



1425 Corporate Center Parkway | Santa Rosa, California, 95407  
707.524.6611 | [eventrental@becomingindependent.org](mailto:eventrental@becomingindependent.org)  
[www.becomingindependent.org](http://www.becomingindependent.org)

## **Event Space Rental Agreement and Contract**

### Reservation and Fee Information

#### **Regular Hours of Operation**

Monday - Friday 8:00am-5:00pm

Additional fees apply for events outside of regular business hours. Event hours end no later than 10pm.

#### **Hourly Rental Minimum**

2-hour minimum during regular business hours.  
4-hour minimum outside of regular business hours.  
The hourly rate includes renter set up and clean up.

#### **Host Staff**

A single member of the host staff is required at all events. Some events may require 2 host staff dependent upon the type of rental and number of guests.  
\$15/hr per host staff during regular business hours  
\$25/hr per host staff outside of regular business hours

### Deposit, Cancellation, Payment Refund

#### **Deposit**

Refundable Security Deposit of \$500 and 25% of total event payment due upon signing of contract. Full payment is due 15 days prior to the event date.

#### **Cancellation**

Guests may cancel their Booking until 7 days before the event start time and will receive a full refund of their Booking Price.

Guests may cancel their Booking between 7 days and 24 hours before the event start time and receive a 50% refund of their Booking Price.

Booking cancellations submitted less than 24 hours before the event start time are not refundable.

Cancellations must be communicated in writing.

## **Rescheduling**

Guests may reschedule their Booking until 7 days before the event start time.

Guests may reschedule their Booking between 7 days and 24 hours before the event start time at a cost of 15% of their total Booking Price.

Guests may reschedule their Booking less than 24 hours before the Event start time at a cost of 25% of their total Booking Price.

Reschedule requests must be communicated in writing.

## **Payments**

Payment can be made via credit/debit card, check or cash.

- Credit or debit card payments may be made by phone at 707.524.6611. A receipt will be emailed to you.
- Check must be made payable to "Becoming Independent". Checks may be delivered or mailed to 1425 Corporate Center Parkway, Santa Rosa, CA 95407, 9am-5pm Monday-Friday.
- Cash accepted at Becoming Independent at 1425 Corporate Center Parkway, Santa Rosa, CA 95407, 9am-5pm Monday-Friday.

## **Refundable Security Deposit**

Any portion of the security deposit, minus any funds owed for clean up or damage, will be mailed to you within 7-10 business days following the date of your event.

## Insurance and Alcohol

### **Insurance**

An insurance requirement of renting space at Becoming Independent is that the applicant maintain in full force and effect, during occupancy in facility, the following coverage: minimum limits of General Liability \$1,000,000, proof of auto insurance, and proof of workers' compensation coverage (workers' compensation coverage only applies to nonprofit and business rentals). Verification of coverage shall be a Certificate of Insurance showing limits of insurance, indicating coverage for use of Becoming Independent on date(s) of event and shall name Becoming Independent as additional insured.

### **Alcohol**

If alcohol is being served, sold or consumed at the event, the insurance policy must include liquor liability, which must be specified on the insurance policy certificate. Certificate of Insurance can be provided as a rider to a business/commercial policy for businesses sponsoring an event.

Becoming Independent strongly upholds the laws pertaining to the service of alcoholic beverages. Becoming Independent does not allow the serving or consumption of any alcohol by persons under the age of 21. By signing this contract the undersigned agrees to abide by these laws, and agree to their enforcement by host staff during any event held at Becoming Independent.

Becoming Independent reserves the right to cancel the reservation until a time that agreeable language is in place.

### **Purchase of Insurance**

A recommendation for purchase of insurance available upon request.

### Set up, Clean Up, Food Service Policy

#### **Set Up**

Set up is provided by Becoming Independent with the exception of the garden space. For the garden space, renter must provide their own equipment, set up and clean up.

#### **Clean Up**

Renter is responsible for the cleanliness of the meeting facility upon conclusion of the event. A clean up fee of up to \$250 may be assessed if the meeting space is not returned to its original condition and will be deducted from the security deposit.

- Chairs and tables must be returned to original position
- No materials or trash may be left in meeting rooms
- All waste must be placed in appropriate receptacles
- All decorations must be removed

#### **Decorations**

Renter understand that nothing shall be attached to the walls, ceilings, floors, or any other fixtures without prior approval of Becoming Independent. No nails, push pins, staples or any other similar types of objects are allowed and only approved tape can be used. Candles, incense or any other open flames are not permitted without prior approval.

#### **Catering/ Food Service Policy**

Refreshments may be served in the meeting rooms.

- If the kitchen is included in the rental agreement, access to the following amenities are available for use: stove, microwave, sink and refrigerator.
- If kitchen was not included Becoming Independent does not furnish dishes or kitchen amenities for use.

### Facility Use Guidelines

#### **Occupancy Levels**

Groups/Organizations must adhere to the maximum occupancy limits listed in the event rental space rate sheet. Groups/Organizations which involve minors are expected to have adequate adult supervision, which must be agreed to prior to confirmation of the use.

#### **Smoke-Free Campus**

Becoming Independent is a non-smoking property. Smoking is limited to designated outdoor areas only.

## **Rights of Users**

Users shall ensure that all attendees shall not obstruct, interfere, intrude or annoy other users of Becoming Independent. Becoming Independent reserves the right, in its sole discretion, to refuse applications for the event space rental that will disrupt the normal business activities of Becoming Independent.

Users cannot sublease or assign their contracted space to another individual, group or organization. No selling, contract negotiations, money exchange or financial transactions will be allowed in the meeting rooms without written authorization.

## **Specific Event Space**

The space(s) rented are only a portion of the facilities and the event is limited to the area contracted. It is likely that other areas may be in use by other parties during your scheduled event.

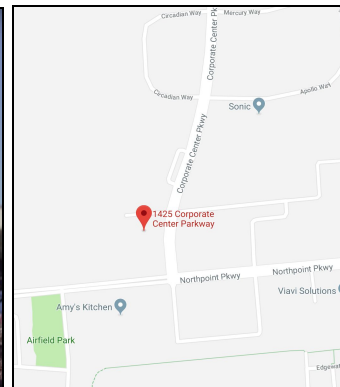
## **Defense, Indemnity and Hold Harmless**

Reserving party agrees to defend, indemnify and hold harmless Becoming Independent, its agents, employees and directors from any and all claims arising out of the party's use of event space(s) or any other portion of Becoming Independent including, but not limited to claims for injuries. Said indemnity agreement shall include attorneys' fees incurred by Becoming Independent in defending any such claims.

## **Right to Review Rental Application**

Becoming Independent cares deeply about its facilities and therefore reserves the right to review each facility rental application and may, in the organization's sole discretion, reject an application without providing justification or explanation."

### Location and Map



1425 Corporate Center Parkway, Santa Rosa, CA 95407

**Use Agreement**

By signing and returning this form the signer hereby agrees to the terms set forth herein. If violation to any of these conditions set forth in this agreement occurs, the signer may be subject to monetary penalties and will lose the privilege of renting this meeting facility in the future.

**Event Day Contact**

\_\_\_\_\_  
Contact Name:

\_\_\_\_\_  
Contact Cell:

**Renter**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name

**Becoming Independent Representative**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name

**Return completed form to:**

Lelani Miller, Operations Manager  
Becoming Independent  
1425 Corporate Center Parkway  
Santa Rosa, CA 95407  
707.524.6611  
eventrental@becomingindependent.org