

# VETERANS HALL FAQ'S

Square Footage: Main Hall and Right Wing together are approximately 6,000 sq ft. The Lounge is a separate room that is approximately 1,000 sq ft.

Parking: There is a large parking lot with handicapped accessible spaces. There is plenty of off-street parking available.

Lodging: There are numerous hotels/motels near the facility. The Holiday Inn Express is across the street and Quality Suites is one block away. The hotels nearest the facility are located on "Monterey Street."

Dining Capacity: You will need to make a Top Floor rental which includes the Main Hall, adjoining Right Wing and the Lounge. Dining capacity is approximately 350.

Kitchen (downstairs): There is a commercial size kitchen located on the bottom floor of the facility. Caterers will have access to the Main Hall and Right Wing from an outside stairway. This kitchen has a large stove and a large refrigerator/freezer. There is no ice machine. This is a large coffee maker and a commercial dish washer.

Kitchenette (in the Lounge): There is a small kitchenette located in the Lounge. It has a refrigerator, commercial coffee pot and one microwave and sink. There are a few coffee pots available. No stove or warming trays are available.

Kitchen Equipment and Dining Supplies: There is none available. Caterers will be responsible for bringing in and clearing out all of their own cooking utensils and dinnerware. There is a commercial coffee maker available for use.

Stage: There is a performance stage located in the Main Hall. It is approximately 900 sq. ft and has curtains. There is some lighting but it is recommended that you bring in your own equipment for more extensive theatrical events or stage productions. The stage has two restrooms and access to the stage is ADA compliant. There are plenty of outlets for DJ's and Bands to set up. No smoke or fog machines are allowed.

Provisions of Rental? We provide rectangular & round tables at the facility. There are **approx 39 (8' long rectangular) tables, 22 (60" round) tables** and **approx 340 chairs** for use in the Main Hall and the Right Wing and **10 tables and 25 chairs in the Lounge.**

Noise Restrictions: The facility is located in a residential area so appropriate levels of sound are highly recommended after 5pm. All renters will minimize noise impact in the Main Hall and Right Wing during daytime hours of 8am to 5pm which may conflict or disrupt courtroom sessions in the Left Wing. Set-up sessions should pay close attention to noise levels caused by movement of tables, chairs and other equipment.

Audio-Visual Equipment: There is no audio-visual equipment in the Main Hall and Right Wing. There is a pull-down screen located on the west wall of the Lounge and a large pull-down screen on the Main Hall stage.

Daily Rental Fees: Banquet and large event rentals require renting the entire top floor which includes the Main Hall, Right Wing and Lounge. Fees are: **\$1400 for 12 hours** or **\$280 per hour**. The Kitchen (located downstairs and includes the BBQ outside) is **\$250 for 12 hours** or **\$50 per hour**. For example: 8am – 12am would be 16 hours total at 12hrs @ \$1400 plus 4 hours @ \$280 total would be \$2520, the Kitchen would be an extra \$450. Kitchen must be rented the same hours as the hall. Fees are subject to change. A discount is available for **Non Profit groups but must provide a 501C3.**

Other Fees: Depending on your event, you may be required to purchase other permits at other agencies for additional fees. ie ABC License, SLO Police Dept. Permit, Fire Marshall Permit, Security Services, Insurance, etc. Most large events require insurance and security guards at a minimum.

ABC License: An Alcohol Beverage Control License is required if you are only SELLING alcohol. You will also need to provide a full service meal while selling alcohol (ABC requirement). An ABC License is not required if you are serving. If you have included alcoholic beverages in your ticket prices this is considered selling and you will need to contact the ABC at 805-543-7183.

Third Party Vendor for Catering and Alcohol: A third party vendor is ok for alcohol sales. If you are selling alcohol you will need to get an ABC Permit and have a full service meal at your event (ABC requirement).

Security Guards: We require a minimum 2 security guards for the first 100 people. Just remember you will be responsible for any damages that may occur if you get wild people at your event. Quinceaneras require a minimum of 4 Security Guards, no matter what the attendance. You will need to contract security services yourself from a list of County approved companies. The guards need to be at the event ½ hour before the event starts and stay until the ending time of your reservation.

Early Event Set-Up? If you want to set up the day before your event you will need to reserve and pay for a set-up day along with your regular rental. We do not provide "free" time for set-up or clean-up. We charge for occupancy of the building.

Decorating: Please do not staple, tack or glue decorations to the ceiling, walls, light fixtures and painted surfaces. All balloons need to be removed. Painters tape is recommended. The use of smoke effects or fog machines is prohibited.

Opening/Closing Procedures: A custodian will not be assigned to unlock and lock the facility. Whatever your contract states as your beginning time will be the time you are allowed to open the facility. You will be required to come to the County Office and pick up a key.

Ending Time: You must be finished with your clean-up and out of the facility by the ending time of your event. If your contract says your event ends at 12 midnight you must have everything cleaned up and the building vacated at 12 midnight. You will be charged twice the hourly rate when you go pass your allotted time.

On-Site Representative: Custodians have a pretty tight schedule so, most likely, they will not be at the Vet's Hall during your event. **You are required** to make an appointment to be shown around, and explain to you where everything is and how to use it. **Please call our "One Stop Shop" facility services at 805-781-5122.**

Cleaning/Damage Deposit: We usually require a Cleaning/deposit when there is Music and Alcohol at the event. A refundable deposit will be between \$250 and \$1000. Your deposit will be refunded as long as you did not exceed your reservation time, there are not any extra cleaning charges and there was no damage done to the facility.

Payment Due Date: We prefer all reservations be paid 1 month from the **date of making** the reservation but if there are additional requirements involved we are more than willing to work out a payment plan with you.

Insurance You are required to provide a certificate of insurance naming the County as additional insured on the policy. Liquor liability is also required if you are serving/selling alcohol.

**Preview of Building Prior To Use: To schedule an appointment to view the facility you will need to contact our One Stop Shop at (805) 781-5122.**