

Hall Rental Application

1. Name: _____
2. Contact Number: _____
3. Email Address: _____
4. Address: _____
5. Company Name (if applicable): _____
6. Number of attendees expected (up to 400): _____
7. What day would you like to rent the hall? _____
8. The hall is available to rent on a half-day or full-day basis. Pricing is based on your rental date and time, as described below. Up to 3 additional hours are available at the hourly rate if needed.

Holidays will rent at the weekend rate, regardless of what day of the week the holiday falls on.

Hourly rentals are available for up to 3 hours at a time, depending on availability.

Please note, rental time includes any set-up before and clean-up after your event.

- Weekday (M-F) AM (8am-2pm) - \$500
- Weekday (M-F) PM (4pm-10pm) - \$800
- Weekday (M-F) Full Day (8am-10pm) - \$1000
- Weekend (S-S) AM (8am-2pm) - \$700
- Weekend (S-S) Evening (4pm-10pm) - \$1600
- Weekend (S-S) Full Day (8am-10pm) - \$2000
- 1 Hour - \$150
- 2 Hours - \$300
- 3 Hours - \$450

9. Are you a US Military veteran or first responder? (25% discount with valid ID)
 - Yes
 - No

10. Event Type:

11. A standard deposit of \$300 is due to confirm and hold your reservation. This will be returned if the hall is clean and in good working order at the conclusion of your event.

If the event is cancelled with at least 14 days' notice, the full deposit will be returned upon cancellation. The deposit will be forfeited if the cancellation notice is received within 2 weeks of the event.

Deposits must be mailed, or brought in person to 420 Vine Street, Vacaville, CA 95688. We can accept cash, money order, cashier's checks only.

I will submit \$300 to confirm my reservation within the next 10 business days.

I need more than 10 business days to submit a deposit.

12. Will alcohol be sold at your event?

Yes (Liquor license needed)

No, but it will be consumed on premises (additional \$200 deposit)

There will not be alcohol at my event

13. Do you plan to have private security at your event? (Required if selling alcohol)

Yes, a copy of the security contract is attached.

Yes, I will submit a copy of the security contract more than two weeks prior to my event.

I do not plan to have security.

14. The Vacaville Fire District requires a comprehensive personal liability and property damage insurance policy covering up to \$1,000,000 for damage to persons, and \$300,000 for damage to property with an aggregate limit of \$2,000,000. Proof of insured status must be submitted at least 2 weeks prior to your event, or your reservation may be cancelled. We contract with a vendor who can provide this coverage if you are not already covered. Visit our insurance partner by clicking the link on our website.

I have my own insurance, and will submit confirmation of coverage at least 2 weeks prior to my event.

I will obtain the required insurance and submit confirmation of coverage at least 2 weeks prior to my event.

15. By signing your name below, you acknowledge you have read and agree to the hall rental terms of service:

- There is No Smoking in the facility or within 50 feet of any entrance/exit.
- The three (3) marked parking spots in the lot are reserved for emergency use. Please inform guests that they may not park in those spots.
- Wi-Fi is available for guests. It can be accessed by scanning the QR code posted at various locations around the facility.
- Music must be kept at a reasonable level during the daytime hours, and will not be audible outside of the hall after 10pm.

- Facility must be left in a clean and orderly condition, with all chairs stacked and tables returned to their appropriate storage areas.
- No department equipment will be tampered with or removed from the premises.
- All trash must be removed from the premises, including the hall, kitchen, restrooms, BBQ room, and parking lot. There is a dumpster behind the hall that can be used for trash produced during the event.
- All lights and thermostats will be returned to the "off" setting at the conclusion of the event.
- Pilot lights will be extinguished by turning the gas off at the stove/oven if it was used.
- Keys will be picked up and dropped off per the terms agreed to upon payment.
- Security may be required as deemed necessary by the Hall Rental Manager.
- Event guests must not block emergency vehicles access to the fuel pump in the parking lot.
- All problems will be reported promptly to the Hall Rental Manager at (707) 447-2252 or (707) 685-5341.

16. How would you prefer to get your reservation confirmation?

- Text
 Email
 Phone

Signature

Date

For Office use only	
Due prior to key handoff:	
_____ Proof of Insurance	_____ Rent Fee Charge
_____ Rental Fee	_____ Alcohol Fee Charge
_____ Alcohol Fee	_____ Security Deposit Fee
_____ Security Deposit	
_____ Contract	
