



## **STANDING RULES FOR USE OF THE GUILD HALL**

### **WE STRICTLY ENFORCE OUR MAXIMUM CAPACITIES:**

**125 Seated with tables**

It is the responsibility of the Renter of Record to assure that full compliance of all Standing Rules is strictly followed. Failure to Comply may result in full or partial forfeiture of the rental deposit.

The Renter of Record agrees to abide by all county, state and federal laws. Renter will only conduct lawful activities in and about the Rented premises. The Hessel Guild reserves the right to refuse to issue a rental agreement for use of its facility. The rental agreement states that it is the responsibility of the Renter of Record to leave the hall in good condition and to comply with the following rules established to preserve our Hall for everyone's enjoyment.

The rental agreement cannot be transferred, assigned or sublet. Under no circumstances shall the Renter of Record sublease, sublet or allow any other organization or individual to use the facility during the time/date for which they have contracted.

The individual or group using the Guild Hall or outside grounds must assume the responsibility for the conduct of their guests. The Guild Hall rental manager, Guild Master and other authorized Guild members reserve the right to enter the Hall during your rental period to ensure compliance of these rules.

Rental permits for groups composed of persons under the age of 21 will be issued only to adults who accept supervisory responsibility throughout the period covered by the rental agreement. The Renter of Record must provide adult chaperons at the ratio of one chaperon for every 10 youths attending.

The user group may be asked to leave the building at the time approved on the rental agreement, whether or not the building has been properly cleaned. This could result in full or partial forfeiture of the rental deposit. If approved, overtime hours will be billed at a rate of 1.5 times the regular rental rate.

### **MUSIC**

All live band & DJ music must be approved in advance. In consideration of our neighbors, all outside music or live entertainment shall cease at **8:00 PM**. All entertainment inside the facility must conclude by **9:50 PM**. If the neighbors complain about the noise or if law officers are called, the event will be stopped and the deposit will be forfeited.

### **TRASH**

The renter shall **remove all refuse** and any unwanted decorations from the hall and surrounding grounds. Trash cans are provided to collect refuse. Guild will provide trash can liners. Do not allow guests to dispose of litter on our grounds.

### **PARKING**

Parking availability is not guaranteed. Park all vehicles on the gravel lot in the front only. **THERE IS NO PARKING ALLOWED ON BLANK ROAD.**



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### **DECORATIONS**

All decorations must be UL approved (flame retardant). Table candles must be completely enclosed in a glass or non-flammable holder, i.e. votive candles or food warming candles. Painter's masking tape is the only tape allowed to attach anything to wall and furnishings. Use of any other tape, such as duct tape, scotch tape, etc., is not allowed. Absolutely no tape of any kind is to be used on the floors. Thumbtacks, staples or nails are not allowed anywhere inside the hall to hang decorations. Birdseed, confetti, rice or glitter is not allowed in the Guild Hall. Birdseed may be used outdoors for ceremonial send-offs.

**It is the responsibility of the Renter of Record to remove all decorations immediately following the event.**

### **TABLES & CHAIRS**

Guild furnishings are to be used indoors only, unless other arrangements have been made with the Rental Manager prior to your event. Do not drag tables across the floor. To eliminate damage to tables and the hall floor, the tables are to be carried by two people. Do not allow guests to stand or sit on the tables. Tables are to be wiped clean prior to takedown and stored in the appropriate location. If you require more or fewer tables than are provided, tables are kept in the storeroom. It is recommended you use table covers.

**No tables or chairs are to be removed from the hall. The chair and table racks are not to be removed from the hall.**

Additional furnishings required by the Renter not provided by the Guild are the responsibility of the Renter. Arrangements must be made at least one week prior to your event to assure an appointment time for drop off and pick up. The Guild will not be held responsible for damages to the additional furnishings provided by the renter nor will the Guild be held responsible for making sure the additional furnishings are picked up by the renter's provider. Any personal property is the responsibility of the Renter.

### **FLOORS**

Do not use dance wax, sawdust or tape of any kind on the floors. For safety reason, floors are to be spot-mopped or swept immediately upon any spillage during your event. A mop, bucket, broom and dustpan are provided for your use.

### **KITCHEN**

For the safety of your guests, we ask that you keep the floor mopped of any spills and maintain a clear path throughout the kitchen area. It is recommended that an adult supervise small children while the children are in the kitchen.

Kitchen appliances include a refrigerator and freezer, a six-burner gas stove, two conventional ovens and a coffee maker. Make sure all areas are cleaned immediately after every use. If any appliance is left on overnight, a \$100.00 fee will be deducted from the deposit.

### **SMOKING POLICY**

Smoking inside the Guild Hall is not permitted. Smoking is allowed in the front parking lot only and spent cigarettes are to be extinguished and placed in designated containers only.

### **HEATER**

The heater switch must be shut off before renter leaves the hall. In the situation the heater is not turned off before the renter leaves the building, a \$100.00 will be deducted from the renter's deposit.

### **GROUNDS**

We try to maintain our grounds for the enjoyment of all, including the surrounding community. We would appreciate you not allowing guests to deface picnic tables, buildings or other stationary objects on the property. We would also appreciate you controlling your guests in regard to the foliage, including trees and shrubs.



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### **FIRE LANE**

It is the responsibility of the user to adhere to occupancy regulations. The fire department has the absolute right to terminate an activity if a group exceeds the maximum occupancy limits. The maximum capacities are: 125 seated with tables and 150 seated with chairs only. The Fire Lane around the Guild hall is to be kept clear at all times, except for loading and unloading. Absolutely no vehicles are to be parked in the Fire Lane. The rental manager will show you where the Fire Lane is located

### **SECURITY**

Security may be required for certain types of events held at the Hessel Guild. All events where alcohol is sold must have security. The cost of providing security is the responsibility of the Renter of Record. The ratio of security officers to guests shall be 1guard per 100 guests.

Fights, vandalism or unacceptable behavior, as determined by the Guild Rental Manager, uniformed security or sheriffs, occurring during a rental time frame, shall cause immediate cancellation of the use permit and no refund of fees.

### **REQUIRED PERMITS**

Section 35658 of the Business and Professions Code: Every person who sells, furnishes, gives or causes to be sold, furnished or given away, any alcoholic beverage to any person under the age of 21 years is guilty of a misdemeanor.

If alcohol is sold during the event, a permit from Alcohol Beverage Control is required and shall be posted during the event.

When alcohol is served to more than 150 guests, a minimum of one security guard per 100 guests is required. The guard is to be on duty during the time alcohol is served.

Alcohol may be consumed without a permit when there is no monetary exchange for the beverage or when there is no admission charged to the event. If alcohol is to be sold during the Renter's function, either by cash or ticket sales, the Renter agrees to obtain an alcohol permit (Form No. 221) from the Alcohol Beverage Control Board, (916) 227-2002, or web site: [www.abc.ca.gov](http://www.abc.ca.gov). The permit shall be posted during the Renter's function. Also a copy of the alcohol permit shall be attached to the Rental Agreement and provided to the Property Manager prior to the rental period.

Sales Permit: Required when a commodity is sold to the public. State Board of Equalization (916)739-4911.

Health Permit: Required when an event is longer than one day, when food/beverages are sold to the public. Sonoma County Permits & Resources Management (707)565-1900.

Assessments for damage that exceeds the value of your Security Deposit will be billed to you and/or your insurance company.

**THESE RULES ARE ALSO POSTED IN THE GUILD HALL**

**PLEASE SIGN BELOW TO INDICATE THE RENTER UNDERSTANDS AND WILL ABIDE BY THESE  
STANDING RULES FOR THE HESSEL GUILD**

RENTER'S SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_