



# Morris B. Vance Community Room Facility Rental Agreement

## **Reservations:**

- A 24 hour hold may be placed on a City facility without a deposit.
- Permit holder must be at least 21 years of age and remain in attendance throughout entire event.
- A booking fee of 50% of the basic hourly rent is due when making a reservation.
- Cancellations made a minimum of 90 days prior to the event will receive a 50% refund of the booking fee. If a cancellation is made less than 90 days prior to the event, the City of Vista will retain the entire booking fee.
- Final payment and the security deposit are due no later than 30 days prior to the event.
- Payments accepted are check (made out to the City of Vista), credit card (Visa or Mastercard), cash or money order. Signed contract required in order to book the facility.
- Children must be supervised at all times by an adult during the use of the facility.
- Facility does not include the surrounding park area. It is a public park and the City staff can not prevent public use during a facility rental.
- All City of Vista parks and facilities are Smoke Free. Designated smoking area is the adjacent parking lot on Alta Vista Dr.

  
 Renter's Initials

## **Decorating Guidelines & Set-Up Time:**

- Any time a renter is in the facility there is an hourly fee. Set-up & decorating time is charged at 1/2 the hourly event rate. If renter goes over time allotted on the permit, the time will be charged to the security deposit at the hourly event rate.
- Included in this time are caterer preparation, music/DJ equipment set-up, and rental company drop-off (such as dance floor).
- City of Vista will supply the renter with a site plan of the layout of the facility. The set up fee is \$40.00 which includes set up of tables and chairs as outlined in the plot plan supplied by the renter. This is non-refundable and required.
- Renter is responsible for their own decorating. Decorations must be stand-alone. Nothing can be hung on the walls or the windows. Candles must be contained in a glass votive and no luminaries (Vista Fire Dept. policy)
- Decorative lights may be used but they can not be attached to the facility.
- All decorations must be removed by the permit holder and discarded appropriately or removed.
- No individually wrapped candy is allowed due to clean up concerns and no throwing of rose petals, rice or birdseed.

  
 Renter's Initials

## **Caterer / Music / Rentals:**

***Caterer: (please give your caterer a copy of the Caterer's Guidelines for their records)***

- A caterer is required whenever food is served at an event.
- Caterer must have the following: City of Vista business license which can be purchased for a one-time event, County health permit and a one million dollar liability policy naming the City of Vista additionally insured.
- Use of the commercial kitchen is permitted with an additional \$500 deposit and a staff fee of \$25/hr the entire time the kitchen is being used. The staff is there to supervise the use of the kitchen equipment. Caterer is responsible for clean-up of the kitchen. Break-down of the clean-up is listed on the 'Caterer's Guidelines'.
- Caterer can provide barbecue services with set-up on the sidewalk area adjacent to the kitchen entrance. A piece of plywood or tarp must be placed underneath the barbecue on the concrete to avoid grease stains.

### ***Music***

- Live and amplified music (DJ) will be allowed at a level within the regulations of the City of Vista and San Diego Noise Ordinance. Security guard is required at a ratio of 1 to 100 people any time there is live music. Neighbors reside within 50 feet from the facility. To further restrict noise and to accommodate neighbors, all doors must remain closed while the music is playing.

### ***Rentals***

- Rental companies must drop off and pick up equipment within the hours specified on the facility use contract. Any rental equipment must be approved by the City of Vista prior to the event.

  
 Renter's Initials



# Morris B. Vance Community Room Facility Use Agreement

## Insurance:

Renter's Initials

- The City of Vista will charge a minimum fee of \$150 for special event insurance. This applies to all events held in the Morris B. Vance Community Room. Cost of insurance can vary based on the type of event or the number of people.
- Insurance is provided by HUB International Insurance Services and a certificate will be mailed or e-mailed to the permit holder prior to the event. This is for your records and the City will retain a copy for themselves as well. No signature is needed on this document.

## Security:

Renter's Initials

- Security is scheduled by the City of Vista and will be on site for the entire event plus 1/2 hour before to 1/2 hour after. The cost is \$25/per guard per hour. Permit holder can NOT supply their own security.
- Youth/Teen oriented events such as 'Sweet 16's' & 'Quinceaneras' require 4 security guards throughout the entire event along with a 1/2 hour before event begins to 1/2 hour after the event ends.
- Whenever anticipated attendance exceeds 150 guests, one security guard is required.
- Security is required anytime there is live music at a ratio of 1 guard to 100 guests.

## Post-Event Clean Up:

Renter's Initials

- All events must end no later than 10:00pm. This is not negotiable and will be charged to the security deposit if renter does not comply.
- Renter is given **one hour** after event to clear out of the facility. Any rentals must be picked up during this time.
- Renter must remove **all** items brought into the facility within the hour allotted which includes items that will be thrown away such as decorations or left-over food. Please place in a trash receptacle.
- Renter/caterer is responsible for complying with the 'Kitchen Clean-up Check List' The kitchen staff will direct the renter/caterer on what needs to be done. An additional cleaning fee of \$61 is also required. The check list will need to be signed off by staff and caterer prior to vacating the facility.
- Cleaning service will take care of emptying trash cans, cleaning restrooms, vacuuming Community Room, sweeping and mopping the lobby area in order to leave the facility in acceptable condition for City business.
- Any extensive or extra cleaning is the responsibility of the renter or can be charged to the security deposit.
- Ice, hot/cold beverages or any type of liquid may not be dumped on any landscaping areas. If access to the kitchen was not included in the rental agreement City staff will allow the renter to dump these items in the kitchen sinks. DO NOT use the bathroom sinks for this.

**PLEASE NOTE:** If group exceeds departure time listed on facility use permit or if additional cleanup is needed at time of departure, the renter will be charged the event per hour rate for the time which will be deducted from the security deposit.

*Renter must understand and comply with all of the above listed information and understand that they are solely responsible for their portion of the clean-up immediately following their event. The renter will leave the facility in acceptable condition for the contracted cleaning service.*

*Deposit can and will be charged for any extensive or out of the ordinary cleaning.*

\_\_\_\_\_  
Responsible Party Signature

\_\_\_\_\_  
City Representative (for permit approval)

\_\_\_\_\_  
Date