

HUMBOLDT COASTAL NATURE CENTER

Facility Rental Information

The Humboldt Coastal Nature Center facility is available to rent for community uses such as meetings and birthday parties. The facility features an open layout in the main education room with a wall of windows looking out to the dunes and the ocean. The following information provides guidelines and use restrictions for all users of the facility.

FACILITY INFORMATION AND SUPPORT

Capacity: 75 people total (49 in the education room)

Maximum rental time: 8 hours

Staff: Staff will be on the premises during all events.

Available Equipment: The facility includes tables and chairs, and electrical, phone, and wireless connections. Please contact staff for an updated list of available equipment for your event. Additional equipment to support your event must be provided by user, at the user's expense. No kitchen facilities are available.

HOURS OF AVAILABILITY AND SCHEDULE OF RATES

Regular Business Hours (Mon. –Sat. 8:30am-4:00 pm):

Please contact our office at (707) 444-1397 to discuss facility availability if your event is proposed to occur during regular business hours.

After-hours, 4:00pm-10:00pm, and All Day Sunday:

Non-member Fee
\$40/hour

Friends of the Dunes Members
\$30/hour

Evenings after 10pm and Holidays:

Non-member Fee
\$80/hour

Friends of the Dunes Members
\$60/hour

RESERVATION REQUIREMENTS

Deposits and Rental Fees:

All users must submit a fully completed Facility Reservation Application form. A \$150 cleaning and security deposit is required no later than 7 days after reserving the facility. Deposits will be fully refunded provided there is no damage to the facility or furnishings, and the facility is cleaned satisfactorily. Refer to the attached Regulations for additional details. Rental fees are due 10 days prior to the event.

Insurance:

Organizations must provide a one million dollar (\$1,000,000) certificate of liability and an endorsement naming Friends of the Dunes as additional insured. Each certificate shall contain a 30-day cancellation notice to Friends of the Dunes. Cancellation shall read as follows: "Should any of the above-described policies be cancelled before the expiration date thereof, the issuing insurer will mail 30 days written notice to the named additional insured." All wording "Endeavor to...", "But failure to..." must be struck out from any certificate of liability. To avoid cancellation of your facility reservation, we suggest you share this information with your insurance broker, to make certain the certificate and endorsement letter comply with our requirements.

FRIENDS OF THE DUNES

Rules and Regulations governing the use of the Humboldt Coastal Nature Center

1. Agreement for use of facilities shall be on an as-is and as-equipped basis.
2. All users must pay a facility deposit of \$150 in the form of a hold on a major credit card, no later than 7 days after reserving facility to secure reservation. Deposit must be turned in with application. All remaining event requirements, insurance and fees are due and payable 10 days prior to the scheduled event.
 - a. The facility deposit is fully refundable provided the facility is restored to its original condition and keys have been returned. If additional cleanup is required or damage is sustained to the facility or its equipment, all or part of the security deposit shall be forfeited. Should additional cleanup or repairs be required, additional charges may apply. Should there be no additional cleanup or damages and the keys have been returned, the full deposit shall be refunded (or the credit card hold released) within 21 calendar days.
3. Organizations may submit a certificate of insurance in the amount of one million dollars (\$1,000,000.00) which names Friends of the Dunes as certificate holder and includes an endorsement to the policy with Friends of the Dunes named as additional insured. Each certificate shall contain a 14-day cancellation notice to Friends of the Dunes.
4. Prior to the event, all users proposing to sell alcoholic beverages must submit proof of compliance with the Alcohol and Beverage Control Board. They can be reached at (707) 445-7229.
5. Prior to the event, all users proposing to sell food items must submit proof of compliance with the regulations of the County of Humboldt Dept. of Public Health. They can be reached at (707) 445-6200.
6. Users are responsible to monitor and maintain the posted facility maximum occupant load. Exceeding the posted occupant load will result in cancellation of the event.
7. The Friends of the Dunes staff and/or agents reserve the right of full access to all activities at any time to ensure all rules and laws are being observed. The Friends of the Dunes reserves the right to suspend any individual or group from using the facility if their behavior is determined to be abusive, destructive, harmful, damaging or disrespectful, or in any violation of any laws or regulations, and without refund of payments that include but are not limited to (1) security deposit and (2) facility rental fees.
8. Office areas within the building are off-limits to all users.
9. For some events, users may be required by Friends of the Dunes to provide outside security services at users expense. Proof of retained security services for the event must be submitted prior to the event if security is deemed necessary.
10. Adult chaperones (1 per 20 minors aged 17 or younger) are required for all youth activities and must remain present at ALL TIMES. Names and phone numbers of chaperones must be submitted one week prior to the event.
11. Cancellation of reservation: Reservations may be cancelled up to 2 weeks (14 days) prior to use, with a full refund. Such requests must be in writing, signed and returned to the Friends of the Dunes office for the event to be recognized as officially cancelled. Cancellations submitted to the Friends of the Dunes office between 15 and 30 calendar days prior to use will result in a refund less a \$25 cancellation fee. Cancellations 14 or fewer calendar days prior to use will result in forfeiture of ½ of total reservation rental fee.

Regulations Pertaining to Facility Set-up & Clean-up

1. The user is responsible to set up, take down, and return to storage location, all equipment, and restore the facility to the condition it was received in.
2. Smoking is not permitted at the facility.
3. All decorations must be removed at the end of the event. Only decorations that can be fastened and supported by removable tape or similar temporary non-marking adhesive are allowed. The use of "silly string," or like products are prohibited. Nails, hooks, tacks, staples or screws may not be used.
4. Furniture, equipment, utensils, etc., must be used for its intended purpose (i.e. chairs or tables are not to be stood on). If damage occurs to furniture or equipment, renter will be charged the replacement value for said item(s).
5. Following each event, the user shall ensure that floors are swept, mopped (if necessary), litter picked up and removed, and that generally, the facilities (both inside and out) are left in as neat and clean condition as they were received. Graffiti in restrooms or anywhere else must be completely removed at the expense of the renter if it occurs. Garbage cans and recycling bins must be provided by the user during the event, and all garbage/recycling must be removed by the user at the end of the event.
6. If the renter fails to clean, or if Friends of the Dunes has to do additional cleaning, the renter will be charged at the rate of \$30.00 per hour. Cleaning time will be deducted from the security deposit.

Regulations Pertaining to Alcoholic Beverages

1. Food must be available during the time alcoholic beverages are served.
2. The user is responsible to maintain sufficient control of the event; this includes participants, the facility, and the surrounding area. If Friends of the Dunes determines there is insufficient control, the event may be cancelled without refund to the user.

Parking

Parking is restricted to the designated upper and lower parking lots. The area below, and east of the Humboldt Coastal Nature Center (near the barn) is private property, and therefore off limits to the user and guests. Friends of the Dunes is not responsible for vehicle damage, theft, or other issues.

Signed Acceptance

I have read the above rules and regulations and fully understand my responsibility as a renter of the Humboldt Coastal Nature Center facility:

Signature

Date

(Print Name)

To reserve the facility, please complete the attached application form, enclose with a copy of the signed acceptance of all rules and regulations and mail to: Friends of the Dunes, P.O. Box 186, Arcata CA, 95518 or Fax to: (707) 444-0447

*Cancellations must be made 30 days in advance or a \$25 cancellation fee will apply. Cancellations made 14 or fewer calendar days prior to use will result in forfeiture of ½ of total reservation rental fee.

FRIENDS OF THE DUNES
220 Stamps Lane, Manila Ca. 95521
Phone (707) 444-1397 Fax: (707)444-0447
HUMBOLDT COASTAL NATURE CENTER FACILITY RESERVATION APPLICATION

Proposed use date: _____

Type of event: _____

Name of sponsoring organization or individual: _____

Mailing address: _____

Contact person: _____ Email address: _____

Contact phone: (home) _____ (work) _____

Refund Deposit to: _____

(Name)

(Address)

Time you intend to: enter facility _____, vacate facility _____

Estimated number of people attending: _____ Age group: _____

Will there be alcoholic beverages served/consumed? Y N

Will there be alcoholic beverages sold? Y N

Will there be food served? Y N

Will there be an admission charge? Y N

Will there be contributions solicited? Y N

Will there be sales of merchandise? Y N

Is the event open to the general public? Y N

The undersigned, acting as representative of the organization, group, or individuals entering into this agreement, certifies that the above information is correct, agrees to pay the regular fees 30 days prior to the event, has read and agrees to obey the attached rules and regulations, and assumes full responsibility for any damages sustained to the buildings, grounds, furniture, or equipment, and for the acts and conduct of all persons admitted to the premises.

The undersigned further agrees to hold Friends of the Dunes, its agents, volunteers, and any other person, firm or corporation charged or chargeable with responsibility or liability, free and harmless from any and all claims, demands, damages, costs, expenses, loss of service, action and causes of action by any person or persons for injuries to persons or loss of damages to property occasioned by or in connection with the use of the facilities, equipment and premises caused by any source whatsoever.

Signature

Date

Printed name