



## HUMBOLDT COASTAL NATURE CENTER Facility Rental Information

The Humboldt Coastal Nature Center facility is available to rent for community uses such as meetings, birthday parties, and weddings. 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

**Capacity:** 75 people total inside/outside (49 in the education room)

**Maximum rental time:** 8 hours

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

**Available Equipment:** 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.

### AVAILABILITY AND RATES

Weekdays: 4pm-10pm

Weekends: 8am-10pm

*Call for availability. Rental hours include set up and break down.*

Friends of the Dunes Members:

- \$60/hour for up to 4 hours
- Additional hours - \$75

Non-members:

- \$80/hour for up to 4 hours
- Additional hours - \$95

### RESERVATION REQUIREMENTS

To secure a reservation, all users must submit the following at least 1 month prior to the event date.

- 1) A completed Facility Reservation Application (page 4)
- 2) A valid credit card number to hold a \$500 security and cleaning deposit
- 3) Half of the facility rental fee

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

1. All users must submit a Facilities Rental Application along with the security and cleaning deposit and half of the rental fee at least 1 month in advance of the reservation date. The second half of the rental fee and proof of insurance are due 10 days prior to the reservation.
  - a. The \$500 security and cleaning deposit will be held in the form of a credit card number, which will not be charged unless there is damage to the facility or additional cleaning is required. Your card number will be kept on file in a secure location until the date of the scheduled event. Should any damage occur to the facility, equipment, or furnishings, the user's credit card will be charged an amount reasonable to cover those damages. Should additional cleaning be required by Friends of the Dunes staff after the event, the user's card will be charged a rate of \$50/hour of cleaning.
  - b. If the event is scheduled 10 days or less before actual event, deposit and the full rental fee are due at time of reservation.
2. Organizations must 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 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. To avoid cancellation of your facility reservation, we recommend that you share this information with your insurance broker, to make certain the certificate and endorsement letter comply with our requirements. **No additional insurance is required for individuals.**
3. Use of the rented facility for fundraising of any kind must be disclosed by the renter in advance and is subject to approval by 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 for monitoring and maintaining the posted facility maximum occupant load. Exceeding the posted occupant load will result in termination of the event and forfeit of the security deposit.
7. 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. 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, or in any violation of any government rule, without refund.
8. 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.
9. Cancellation of reservation: Reservations may be cancelled up to 14 calendar days prior to event with a full refund. Such requests must be in writing to be recognized as officially cancelled (email is sufficient). 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 for set up, clean up, and returning all equipment to the storage locations. The occupant must also restore the facility to the condition as it was received.
2. Smoking is strictly prohibited inside the facility or anywhere on the grounds.
3. The use of silly string, glitter, or similar products is prohibited. Nails, hooks, tacks, staples or screws may not be used. Hay bales may not be used inside or outside the building.
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 damaged item.
5. Following each event, the user shall ensure that floors are swept and mopped (if necessary), trash is picked up and removed from the premises, and that the facilities and grounds are left in a neat and clean condition. Any graffiti in restrooms or anywhere else that occurs during the course of the event must be completely removed at the expense of the renter. 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 staff need to do any additional cleaning, the renter will be charged a cleaning fee at the rate of \$50.00 per hour.

### 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 and; this includes participants, the facility, and the surrounding grounds. If Friends of the Dunes determines there is insufficient control, the event may be terminated without refund.

### 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.

### 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 14 days in advance or a cancellation fee will apply.

# HUMBOLDT COASTAL NATURE CENTER

## Facility Rental Information

Proposed use date: \_\_\_\_\_

Type of event: \_\_\_\_\_

Name of sponsoring organization or individual: \_\_\_\_\_

Contact person: \_\_\_\_\_ Email address: \_\_\_\_\_

Contact phone: (daytime) \_\_\_\_\_ (cell) \_\_\_\_\_

Time you intend to enter facility: \_\_\_\_\_ Vacate facility: \_\_\_\_\_

Estimated number of people attending: \_\_\_\_\_ Age group: \_\_\_\_\_

<b>Will there be alcohol beverages served or consumed?</b>	Yes	No
<b>Will there be alcoholic beverages sold?</b>	Yes	No
<b>Will there be food served?</b>	Yes	No
<b>Will there be an admission charge?</b>	Yes	No
<b>Will there be contributions solicited?</b>	Yes	No
<b>Will there be sales of merchandise?</b>	Yes	No
<b>Is the event open to the general public?</b>	Yes	No

<b>Office Use Only</b>				
Rate _____ x hours _____ = Total _____				
	Amount	Method	Initial	Date
<b>Half payment Received</b>				
<b>Remaining Payment Received</b>				
<b>Credit Card Information for Security &amp; Cleaning Deposit (to be filled out by FOD staff)</b>				
<b>Name on Card:</b>				
<b>Card Number:</b>				
<b>Expiration:</b>		<b>CVV:</b>		<b>Billing Zip Code:</b>
I agree to security and cleaning deposit of \$500 on the credit card listed above				
Card Holder Signature:				