

# Sebastopol Veterans Memorial Building Room Rental Rates

*Rates Revised 1-1-15*

For reservations call (707) 829-4797 between 10am-4pm, Tuesday - Friday, excluding holidays.

Room	Capacity				Hourly Rate
	Assembly	Seated	Dining	Dine & Dance	
<b>Auditorium</b> (4 hr. min) 2510 sqft	350	200	100	75	\$75
<b>Dining Rm.</b> (2 hr. min.) 1782 sqft 54x33	268	190	125	75	\$55
<b>Fireside Rm.</b> (2 hr. min.) 532 sqft 19x28	79	50	37	n/a	\$40
<b>Kitchen</b> (4 hr. min.)	Includes use of: Industrial Refrigerator; Industrial stove with two ovens, one large griddle, four burners; an industrial dishwasher				\$30
<b>Auditorium after 12:00 AM</b>					\$150

**Use Minimum:** The Auditorium and Large Kitchen have a 4-hour use minimum. All other rooms have a 2-hour use minimum. The auditorium is designed to accommodate mid-sized events including concerts, trade shows and exhibits. Our staff can provide contact info for local caterers.

**Insurance & License Requirements:** In addition to rental fees we require insurance that can either be purchased for you (for an additional charge) or provided by your carrier. All events booked 30 days or less must use our insurance carrier. Events with alcoholic beverages will also need liquor liability insurance and a valid ABC license.

**Late Booking/payment & Change Order Policy:** Any bookings or payments made less than 30 days prior to event will be assessed a \$75 late fee. This applies for any reservation made after the 30 day final payment window. We require firm commitment on space layout and all additional rental needs at the time of final payment 30 days prior to the rental. Each request for major changes to layout and or additions or subtractions to this order within 30 days of rental, will be assessed a \$50 change order fee.

**Payment & Cancellation Policy:** We require 50% payment at time of booking. Rooms will not be held and may be rented to others without this deposit. We require payment in full 30 days prior to event rental. Once an event is booked we will assess a minimum 10% (of total rental) fee for any cancellation.

We will assess 25%(of total rental) for any cancellation less than 30 days of the scheduled event. There will be no refunds for cancellations one week prior to an event.

## Sebastopol Veterans Memorial Building Equipment Rentals

The base rent for facilities includes tables & chairs. The Building has some additional equipment and services available for rent with facility use, such as flip charts, portable risers, and a piano.

### Equipment Included in Rental

### Daily Fee

8' tables	no charge
Folding chairs	no charge

### Audio Visual Equipment for Rent

### Daily Fee

Wireless microphone - hand held (each-maximum 2)	\$40
Auditorium Stage Screen & Projector (2hours of tech support this includes ½ hour 2 weeks prior to make sure that all presentation needs are addressed)	\$200
Portable Risers (ea.) (dimensions 4' x 6') 3 available	\$25
Tech Support Hourly	\$75
Any Special lighting and/or sound set up will require a minimum Tech Support Fee this includes ½ hour 2 weeks prior to make sure that all lighting/sound/presentation needs are addressed) This is a minimum and hours needed to accomplish will be set out in the contract.	\$250 (3 hour fee-Minimum)

### Misc Equipment Available for Rent

### Daily Fee

100-cup Coffee pots (ea)	\$10
Dinner Plate	\$65 per 100
Salad Plate	\$65 per 100
Flatware - fork	\$65 per 100
Flatware - knife	\$65 per 100
Flatware - spoon	\$65 per 100

Coffee cups	\$65 per 100
Piano – Yamaha 6’ grand (per event) includes tuning	\$150

## **Sebastopol Veterans Memorial Building Parking Fees: Parking Rates for Commercial Use of Building**

<ul style="list-style-type: none"> <li>■ Sebastopol Veterans Building To reserve the lot exclusively when scheduling</li> </ul>	\$300 flat rate
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