

THE FORT PRESERVATION SOCIETY
915 N. 10th Street, Suite 2 – Taft, California 93268-2204 – 661-765-7371
EVENT RENTAL CONTRACT

This contract is issued in accordance with the policies established by The Fort Preservation Society.
 Submission of reservation request does not constitute approval.

No reservation is confirmed until all applicable fees and deposits have been paid in full.

EVENT RENTAL TIME: 8:00AM-12:30AM

ALL FACILITIES MUST BE CLEANED BEFORE VACATING AT 12:30AM – DEPOSIT FOREFEITED

Responsible Party _____ Event Date _____

Bride's Name _____ Groom's Name _____

Address _____ Phone _____ E-mail _____

Name of Organization (If applicable) _____ Non-Profit501©3 _____

Purpose of Event _____ Estimated Attendance _____

Professional Security Guards _____ (1 guard per every 100 guests) Band _____ D.J. _____

Facility to be Reserved:

- _____ **Wedding Package**
- Gazebo, Auditorium, Kitchen,
- Brides, Bridesmaids, Grooms Rooms
- _____ **Gazebo & North Courtyard**
- _____ **South Courtyard**
- _____ **Bride's Rooms**

- _____ **Wedding Chapel**
- _____ **Main Auditorium**
- _____ **Small Auditorium**
- _____ **Small Conference Room #5**
- _____ **Kitchen**
- _____ **Groom's Room**

Event Date _____ Time Start _____ Time Stop _____

Decorating/Setup Date _____ Time Start _____ Time Stop _____

Rehearsal Date _____ Time Start _____ Time Stop _____

Decorating prior to the date of the event must be authorized and scheduled in advance.
 Once a facility has been opened for use, it is the customer's responsibility to provide supervision.
The Fort assumes no liability for loss or damage.
 Concurrently, the customer assumes full responsibility for loss and damage to
 The Fort property, which may occur due to lack of supervision.

Name of catering service _____ Phone _____

Will alcoholic beverages be served? _____ Yes _____ No Will alcohol be sold? _____ Yes _____ No

Name of bar service _____ Phone _____

The Historic Fort Bar _____ Yes _____ No

If yes, **ABC Permit Fee of \$45.00** is required and a **\$250.00** bar must be guaranteed.

No other alcohol will be permitted except champagne for toast.

ABC PERMIT - \$45.00

Please Note: Alcoholic beverages will be limited to participants in this group and must not be served to anyone less than 21 years of age!

IF USING FORT BAR, OTHER ALCOHOL IS NOT PERMITTED - DEPOSIT WILL BEFORFEITED!!!

GLASS BOTTLES ARE NEVER PERMITTED – DEPOSIT WILL BE FORFEITED!!!

When, in the opinion of The Fort Executive Director and/or the Board of Directors,
 event conditions warrant the presence of one professional security guard for each 100 guests,
the cost of such shall be borne by the individual or organization sponsoring the event.
 Customer will be notified of such requirement after review of this application.

Equipment Needed:

- | | |
|--|--|
| # _____ Banquet Tables – 6' Seats 6-8 (30"x72") (20) | # _____ Banquet Tables – 8' Seats 10 (30"x96") (5) |
| # _____ Round Tables – 60" Seats 6-8 (20) | # _____ Metal Chairs – Tan/Brown (280) |
| _____ Podium – White Wood | _____ Coffee Maker – (42 c.) - 2 |
| _____ Garden Trellis – White Wood - \$40.00 | _____ Arch – White Iron – \$35.00 |
| _____ Candelabras – White Iron/Seven Arm - \$20.00 each | _____ Unity Candle/Three Arm – \$15.00 |
| _____ Wicker Baskets/Empty – \$15.00/Florals-\$35.00 each | _____ Fort Bar Permit - \$45.00 |

FOR OFFICE USE ONLY:

DUE DATE ALL FEES PAID IN FULL: (Two Weeks Prior To Event): _____

Date Security Deposits Paid:

Holding Date Deposit (Non-Refundable with Cancellation) _____ **Initial: \$200.00**
(This is part of refundable deposit when no cancellation occurs)

Refundable Security/Cleaning & Damage Deposit: **Total Amount Due: \$** _____

Wedding Package - \$650.00 **Auditorium - \$400.00** **Full - \$1,000.00** **Sm. Aud. #32 - \$200.00**

Date _____ Amount \$ _____ Check# _____ Cash _____ Balance \$ _____

Date _____ Amount \$ _____ Check# _____ Cash _____ Balance \$ _____

Date _____ Amount \$ _____ Check# _____ Cash _____ Balance \$ _____

Deposit Refund: Date _____ **Amount \$** _____ **Check #** _____

Transfer to Operations Account: Date _____ **Amount \$** _____

Facility Fees: **Wedding Package - \$650.00** **Auditorium - \$400.00** **Full - \$1,000.00** **Sm. Aud. #32 - \$200.00**

Bar Guarantee - \$250.00 **Bar Permit-\$45.00**

Facility/Package _____ **Total Amount Due: \$** _____

Date _____ Amount \$ _____ Check# _____ Cash _____ Balance \$ _____

Date _____ Amount \$ _____ Check# _____ Cash _____ Balance \$ _____

Date _____ Amount \$ _____ Check# _____ Cash _____ Balance \$ _____

Date _____ Amount \$ _____ Check# _____ Cash _____ Balance \$ _____

Payment of Fees & Refunds: Holding deposits of \$200.00 are due at the time reservations are made, with remaining fees due two weeks prior to event. Deposits will be held until the Caretaker and/or Executive Director make final inspection. A full refund will be made if facilities are left in same condition as found; any extra cleaning or damage fees will be deducted before refund is made.

Cancellation Policy: Cancellations must be made **no less than ninety (90) days** prior to reservation date. After that time, **The Fort will retain half of amount paid for late cancellation; \$200.00 holding deposit will be retained with any cancellation.** In the event of a no-show, **The Fort will retain the full amount paid to cover the necessary costs for setting up and taking down the facility.**

Insurance Policy: Proof of liability insurance must be shown before event.

I, the undersigned, have read the above statements and fully understand them. I do hereby agree to indemnify and hold harmless The Fort Preservation Society, its Board of Directors and any of their officers or employees from any liability or equipment and will agree to abide and enforce the rules, regulations and policies set forth by The Fort Preservation Society.

I will accept all responsibility for any damages to premises, furniture, equipment or grounds resulting from use of this facility.

Signature _____

Date _____

THANK YOU FOR CHOOSING THE HISTORIC FORT FOR YOUR SPECIAL EVENT.
PLEASE TAKE CARE OF THE PREMISES AND HELP US PRESERVE THIS BEAUTIFUL LANDMARK.
PLEASE INCLUDE YOUR EVENT DATE, TELEPHONE, AND DRIVER'S LICENSE ON EACH PAYMENT.

SETUP AND CLEANING INSTRUCTIONS
RULES AND REGULATIONS
DAMAGE POLICY

PLEASE READ THE FOLLOWING INSTRUCTIONS VERY CAREFULLY
GATES OPEN FROM 8:00 AM UNTIL 12:30 AM FOR SPECIAL EVENTS
FOR ASSISTANCE – CARETAKER’S APARTMENT – SUITE 23

THE FORT DOES NOT PROVIDE THE FOLLOWING ITEMS:
TABLECLOTHS, NAPKINS, SALT & PEPPER,
DINNERWARE, COOKWARE, SERVING PIECES,
PAPER TOWELS, HAND TOWELS AND DISH SOAP

SETUP

1. Auditorium, gazebo, and adobe walls: **DO NOT STAPLE, NAIL, SCRAPE, TACK, SCREW, GLUE or HOT GLUE anything to the ADOBE, GAZEBO, WALLS or WOODWORK.** Masking, packaging or scotch tape may be used.
2. All tables must be covered with plastic or cloth tablecloths.
3. No confetti, rice, birdseed or similar substance is permitted.
4. Alcoholic beverages must be served from portable bar in auditorium or outside on the courtyard walkways. **NO GLASS BOTTLES. Do not place beer kegs on the floor inside the auditorium or on the courtyard lawns. Do not leave ice in the refrigerator or dump on the lawns.**

CLEANUP

ALL CLEANING MUST BE COMPLETED BEFORE VACATING THE PREMISES AFTER THE EVENT. ALL PERSONAL BELONGINGS MUST BE TAKEN AT THE TIME OF VACATING. AN ADDITIONAL CHARGE OF \$100.00 PER HOUR WILL BE ASSESSED IF PRIOR ARRANGEMENTS HAVE NOT BEEN MADE WITH THE EXECUTIVE DIRECTOR OR CARETAKER PRIOR TO THE EVENT.

ALL DISHES MUST BE CLEANED AND REMOVED FROM THE KITCHEN BEFORE DEPARTURE AT 12:30AM.

1. All decorations must be removed, put into trash bags and placed in the trash bin in the west parking lot. **All tape must be removed from walls, tables and chairs.**
2. All trash from auditorium, kitchen, restrooms, gazebo, courtyard lawns, flowerbeds, planters, and parking lot must be bagged and thrown away. These items include food, paper products, bottles, bottle caps, cans, cigarette butts, balloons, ribbons, etc.
3. Kitchen and restrooms must be left in reasonably clean condition.
4. Any food or drinks spilled must be cleaned up immediately. This includes beverages, food, and grease on counter, sinks, stove, oven, microwave, refrigerator and floors. **Floors: Use clear water only. To prevent damage to stain, do not use household cleaning products, abrasives, steel wool or floor wax.**
5. All tables and chairs must be cleaned, broken down and left in the storage in which they were found.
6. **If you have rented additional tables, chairs, tablecloths, serving dishes, champagne fountain, etc., they must be left in an enclosed area separate from Fort property and must be removed on the first business day after the event.**

THE FORT IS NOT RESPONSIBLE FOR
OUTSIDE RENTED ITEMS LEFT UNATTENDED!

**ADDITIONAL CHARGES of \$100.00 PER HOUR WILL BE ASSESSED
IF THE FOLLOWING CONDITIONS ARE NOT MET**

1. Failure to vacate the premises at the agreed upon time, **no later than 12:30 AM.**
2. **Renters are responsible for the actions of all guests.** The event must be an orderly function. If the party spills outside The Fort walls in an unruly manner or if the police are called, the cleaning deposit may be forfeited.
3. Any theft or damage to The Fort property plants or flowers.
4. Excessive black marks on the floor.
5. Any plumbing problems.
6. Failure to remove tape from the walls, tables and chairs.
7. **When glass bottles are used. (Champagne is permitted – bottles are not permitted on tables – must be poured by server and immediately disposed).**
8. Failure to provide a professional security guard for each 100 guests.
9. **Renters are responsible for the actions of all guests.** The event must be an orderly function. If the party spills outside The Fort walls in an unruly manner or if the police are called, the cleaning deposit may be forfeited.
10. **Any theft or damage to The Fort property – buildings or grounds.**
11. Excessive black marks on the auditorium floor.
12. Any stopped up plumbing.
13. Failure to remove tape from the walls, tables and chairs.
14. **Children must be watched at all times!!!!**

FINANCIAL ARRANGEMENTS

Rental fees and deposits are set by The Fort Board of Directors are covered in the
Event Rental Contract. Fees may be paid in payments.

ALL FEES MUST BE PAID IN FULL TWO WEEKS PRIOR TO EVENT.

Refundable cleaning deposits are returned within two (2) weeks of the event if facilities and/or equipment are left in the same manner in which they were rented. In the event of damages or excessive cleaning: All expenses will be deducted from deposits to cover the costs of repairs.
The remainder of deposit will be returned after all charges are accessed.

**RENTERS WILL BE CHARGED FOR COSTS TO RESTORE
THE FORT PROPERTY TO ITS CONDITION BEFORE THE RENTAL.
THE CHARGE WILL INCLUDE BOTH MATERIALS AND LABOR.
ADDITIONAL CLEANING CHARGES WILL BE CALCULATED AT
\$25.00 PER HOUR AND WILL BE DEDUCTED FROM CLEANING DEPOSIT.**

Cancellations must be made no less than ninety (90) days of reservation date to receive full refund. After that time, one half (1/2) of the paid amount plus holding deposit will be retained by The Fort for late cancellation fee. In the event of a no-show, The Fort will retain the full amount paid to cover the necessary costs for setting up and taking down the facility.

I have read and agree to abide by the Setup and Cleaning Instructions, Rules and Regulations, and Damage Policy for use of The Historic Fort, and I have received a copy.

Signature _____

Event Date _____

GLASS BOTTLES ARE NEVER PERMITTED – DEPOSIT WILL BE FORFEITED