENTED EQUIPMENT POLICY

Rental equipment drop-off and pick-up times must be made prior to events. Staff charges will be incurred for times that are not within our normal operating hours of business. Rental equipment must be neatly stacked and placed in a location designated by the staff of the Arts Center. The Arts Center may request that rental equipment be removed at the conclusion of your event. The Arts Center is not responsible for lost, broken or missing equipment.

CERTIFICATE OF INSURANCE

Groups or individuals renting space at the Arts Center must provide proof of insurance in the amount of \$1,000,000.00. The Petaluma Arts Council, its officers, employees, agents and volunteers must be listed as additional insured in the manner set forth below. Additional Full Liquor Liability Insurance and an ABC license must be provided if alcohol is to be served. Evidence of required insurance, licenses and private security contract must be provided to the Petaluma Arts Council no later than thirty (30) days prior to the scheduled event.

Certificate of Insurance with Additional Insured Text

Description block	Name and Event Date
Additional Insured	REQUIRED: The Petaluma Arts Council, its officers, employees, agents and volunteers are listed as
Certificate Holder	REQUIRED: Petaluma Arts Council PO Box 750661, Petaluma CA 94975 230 Lakeville Street, Petaluma CA 94952
Cancellation	REQUIRED: Should any of the above described policies be cancelled before the expiration date thereof, the issuing company will mail 30 days written notice to the certificate holder named above.
Liability Amounts	\$1,000,000

LOCAL VENDORS

The Petaluma Arts Council does not necessarily recommend any of the following **concerns but provides** this list for your use and convenience.

CATERERS

Preferred Sonoma Caterers, 707-769-7208
www.sonomacaterers.com

Angelos Meats, 707-763-9586
moregarlic@aol.com
www.angelossmokehouse.com

Adobe Harvest Catering, 707-795-2222
bill@adobeharvest.com,
www.adobeharvest.com

Ray's Catering, 415-883-4939
www.rayscatering.com

Lombardi's BBQ, 707-773-1271
www.lombardisbbq.com

EVENT PLANNER

Donna Sievers, Pineapple Planet Events, 707-2151, www.pineappleplanet.com

Chemas Events, 707-758-3890 (Spanish), 707-338-3529 (English)

EVENT SUPPLIES

Cal West Party Rentals , 707-763-5665, www.calwestrentals.com

Wine Country Party and Events, 707-940-6060, www.winecountryparty.com

PHOTOGRAPHY

Scott Hess Photography, 707-765-0580

Lynette Joy Photography, 707-769-8587, lynnelofgren@comcast.net,
www.lynettejoyphotography.com

Jim Johnson, 707-778-2155, www.studio7photo.com

Chris Gonzales Photography, 707-782-0452, www.chrisgonzalesphotography.com

Terry Porter Photography, 77-479-9193, tporter@aol.com, www.teriporterphotography.com

Murray Rockowitz Photography, 707-765-1972 **AUDIO/VISUAL**

Thomas Savelli, 415-472-7201
thomas@focusav.com, www.focusav.com

707-528-3557
www.atlevents.com

Crossfire Northwest, John Stork
800-844-1818
info@crossfirenw.com, ATL,
www.crossfirenw.com

INSURANCE

State Farm Insurance, Jovita Resendiz
6020 Commerce Blvd., Ste. #125, Rohnert Park, CA 94928-2179
707-584-7585 Fax: 707-584-7598

Larry Tencer Insurance, Larry Tencer
55 Maria Drive, Suite 840, Petaluma CA 94954
707-763-7000 Fax: 707-763-7084
www.tencerinsurance.com/larry@tencerinsurance.com

Allstate Insurance, Bill Creveling
620 E. Washington Street, Ste. 100, Petaluma, CA 94952
707-769-0500

Don Ramatici Insurance
731 A Southpoint Blvd., Petaluma, CA 94954
707-782-9200
www.ramaticiins.com

R.V. NUCCIO & ASSOCIATES, INC. 1-800-ENGAGED, www.rvnuccio.com

SECURITY (charge per hour varies)

Sentinel Property Protection	707-758-9072
Nickerson Security Services	707-265-0504
LaFrance Protective Services	707-570-1550
Spartan Protection Services	707-795-0673
Weinstein Security Services	707-836-1022
V & G Event Services	707-570-0737

FACILITY USE POLICIES

The following policies apply to the use of the Petaluma Arts Center. Please review these policies before submitting your Application as you and your group or organization are expected to abide by each of these terms. Your signature below constitutes your agreement and that our your organization to rent the premises subject to the information contained in your Application and to comply with these policies.

A. FACILITY USE MINIMUMS

There is a 4 hour minimum charge for use of the G. K. Hardt Gallery. There is a 2 hour minimum charge for use of the Community Room or classrooms. If the event goes beyond the scheduled hours, the permittee will be charged at 1 ½ times the normal hourly rate for overtime in 15 minute increments. No events are permitted to extend beyond midnight. Individuals associated with your event will not be allowed to enter the facility prior to the time reserved or remain in the facility after the time reserved. Applicants agree to accept the facilities as maintained by the PAC in the normal and customary course of its business.

B. RESERVATIONS/DEPOSIT/REFUND

Reservations for use of facility may be made up to one year in advance and deposits are payable at the time reservations are made. A \$100 deposit is required for the rental of each of the following: G.K. Hardt Gallery, Community Room and classrooms. An additional \$100 deposit will be required for those events at which alcohol will be served. The deposit will be refunded in its entirety within 3-4 weeks after the event unless the event caused property damage or the Center incurred costs for cleaning associated with the event.

C. RENTAL FEES

All rental fees are due and payable 30 days prior to scheduled use. Failure to timely pay all rental fees may result in cancellation of the rental agreement and forfeiture of the deposit or other fees.

D. LIABILITY/INSURANCE COVERAGE

Applicants must secure insurance coverage on the terms described herein from a company acceptable to the PAC that is licensed to do business in the State of California at the time the policy is issued.

A certificate of insurance naming the Petaluma Arts Center, Petaluma Arts Council, including its Executive Board, the individual members thereof, and all officers, employees, agents and volunteers as additionally insured must be submitted to the PAC before a permit to use the facility may be issued. Applicants shall take out and maintain at all times for the facility use the following policies of insurance:

1. Public Liability Insurance: Personal injury and replacement value property damage insurance for all of the activities of the Applicant and its participants arising out of or in connection with this Application or the use of the facility, written on a comprehensive general liability form including Applicant's operations, vehicle coverage and Applicant's non-ownership liability coverage, in an amount not less than \$1,000,000 combined single limit personal injury

and property damage for each occurrence.

2. Endorsements: The public liability policy described in A., above, shall be endorsed with the following specific language:

a. The PAC is named as additional insured for all liability arising out of all operations by or on behalf of the named insured, and this policy protects the additional insured, Petaluma Arts Center, Petaluma Arts Council, including its Executive Board, the individual members thereof, and all officers, employees, agents and volunteers, against liability for bodily injuries, deaths or property damage or destruction arising in any respect, directly or indirectly, from the performance of the Applicant or the Applicant's use of the facility.

b. The inclusion of more than one insured shall not operate to impair the rights of one insured against another and the coverages afforded shall apply as though separate policies have been issued to each insured.

c. The insurance provided herein is primary and no insurance held or owned by the PAC shall be called upon to contribute to a loss.

d. Coverage provided by the policy shall not be reduced or cancelled without thirty (30) days written notice given to the Applicant by certified mail.

e. The certificates must state that each policy of insurance is under an occurrence based, and not a claims-made, policy.

3. Documentation: The following documentation of insurance shall be submitted to PAC and approved before a permit for use of the facility may be issued: Certificates of insurance stating the limits of insurance provided, certified copies of all policies, and signed copies of the specified endorsements for each policy.

4. We will contact you for the insurance certificate once your Application has been approved.

E. CANCELLATIONS/RESCHEDULING

If the nature of the event or the number of participants changes after the Application has been approved, the applicant must notify the Petaluma Arts Council at least 10 days in advance of the event. The Petaluma Arts Council reserves the right to disapprove any such changes after initial approval of the Application or to adjust the charges for the rental as appropriate.

Where events are cancelled by or on behalf of the applicant with notice of 60 days or more, 50% of the deposit and all rental fees will be refunded. Where such cancellations are made with notice of 31 to 59 days, only rental fees will be refunded. Where such cancellations are made with less than 30 days' notice, no refund will be made. The PAC will make reasonable efforts to change the scheduling of an event on your request but reserves the right to cancel the event in the event

that the change in scheduling cannot reasonably be accomplished. A processing fee will be charged for any re-scheduled event.

F. CANCELLATION BY THE PETALUMA ARTS COUNCIL

In addition to the right to terminate this agreement upon breach or default by the applicant, the Petaluma Arts Council retains the right to terminate all or any part of this agreement at any time in the following circumstances:

1. Upon 30 days written notice. Deposits will be refunded in such an event.
2. Without notice if the facility sustains damage that would render the facility unsuitable for the event. Deposits will be refunded in such an event.
3. Failure by the Applicant to observe the terms of the Application or these policies.
4. Failure by the applicant to provide complete or incorrect information regarding the nature of the event or expected attendance on the Application.
5. Fighting, vandalism or inappropriate behavior during an event. G.

ALCOHOL/SMOKING

Applicants who intend to sell or serve alcohol must obtain any permit required for such activity by the State of California’s Alcoholic Beverage Control Board (“ABC”) and otherwise comply with all requirements of the ABC pertaining to the sale or service of alcohol. A copy of any required permit must be on file in the PAC office 15 days prior to the event. The original ABC permit must be posted on site during the entire event for which a permit is required by the ABC. The sale, service or possession of alcohol in the facility is also subject to the following:

1. The intent to serve and/or sell alcoholic beverages at any event must be noted on the Application and must receive advance approval from the PAC. Service or sale of alcoholic beverages must be limited to no more than 5 hours per event.
2. Serving alcohol to minors is strictly prohibited. Alcohol may not be served, consumed or possessed where the majority of participants or attendees is under 21 years of age. It is the responsibility of the Applicant to ensure that minors associated with or participating in the event are not permitted to consume alcoholic beverages in or around the Arts Center.
Hour
3. No alcohol shall be served or sold prior to the arrival of security and/or within one hour prior to departure from the facility.
4. No more than one keg of beer for the first 199 adults is permitted on the premises. No more than 2 kegs of beer is permitted for events attended by 200 or more adults. Hard alcohol is permitted but use may be limited by the Arts Center depending on the nature of the event.
5. All alcohol must be brought to the premises and inventoried by Arts Center staff and private

security prior to the commencement of the event. Once alcohol is inventoried, no further alcohol will be permitted to enter the premises for consumption.

6. Alcohol may not be served or sold on Arts Center premises prior to the arrival of security personnel. Service of alcohol must be terminated one hour before the scheduled end of the event.
7. Alcohol may not be served, sold or consumed outside the areas designated by the rental agreement between the Petaluma Arts Council and the Applicant.
8. Smoking is not permitted in the Arts Center. H.

MISCELLANEOUS

The following activities are not allowed on the premises:

- Standing on tables or chairs.
- Modification of electrical systems or hook up unless prior approval of PAC.
- Smoking inside the building or within 20 feet of the facility.
- Use of open flame candles without prior approval of PAC. Use of pyrotechnics of fireworks.
- Blocking of exits or exit lights with curtain, booths, tables, chairs, or other objects.
- Use of propane or flammable gas cylinders of any type.

I. STAFFING AND SECURITY

The size, and nature of the event may require additional staff or private security. Arrangements and costs for such staffing are the responsibility of the Applicant. Private security may be obtained from any security agency licensed and bonded by the State of California. A copy of the security contract must be provided to the PAC at least 30 days prior to the event. In appropriate circumstances, the PAC may require adult chaperones for youth activities. A list of chaperones must be submitted to the PAC at least 30 days prior to the event, including addresses and phone numbers.

1. Security guards and other personnel of private security companies are not permitted to carry or display weapons of any kind on the premises of the Petaluma Arts Center.
2. All security guards must be bonded and possess a current guard card issued by the State of California. Security guards are required to complete the facility Security Event Report upon arrival and when leaving the premises.
3. The number of security guards required for an event is based on the size and type of event. Rental of the G.K. Hardt Gallery and Community Room, with a combined capacity of 243 persons, requires a minimum of two private security personnel. Security guards are required to monitor the number of people in the facility and to limit the number of people entering an event if necessary to assure that posted room capacity is not exceeded. A limit of 113 persons applies to banquet style set ups.

J. CLEAN-UP/DECORATING RESPONSIBILITIES/BASIC CUSTODIAL

Applicant is responsible for leaving the facility in a clean condition in accordance with the “Facility Clean-up Check List.” If extra cleaning is necessary, the fee will be taken out of the deposit and/or will be charged to Applicant at a commercial hourly rate for such services. All items brought into the building by Applicant must be removed upon departure.

K. DAMAGE OR LOSS

Applicant shall be liable for all costs associated with repair, replacement or cleaning of PAC property that results from use of the facility under this agreement.

L. HOLD HARMLESS AND RELEASE AGREEMENT: In consideration of participation in this agreement, the Applicant agrees to hold the Petaluma Arts Center and the Petaluma Arts Council, including its Executive Board, the individual members thereof, and all officers, employees, agents and volunteers free and harmless from any loss, damage, liability, cost or expense that may arise or be caused in any way by Applicant’s use of the facility.

FACILITY USE APPLICATION

Please complete this Application if you wish to reserve the Petaluma Arts Center for a planned event. Please note that reservations for the facility are made on a “first-come, first-served” basis. Your reservation date will not be confirmed until you receive approval/written confirmation from a member of the PAC staff. For this reason, we ask that you not publicize the proposed event until after you have received such confirmation.

CONTACT INFORMATION

Contact Person: _____ Phone: (Cell) _____
Street Address: _____ Phone: (Work) _____
City/State/Zip: _____ Phone: (Home) _____
Email: _____

GROUP OR COMPANY INFORMATION

Group/Company Name: _____ Phone: _____
Street Address: _____ City/State/Zip: _____
Email: _____ Website: _____
Check one: Non-profit, with fees EIN#: _____
 Non-profit, without fees EIN#: _____
 Member
 Non-member
 Commercial

EVENT INFORMATION

Name of Event _____ Date of Event: _____
Attendance: _____ Adults (over 21) _____ Under 21 years old
 _____ Total Number of Guests (including participants, volunteers, employees, etc.)

Please include a brief but complete description of your planned event. If it is a fundraiser or community event, please include/attach an agenda for or description of the event.

___ Community Room ___ G.K. Hardt Gallery ___ Classroom(s) ___

PAC EQUIPMENT REQUESTED

DESCRIBE ANY SPECIAL ROOM SET UPS THAT YOU PROPOSE

We will attempt to arrange for any special room set-ups that you wish to have. If you desire a special room set-up, room diagrams must be submitted at least 30 days prior to the event and are subject to approval and revision by PAC staff. The PAC staff will work with Applicants to set up the rented space according to the diagram submitted if it is in accord with fire codes and a workable seating arrangement (if applicable). PAC reserves the right to change the set-up if it is not in accord with Fire Marshall Regulations and/or is not in compliance with posted occupancy load.

FOR EXAMPLE: Doorways must not be blocked Aisles must be 4 to 6 feet wide. Exit pathways must be the same width as the doors.

If multiple set-ups are required during an event, they must be specified on the application and the patron will be charged at \$25 per hour for PAC staff assistance.

PLEASE ANSWER THE FOLLOWING QUESTIONS:

Will the event be open to the public? YES NO

Will alcohol be served? YES NO or sold ? YES NO

Type of alcohol (circle) Beer / Wine / Hard Alcohol

FACILITY RENTAL WORKSHEET

RESERVATION DATE _____

_____ Community Room _____ G.K. Hardt Gallery _____ Classroom(s)

Arrival time to set up _____ am/pm
 Departure time after cleaning _____ am/pm
 Arrival Time for guests _____ am/pm
 Departure Time for guests _____ am/pm
 TOTAL HOURS _____

RENTAL FEES

Hourly Rate	\$ _____ x Total Hours = \$	\$ _____
Staff Charges (after 4 pm)	\$25 _____ x Staff Hours =	\$ _____
Other Charges (describe)	projector and screen	\$40 _____
	microphone and PA system	\$ 20 _____
		\$ _____
		\$ _____
		\$ _____
TOTAL CHARGES		\$ _____

Deposit date _____ Amt \$ _____ Balance Due date _____ Amt \$ _____
 Changes in installation and de-installation costs will be adjusted upon completion of de-install

ABC Permit Number: _____

NOTE: Please note the requirements for the sale of alcohol at part G., of the Facility Use Policies

By my signature below I signify that: I am 21 years old or older; I have read and understand the terms of the Facility Use Policy and Rental Agreement and I and the organization that I represent agree to abide by the terms therein; I agree to pay the Petaluma Arts Center for those costs that the Petaluma Arts Center may incur as a result of failure to fully comply with these conditions.

Signature: _____ Date: _____

Print Name _____

For Petaluma Arts Council: _____ Date: _____

Mail Completed Application form with Signatures and Insurance Certificate to:
PETALUMA ARTS CENTER
230 LAKEVILLE ST, PETALUMA, CA 94952