

Hessel Community Guild

5400 Blank Road • Sebastopol, CA 95472

Web: HesselGuild.org



HESSEL GUILD RENTAL FEES

EFFECTIVE September 2017

HALL OCCUPANCY: **125 Seated with tables**

Initial Deposit: 50% of rental fee

Balance of rental fee and cleaning deposit due no less than ten business days before the event date.

Certificate of insurance must be submitted to HESSEL COMMUNITY GUILD one week prior to the event.

Initial Deposit is to be paid when Guild is booked

Fee if cancelled more than 4 weeks in advance - 10% of initial deposit

If cancelled less than 4 weeks in advance - forfeiture of entire booking fee

RENTAL FEES

RENTAL FEE **\$70.00/HOUR** 4 HOUR MAXIMUM

SPECIAL WEEKEND RATE – **\$800.00 for 12-hour rental**

2 hours Friday for set-up after 5 PM

8 hours Saturday 2 PM until 10 PM

2 hours Sunday for clean-up 10 AM – 12 PM

CLEANING DEPOSIT

\$500.00 due upon payment of final rental fee. Cash or check accepted.

Personal checks will be deposited into the Hessel Guild account before rental event date.

Cleaning deposit will only be refunded if premises are left as found prior to rental.

INSURANCE: 1,000,000.00 MINIMUM LIABILITY COVERAGE combined single limit of liability for Bodily Injury and Property Damage, naming HESSEL COMMUNITY GUILD as an “additional insured” and the insurance carrier (s) must have an A.M. Best Rating of A. VII or higher.

- Rental includes use of tables, chairs, refrigerator, microwave, coffeemaker (upon request), oven and stove, kitchen area (excluding dishes, silverware and cups) and use of the outside picnic area.
- If the event goes beyond the scheduled hours, appropriate overtime will be billed according to applicable rates.