



A 501.c3 charitable organization

Dear Prospective Renter:

Thank you for your interest in renting the South Bay Community Center in Los Osos, CA. In this packet you will find an application and information about rental. Please take the time to read through the information provided.

RENTAL PROCEEDURE

1. Complete and sign the SBCC Rental Application form.
 2. Submit your application with your cleaning and security deposit and a copy of your driver's license or other identification. Balance is due at least 30 days prior to your event. It is the renter's responsibility to make sure the fees are paid on time.
 3. **If you honor the written terms of your agreement with the Community Center your deposit will be refunded minus the actual cleaning and security costs. If not, a portion of your deposit may be retained.**
 4. A copy of the Renters Rules and Responsibilities (also posted in the kitchen) will be given to you along with your Application for Use contract. It must be signed and returned to the SBCC prior to your event.
 5. You will need to provide liability insurance for the day of the event. It may be secured through your homeowner's policy or at www.wedsafe.com.
- The certificate must be in the name of the renter and be delivered to the office prior to your event. See sample below. The South Bay Community Center must be listed "additional Insured" on the day of the event. We will need proof of insurance 30 days prior to the event. Failure to provide insurance will result in the cancellation of your rental.**
6. If you are selling alcohol, or asking for donations, you will need a permit. It can be obtained from the State of California Department of Alcoholic Beverage Control (805) 543-7183, ext. 4. You are required by law to follow all the rules, regulations and laws established and set forth by the State of California Department of Alcoholic Beverage Control.
 7. Written cancellation must be received 30 days prior to your event or your deposit may be forfeited.
 8. For use of the park lawn contact County Parks at 805- 781-5930 to secure a written agreement. You must provide the SBCC with a copy of this agreement.

AGREEMENT: RENTER RULES AND RESPONSIBILITIES

SOUTH BAY COMMUNITY CENTER *(revised August, 2022)*

Welcome to the South Bay Community Center. The Center is for the use of our residents and the Central Coast community at large. Please follow our guidelines and return the Center to the Manager in the same condition as it was prepared for you. Please understand that you may forfeit up to your entire security deposit if you fail to abide by the following guidelines.

ASSEMBLY ROOM:

1. **DECORATIONS:** You may use the wires (running above the windows and assembly areas) and gold hooks to hang decorations. No nails, tacks or staples are to be driven into any part of the building. Utilize blue painter's tape only for attaching decorations and on floor. Please remove all tape at the end of your event. **No tinsel or glitter.**
Note: Damage due to use of nails, tacks or staples and failure to remove all tape and decorations will result in deposit forfeiture of \$250 minimum, up to all of the deposit.
2. The South Bay Community Center is proud of our new acoustic paneling. A lot of time and work was put into this project to make our community center a better venue for events. Nothing is to be attached to the acoustic paneling. No nails, tacks, tape, etc.
Your entire \$1000 deposit will be kept if you violate this!
3. **CANDLES:** Use electric candles only, no open flames.
4. **ROOM PARTITION:** To be moved ONLY by the SBCC staff. Do not lean on or lean anything against these partitions. Repair costs may be up to \$2,000 and will be charged to renter at cost.
5. **TABLES:** Please clean off tables at the end of your event and pick them up (do not drag along floor) if you have to move them.
6. **TABLECLOTHS:** If they belong to the Center please leave them on the tables at the end of the event.
7. **CHAIRS:** Please put away after event.
8. **FLOOR:** Sweep the entire floor (kitchen, also, if it is part of your rental.) Wipe up any spills. Please DO NOT WET MOP the whole floor.
9. **CONFERENCE ROOM:** is not part of your rental unless previously arranged.
9. **STAGE:** Please protect the stage floor surface, do not drag furniture, use metal dance taps, or wear dark hard soled shoes on the stage floor. Children are not allowed on the stage or to play with the pianos unless supervised at all times.
10. **CHILDREN** must also be supervised when playing outside.

KITCHEN:

1. If the kitchen is part of your rental, it must be thoroughly clean at the end of your event, as others may be using the Center for serving food the following day.
2. Instructions for operating the kitchen equipment, and for clean up after, will be posted in the kitchen.
3. The square stainless-steel trap on the floor under the sink must have its contents emptied into a trash bag.
4. Please, NO GREASE DUMPED IN THE SINK.

5. Provide your own cooking, serving and CLEANING SUPPLIES, i.e. pots, pans, utensils, trash bags, paper towels, dishwashing soap, dish towels, etc.
6. Dumpster for garbage is located in gated area outside. Blue bin is for recycle. Please be careful to separate garbage from recycle items.

BATHROOMS: Please keep the bathrooms clean, tidy, and ready for the next renter in order to secure your deposit.

1. Flush ONLY toilet paper. Anything else will cause the toilets and ALL the sinks to overflow. In that event call a plumber immediately. Though not an endorsement, current local plumbers include:

Drain Busters Plumbing – 805-528-2564

RC Plumbing, Inc. – 805-459-5468

Total Plumbing – 805-544-4141

ROTO ROOTER at 805-528-2898

ALCOHOL: Please do not allow your guests to become INTOXICATED. Prevent any altercations. Supervision of alcohol use and guest conduct is the responsibility of the renter.

If alcohol is to be sold at the event, renter must obtain and post a permit from Alcoholic Beverage Control.

Note it typically may take two weeks to obtain a permit, please plan ahead.

Remember it is a crime to serve alcohol to minors. **Security staff may be required when alcohol is provided.**

NOISE: Lower music volume after 10:00 PM. Please be considerate of our neighbors.

Per SLO Ordinance 23.06.044 - Exterior Noise Level Standards:

The exterior noise level standards of this section are applicable when a land use affected by noise is one of the following noise-sensitive uses which are defined in the Land Use Element and Local Coastal Plan: residential uses listed in Table O, Framework for Planning, except for residential accessory uses and temporary dwellings; health care services (hospitals and similar establishments only); hotels and motels; bed and breakfast facilities; schools (pre-school to secondary, college and university, specialized education and training); churches; libraries and museums; public assembly and entertainment; offices, and outdoor sports and recreation.

a. No person shall create any noise or allow the creation of any noise at any location within the unincorporated areas of the county on property owned, leased, occupied or otherwise controlled by such person which causes the exterior noise level when measured at any of the preceding noise-sensitive land uses situated in either the incorporated or unincorporated areas to exceed the noise level standards in the following.

Nighttime (10 p.m. to 7 a.m.)

Hourly Equivalent Sound Level: 45dB

Note: 45 dB is the level of a quiet neighborhood.

LIGHTS: Outside lights come on automatically.

DOORS: All doors must remain in the unlocked position during rental time. When your event is over **make sure you have all your belongings BEFORE** leaving the Center. Do not leave anything behind. We are not responsible for lost items.

The Center will be inspected when your event is over. We reserve the right to keep a portion or all of the deposit if you are not ready to vacate the premises at the agreed upon time or if the Center is not clean. It is possible another client will use the center right after your event, they will expect to find the Center clean and ready for their use. Pictures may be taken before and after your event to document the Center condition.

Please understand that these rules have evolved from experience over time and are intended to ensure the facility remains in excellent condition for the continued benefit of each subsequent user. **Thank you** for having your event at the Center. We hope you and your guests have an enjoyable event and that you find the Center to your satisfaction. In case we have overlooked anything please bring it to the attention of the Manager as soon as possible. We would appreciate your taking time to send us your comments about your experience with the South Bay Community Center.

THANK YOU FOR TAKING CARE OF OUR CENTER!

Signature Page

SBCC Property Manager

I accept the terms of this agreement:

_____ Date _____

Signature of Renter

Print Name of Renter

Alarm to be set at: _____

EMERGENCY Phone: _____

2022-23 Rental Fees

Member Groups (i.e. Kiwanis, Rotary, etc.) shall pay the nonprofit rate for rentals except when the SBCC will benefit monetarily or with the prior approval of the Board in which case a lesser rate may apply.

Cleaning Fees and Damages will be deducted from any deposit after the rental!

SATURDAY AND HOLIDAY RATE- available 8:30 A.M to 10 P.M. **Entire building only.**

ENTIRE BUILDING

\$950, plus a \$1000 cleaning/security deposit that is refundable, minus cleaning and security costs, if the terms of the contract are met.

\$700 for non-profits showing proof of 501(c)(3) status plus a \$700 cleaning/security deposit that is refundable if the terms of the contract are met.

SUNDAY THROUGH FRIDAY RATE- available 8:30 A.M to 10 P.M. SUNDAYS until 9 p.m. only.

ENTIRE ASSEMBLY AREA with KITCHEN- 2 hour minimum

\$90/hour

\$70/hour for non-profits showing proof of 501(c)(3) status

ENTIRE ASSEMBLY AREA without KITCHEN- 2 hour minimum

\$75/hour

\$55/hour for non-profits showing proof of 501(c)(3) status

1/2 ASSEMBLY AREA with KITCHEN- 2 hour minimum

\$65/hour

\$50/hour for non-profits showing proof of 501(c)(3) status

1/2 ASSEMBLY AREA without KITCHEN- 2 hour minimum

\$50/hour

\$40/hour for non-profits showing proof of 501(c)(3) status

KITCHEN ONLY- 2 hour minimum

\$40/hour

\$30/hour for non-profits showing proof of 501(c)(3) status

\$400 refundable deposit.

CONFERENCE ROOM ONLY- 2 hour minimum

\$30/ hour

\$25/hour for non-profits showing proof of 501(c)(3) status

TABLES, TABLECLOTHS, CHAIRS

10 (60") round tables-no charge

35 (8' by 30") long tables- no charge

350 folding chairs-no charge

White or black tablecloths for round tables- \$10/each

White or black tablecloths for long tables- \$10/each

Black tablecloths, 54" square, 28 available- \$6/each

Purple tablecloths, 54" square, 13 available- \$6/each

Rental fee includes setup for 100 people. Additional 100 person setup fee is \$60. Credit card payment will add a 3% surcharge, nonrefundable.

Name of Payee _____ Date of Event _____



2180 Palisades Avenue. P.O. Box 6387, Los Osos CA. 93412 (805) 528-4169

The South Bay Community Center is maintained solely through rental fees, fund raising events, and private donations. Documented 501(c) (3) charitable organizations may receive a discount.

APPLICATION FOR USE:

Name of applicant/contact person: _____

Name of event: _____

Description of the event: _____

ATTACH ANY FLYERS USED TO PUBLICIZE EVENT IF AVAILABLE

WEBSITE LINK OF EVENT IF AVAILABLE _____

APPROVAL OF ADVERTISING: The SBCC reserves the right to review and approve, in advance, the content and design of all advertising and promotional materials that refer to the SBCC or any event held here in any manner whatsoever.

Mailing Address: _____

Daytime telephone: _____

Date of event: _____ Email: _____

Description of the event: _____ Expected attendance _____

Answer Yes or No

Whole Room With Kitchen?

½ Room, Stage Side?

Whole Room Without Kitchen?

½ Room With Kitchen?

Conference room?

Answer Yes or No:

DJ or live music?

Will alcohol be sold?

Insurance Policy needed?

Audio PA?

Stage Lighting Control?

Will alcohol be served?

(If yes, call – ABC 805 - 543-7183 - for required license)

Stage Handicap Access?

Microphones?

Video Projector?

Operating instructions or staff may be required by SBCC to use AV equipment.

Time of entry (includes preparation time needed) _____

Time the building is to be locked up after cleanup: _____

Equipment Needed: Microphone and/or Sound System _____ BBQ _____

Coffee Pot _____ Other _____

EVENT CANCELLATION: The South Bay Community Center (SBCC), in their sole individual discretion, reserve the right to cancel or postpone this event at any time without any liability for the fulfillment of this contract and all fees paid by the renter shall, in the sole discretion of the SBCC, be either credited to future events or refunded.

Rates apply from the first entry to the time the building is vacant after use.

Saturdays are rented for a flat fee from 8:30 am to 10:00 pm.

For full day rentals, a cash deposit of \$950 is due at reservation time- the remainder is due 30 days prior to the event. A copy of applicant's driver's license should accompany this form.

Security will be required for all events serving alcohol and events occurring on weekends or after hours unless waived by the SBCC Board of Directors in advance.

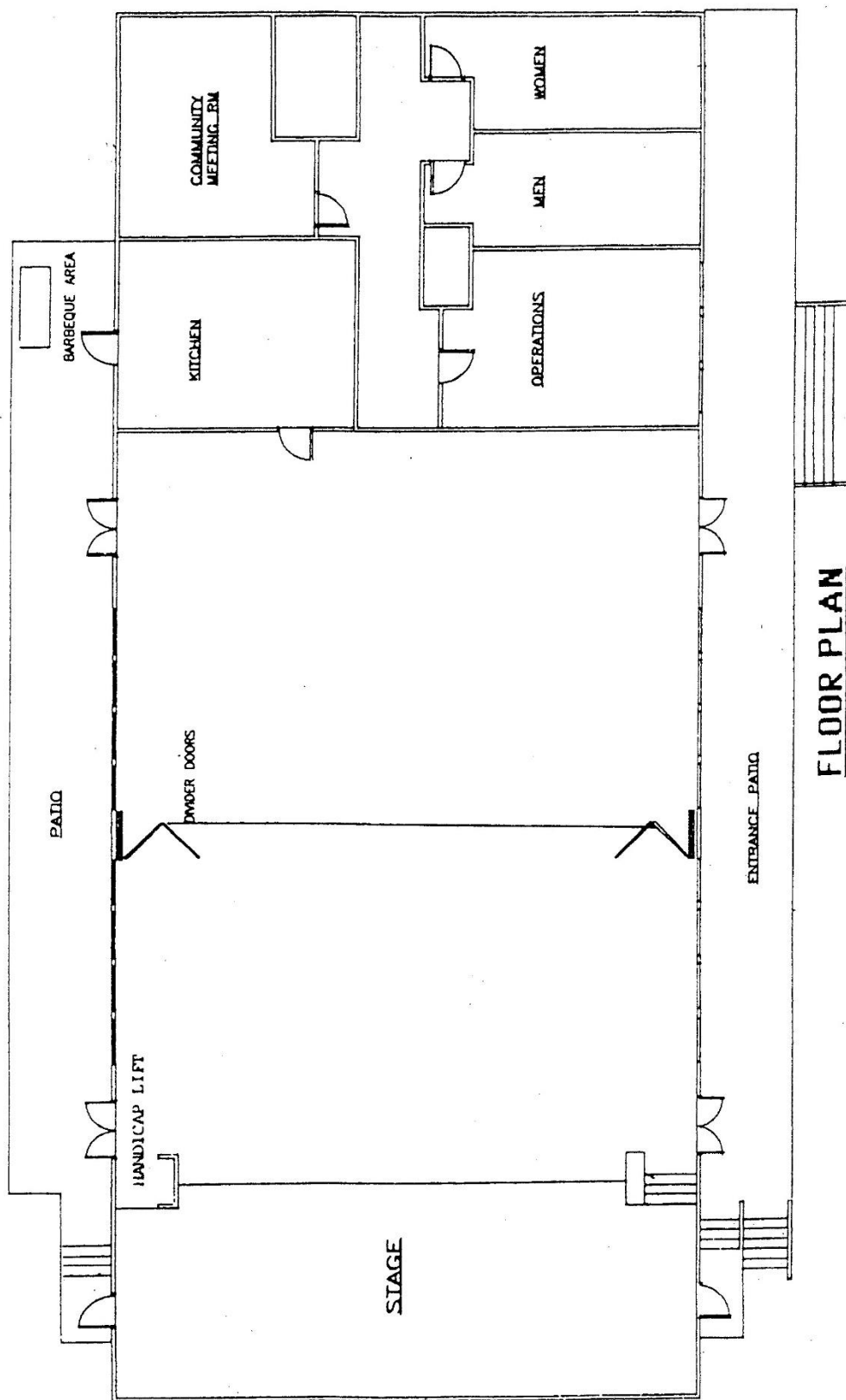
No key will be given out to renter's, they must have someone to stay and protect their property, or arrange for security through the SBCC. SBCC is not responsible for renter's property.

Signed:_____

Applicant or representative

Date:_____Driver's License Number: _____

Park Area



Building Specifications

- 6000 square foot facility- 472 person capacity (comfortable concert seating for 350, dining for 300).
- 3300 square foot assembly area which can be divided in two section by a movable divider wall.
- 900 square foot stage, with lighting and sound system.
- Haines 5 foot grand piano.
- Large commercial kitchen.
- Convection oven.
- 8 burner range with oven.
- Commercial refrigeration.
- Thirty five 8 foot rectangular tables.
- Ten round 5 foot tables.
- 350 folding chairs.
- 65 parking spaces plus additional on-street parking
- Wifi accessible.

CERTIFICATE OF LIABILITY INSURANCE				ISSUE DATE (MM/DD/YYYY) 07/23/2021	
PRODUCER Market Insurance Services P O BOX 906 PEWAUKEE, WI 53072-0906		800-236-4252		THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER AND THE CERTIFICATE HOLDER.	
INSURED <div style="font-size: 1.5em; font-family: cursive;">YOUR NAME HERE</div>		Event Date: 07/31/2021		INSURERS AFFORDING COVERAGE INSURER A: Market American Insurance Company HONOREE(S) EMILY DIAZ	
COVERAGES THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE ABOVE NAMED INSURED FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OF CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.					
INSR LTR	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YYYY)	POLICY EXPIRATION DATE (MM/DD/YYYY)	LIMITS
A	GENERAL LIABILITY <input checked="" type="checkbox"/> GENERAL LIABILITY <input type="checkbox"/> CLAIMS MADE <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> HOST LIQUOR INCL. <input checked="" type="checkbox"/> TPPD GENERAL AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC	MEL00000595881	07/31/2021	07/31/2021	EACH OCCURRENCE \$1,000,000 FIRE DAMAGE (Any one fire) \$1,000,000 MED EXP (Any one person) Excluded PERSONAL INJURY \$1,000,000 GENERAL AGGREGATE \$1,000,000 DAMAGE TO RNTD PROP \$1,000,000
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> NON-OWNED AUTOS				COMBINED SINGLE LIMIT (Each Accident) BODILY INJURY (Per Person) BODILY INJURY (Per Accident) PROPERTY DAMAGE (Per Accident)
	GARAGE LIABILITY <input type="checkbox"/> ANY AUTO				AUTO ONLY-EA ACCIDENT OTHER THAN EA ACC AUTO ONLY: AGG
	EXCESS LIABILITY <input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS MADE <input type="checkbox"/> DEDUCTIBLE <input type="checkbox"/> RETENTION \$				EACH OCCURRENCE AGGREGATE
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY				WC STATU OTHER E.L. EACH ACCIDENT E.L. DISEASE-EA EMPLOYEE E.L. DISEASE-POLICY LIMIT
	OTHER				
DESCRIPTION OF OPERATIONS/LOCATIONS/VEHICLES/EXCLUSIONS ADDED BY ENDORSEMENT/SPECIAL PROVISIONS The Certificate Holder is included as an insured under the Hosting Facility Liability Coverage, but only in respects to claims arising out of the negligence of the Named Insured. If the event continues past 12:00 a.m., at the location named on Declarations Page, such continuation shall be considered as the event date. Event includes set up and break down and the scheduled rehearsal or rehearsal dinner scheduled within 48 hours of the event if the event is a wedding. Set up and break down means decoration and removal of decoration at the event location that occurs no more than 24 hours prior to the event and 24 hours after the event.					
CERTIFICATE HOLDER SOUTH BAY COMMUNITY CENTER 2180 PALISADES AVE Los Osos CA 93402				CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE <div style="font-family: cursive; font-size: 1.2em;">John K. Clarke</div>	

EV500-0810