



## **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 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:** 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**

##### **Call for availability**

##### **Friends of the Dunes Members:**

- **\$60/hour**
- **4 hours - \$200**
- **Additional hours - \$75**

##### **Non-members:**

- **\$80/hour**
- **4 hours - \$275**
- **Additional hours - \$95**

**Weekdays: 4pm-10pm**

**Weekends: 8am-10pm**

#### **RESERVATION REQUIREMENTS**

##### **Deposits and Rental Fees:**

All users must submit a fully completed Facility Reservation Application form in order to secure your reservation. A \$500 cleaning and security deposit is required as well as half of your facility fee 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.

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

1. All users must submit a Facilities Rental Application along with a \$500 security facility and half of the facility rental fee, no later than 7 days after reserving facility to secure reservation. Deposit may be in the form of a personal check or credit card number to be kept on file until the date of the scheduled event. 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. 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.
  - b. If the event is scheduled less than 10 days before actual event, deposit and half and half facilities 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. 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.
4. 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.
5. 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.
6. 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.
7. 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.
8. 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, security/ cleaning deposit is fully refundable upon cancellation.

## **Regulations Pertaining to Facility Set-up & Clean-up**

1. The user is responsible for set up, clean up, and the user must return 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 are 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 has to do additional cleaning, the renter will be charged a cleaning fee at the rate of \$30.00 per hour. Cleaning fees will be deducted from the security deposit and a new check will be issued with the deducted 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 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 RESERVATION APPLICATION

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: \_\_\_\_\_

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

Office Use Only				
Rate _____ X hours _____ = Total _____				
	Amount	Method	Initial	Date
Half payment Received				
Deposit received				
Remaining Payment Received				
Deposit returned				