San Luis Obispo Veterans Memorial Building

Rental Checklist

*Your reservation may be canceled if the required documents & payment are not received 14 days prior to your event.

**Documents Required:**

- **READ & SIGN USE PERMIT**
  Executed Use Permit will be issued once all payments and documents have been received.

- **GENERAL LIABILITY INSURANCE (& LIQUOR LIABILITY INSURANCE IF ALCOHOL IS SERVED)**
  Copy of insurance certificate showing specific event coverage & naming “County of San Luis Obispo, its officers, agents and employees” as additionally insured. Insurance company MUST be California admitted.

- **SECURITY GUARD CONTRACT/INVOICES**
  Copy of invoice/contract is required. Number of guards required is based on type of event, number of attendees, and if alcohol will be served/sold. Security guard(s) must arrive on Premises ½ hour before guests arrive and remain until the end of the event.

- **ALCOHOL BEVERAGE CONTROL LICENSE** – Copy of ABC license required if selling alcohol.

- **SALES PERMIT** – Copy of sales permit for commercial events required if selling food or merchandise.

- **HEALTH DEPARTMENT PERMIT** – Copy of health permit required if selling food.

**Deposit and Fees:**

- **CLEANING DEPOSIT** – Amount is based on type of event.

- **RENTAL FEE** – Amount is based on what is rented and for how long.

- **TRANSACTION FEE** – $9.00 (non-refundable)

Required Documents can be mailed or hand delivered to the address below. You can also scan & email required documents to the email address below. Payments are made at the address below. Payments can be made through Credit or Debit Card, Check, or Cash. Please make checks payable to: “County of San Luis Obispo.”
USE PERMIT
San Luis Obispo Veterans Memorial Building

This Use Permit (" Permit") is entered into by and between the County of San Luis Obispo, a political subdivision of the State of California, hereinafter referred to as "County," and Name, and hereinafter referred to as "Permittee."

County and Permittee hereby mutually covenant and agree as follows:

1. Premises: County hereby authorizes Permittee to use County-owned real property consisting of a portion of the San Luis Obispo Veterans Memorial Building located at 801 Grand Avenue, San Luis Obispo, CA (APN 001-141-016), to include the Top Floor comprised of the Main Hall, Right Wing, Lounge and Kitchenette and the Kitchen/BBQ area, hereinafter referred to as "Premises," as shown and incorporated herein as Exhibits “A” and “B.”

County reserves the right to reassign areas of permitted use at any time this Permit is in force and effect.

2. Use of Premises: County hereby grants to Permittee the following privileges, uses and rights on said Premises subject to the following terms and covenants hereinafter set forth:

A. The use of the Premises for the following purpose: Event, and for no other purpose without mutual prior written consent.

B. County reserves the right to require Permittee, at Permittee's sole cost and expense, to completely restore Premises to the original condition upon termination of this Permit.

3. Term: The term of this Permit shall be for the following date(s) and hours: Friday August 23, 2019 from 7:00AM until 12:00 Midnight

This Permit is not in effect until Permittee has provided County and any other governing agency, if required, a Certificate of Insurance pursuant to Paragraph 12 of this Permit. This Permit may not be extended without prior and written consent by County, and may be terminated immediately, at any time and for any reason deemed necessary by the Central Services Director or Director's designee (collectively, "Director"), upon written notice to Permittee.

4. Permit Fee: As consideration for County's authorization to use Premises, Permittee shall submit to County, no later than fourteen (14) days prior to commencement of the Term, the sum of $1,659.00 pursuant to Paragraph 2 of this Permit, payable in advance to the County of San Luis Obispo. This Permit Fee includes a non-refundable $9.00 Transaction Charge. Payment shall be submitted to the County at the following address: County of San Luis Obispo, Central Services Department, 1087 Santa Rosa Street, San Luis Obispo, CA 93408 and Attention: County Real Property Manager.

Permit Fees are set by the County Board of Supervisors and are available for inspection at the offices of the County Central Services Department, 1087 Santa Rosa Street, San Luis Obispo. The Director may modify those rates and/or cleaning fees based on Permittee's use. Permit
Fees are subject to change. Any exceptions to Permit Fees beyond those stated should be requested in writing.

5. **Refundable Cleaning and Damage Deposit:** Permittee has submitted a Cleaning and Damage Deposit in the amount of **$1,000.00**, which is on hold with the County and shall be refunded at the end of the Term, provided there are no extra cleaning charges, no damage caused to Premises, and no other fees or charges incurred by Permittee (e.g., triggering fire alarm due to Permittee’s failure to comply with the rules and/or responsibilities of this Permit). Should Permittee fail to return Premises to an acceptable condition within the time allowed, County reserves the right to clean Premises and Permittee hereby agrees to pay for actual cleaning costs. Said cleaning by County will be based on current rate of labor plus overhead and supplies. Appropriate refund shall be made after inspection and any corrective action has been taken and processed within thirty (30) days from the last date of permitted use.

6. **Responsibilities of Permittee:** Permittee agrees at all times during the term of this Permit to maintain and operate the Premises in a clean, safe, wholesome and sanitary condition, in addition to the following rights and responsibilities:

   A. **Tours:** Permittee may schedule a tour of the Premises and/or ask any questions about set up, cleaning and/or maintenance by contacting the Vets Hall Rental Office at (805) 781-5900 during normal business hours (8:00AM – 1:00PM Monday through Thursday).

   B. **Inspection:** Permittee shall have the right to inspect Premises prior to the function in the company of County Staff and may submit to County a list of deficiencies for which Permittee does not wish to be held accountable. Failure by Permittee to request said inspection shall, in itself, constitute an acknowledgement that Premises are in good condition. Any deficiencies or damage in evidence upon completion of Permittee’s function, and for which Permittee may reasonably be held accountable, shall become Permittee’s responsibility. Permittee shall have the right, at the end of Permittee’s function, to re-inspect Premises in the company of County Staff and to discuss specific deficiencies and damages, if any, for which Permittee may be held accountable.

   C. **Standard of Care:** Permittee shall maintain equipment and Premises in good working order, having regard for the age and condition of the building and the permitted use, and shall be held responsible for any damage to equipment or facilities beyond reasonable wear and tear.

   D. **Potential Hazards:** Permittee shall regulate the use of equipment, devices, or activities of the Premises that may constitute a hazard to Permittee or other users of the Premises including, but not limited to, keeping access ways free of obstructions and covering or bridging of exposed wiring, piping or conduit used for supplying electrical service. Thermostats and fuses shall not be tampered with. In the event of any difficulties with thermostats or fuses, Permittee shall immediately notify County Facilities/Maintenance/One-Stop Shop at (805) 781-5122 (staffed 24/7/365) or the County Real Property Manager at (805) 781-5206 during normal business hours.

   E. **Use of Premises:** Permittee has the right to use Premises as specified in this Permit. County is under no obligation to allow the use of additional areas to Permittee and, unless previously arranged, is not obligated to provide Permittee with the exclusive use of Premises. In the event that conflicting requests for Premise use are made by two or more parties, priority shall be determined on the basis of full payment of Permit Fees first received. The number of advance reservations by any particular individual, group, or organization may be limited when such is in the public interest.
F. **Date(s) and Hours of Use:** Permittee shall have the right to use Premises during the Date(s) and Hours set forth in section 3 of this Permit, providing that use shall not begin earlier than 7:00 AM nor extend past 12:00 midnight.

G. **Overtime:** All activities, including set up, cleaning, and break down shall be performed within the Date(s) and Hours set forth in section 3 of this Permit. Permittee agrees to pay unscheduled overtime at twice the hourly rate.

H. **Set Up, Cleaning and Break Down:** Permittee agrees to perform all set up, cleaning and break down related to this Permit within the Date(s) and Hours set forth in section 3 of this Permit. Permittee shall leave Premises, including restrooms, in compliance with said condition. Said condition will include, but is not limited to, the following:

1. Wiping down tables and chairs.
2. Replacement and proper storing of all furniture, tables and chairs. If furniture is missing or destroyed after Permittee's event, the cost to recover the furniture may be deducted from Permittee's deposit. Furniture inventory:
   - Main Hall/Right Wing: 30, 8' Rectangular Tables, 20 Round Tables and 352 Chairs
   - Lounge: 10, 8' Rectangular Tables, 50 Chairs, 4 couches, and 4 coffee tables
3. Removal of all decorations and trash to trash dumpster at the back of the building in the Parking Lot.
4. Cleaning of all kitchen equipment and utensils used, if any. County does not guarantee that said kitchen equipment and utensils are sanitary and clean prior to use.
5. Sweep all floors, including mopping if any spills.
6. Closing and locking all windows and doors.

I. **Noise:** Permittee shall comply with any Noise Ordinance in effect within the limits of the City of San Luis Obispo in which the Premises are located.

J. **Tank:** Permittee shall refrain children and adults from playing on the tank, cannon, and monument sign.

K. **Vehicles:** Vehicles are not allowed on the grass at any time.

L. **Alcoholic Beverages:** The sale or consumption of alcoholic beverages is prohibited unless advance written permission is specifically granted by County. Any sale or consumption of alcoholic beverages shall be subject to the rules and regulations of the California Alcoholic Beverage Control Board. An Alcoholic Beverage Control Permit must be submitted to County prior to function.

M. **Smoking:** Permittee agrees to comply with local ordinance(s) prohibiting smoking in public buildings within City and County limits of San Luis Obispo and acknowledges responsibility for any consequences or damages resulting from violation of said ordinance(s).

N. **Overnight Camping:** Permittee agrees to comply with County Ordinance 15.70.124, which prohibits overnight camping or parking on the grounds of the San Luis Obispo County Veterans Memorial Building.
O. **Additional Trash Container:** County reserves the right, at County’s sole discretion, to require that Permittee provide additional 3-yard dumpster(s) if the nature of the event generates refuse exceeding Premise’s normal capacity.

P. **Smoke/Fog Machine:** Smoke or fog machines are not allowed on Premises.

Q. **Signage:** Permission to place signs on the exterior of the building must be obtained in writing and in advance from County.

R. **Exhibits and Decorations:** Exhibits and decorations must be approved in writing by County prior to installation. At no time may Permittee nail, staple, or glue decorations to ceiling, rafters, walls, painted surfaces, fabrics, or floors, or hang anything from rafters or light fixtures. Permittee may use “painter’s tape” on walls or floors, and no other tape is permitted. All decorations must be flame-proof in accordance with local fire regulations.

S. **Key to Building:** Permittee will be issued a key to lock and unlock Premises, which shall be available for pick-up prior to commencement of function from: County of San Luis Obispo, Central Services Department, 1087 Santa Rosa Street, San Luis Obispo. Permittee shall not duplicate said key under any circumstance, or furnish said key to anyone other than Permittee.

T. **Building Attendant:** County shall not provide a building attendant for the event/function. In the event of an emergency or unforeseen circumstance, Permittee may contact the County Real Property Manager at (805) 781-5206 during normal business hours, or County Facilities/Maintenance/One Stop Shop at (805) 781-5122 (staffed 24/7/365).

U. **Security Guard Services:** Permittee acknowledges responsibility for complete security on the Premises during Permittee’s occupancy and shall not allow use to exceed posted room occupancy levels. Permittee shall be responsible for ensuring the health and safety of event participants. Permittee must arrange and pay for security guard services from one of the following County-approved businesses:

- Condor Security of America, Inc. (805) 352-1000
- Five Cities Security, Inc. (805) 543-1049
- In-House Security (805) 238-7728
- Master Security (805) 406-0723
- Miller Event Staff and Management (805) 547-9526
- Overland Security Services, LLC (805) 925-2216

Security guard(s) must arrive on Premises ½ hour before guests arrive and remain until the end of the event. Said security guard services shall include, but shall not be limited to, one (1) uniformed security guard per 100 people in attendance, with a minimum of three (3) for events with over 50 attendees at which alcohol is served and a minimum of four (4) for events at which alcohol is sold.

Permittee shall submit to County a copy of the invoice or contract showing the hiring of # security guards from one of the businesses listed above.

7. **Improvements and Acceptance of Premises:** Permittee accepts the Premises in an “as-is” condition at the date and time of the activity/use. County makes no representations or warranties with regard to the condition of the Premises, or the suitability of the Premises for the permitted use. Permittee accepts the “as-is” condition regarding the quality and quantity of the chairs and tables provided by the County. The County reserves the right to perform construction, improvements, and/or alterations to the Premises before, on and/or during the term of this Permit.
No improvement of any type shall be constructed or located on the Premises without the prior written approval of the Director. Director reserves the right to approve or disapprove any use of the Premises for any reason. Permittee acknowledges and understands there is no AC in the Building. If Permittee wants to use their own fans, the fans must be approved by county 10 business days in advance.

8. **Assignment:** This Permit is of a personal nature and assignment or transfer by Permittee of this Permit or any of the privileges given hereunder is prohibited. Such transfer terminates this Permit.

9. **Compliance:** Permittee agrees and promises that it will comply with and observe any and all statutes, ordinances, rules and regulations of the Federal, State, Municipal, County or other public authority, and as amended. The Director reserves the right at any time to make such reasonable rules and regulations as in its judgment may from time to time be necessary for the safety, care, and cleanliness of the Premises, and for the preservation of good order therein, and Permittee hereby agrees to strictly comply therewith.

10. **Indemnity:** To the fullest extent permitted by law, Permittee shall indemnify, defend, and hold harmless the County and its officers, agents, employees, and volunteers from and against all claims, demands, damages, liabilities, loss, costs, and expense (including attorney's fees and costs of litigation) of every nature arising out of or in connection with Permittee's performance or attempted performance of any obligation or duty provided for or relating to this Permit and/or the Premises, except such loss or damage which was caused by sole negligence or willful misconduct of the County.

11. **Damages:** Permittee acknowledges liability for any damage, destruction, or removal of its personal property, including any equipment, during the period of Permittee's use of the Premises. Permittee hereby waives any and all claims for damages that may be caused by County in re-entering and taking possession of the Premises, and all claims for damages that may result from the destruction of or injury to the Premises or changes made to the Premises during the term of this Permit, and all claims for damages to or loss of such property belonging to the Permittee as may be in or upon the Premises at the time of such re-entering. Permittee hereby also waives any and all claims against the County for loss or damages to any property of Permittee from any cause arising at any time.

12. **Insurance:** Prior to the commencement of this Permit, Permittee is required to obtain insurance as specified in Exhibit C to this Use Permit.

13. **Possessory Interest:** Permittee recognizes and understands that this Permit may create a possessory interest subject to property taxation and that Permittee will be subject to payment of taxes levied on such interest.

14. **Notices:** All notices herein provided to be given, or which may be given by either party to the other, shall be deemed to have been fully given when made in writing and deposited in the United States Mail, postage prepaid and addressed as follows:

   To County at: County of San Luis Obispo
               Central Services Department
               Attention: County Real Property Manager
               1087 Santa Rosa Street
               San Luis Obispo, CA 93408
               Phone: (805) 781-5900
               E-Mail: vetshall@co.slo.ca.us
To Permittee at: Company
Attention: Name
1234 Johnson Avenue
San Luis Obispo, CA 93401
Phone: (805) 781-5900
E-Mail: email@gmail.com

15. **Status:** Permittee shall during the entire term of the Permit, be construed to be an independent contractor, and shall in no event be construed to be an employee of County.

16. **Closure:** At any time should an occurrence necessitate the closing of the Premises, Permittee shall have no recourse by law to County for losses incurred.

17. **Venue:** This Permit has been executed and delivered in the State of California and the validity, enforceability and interpretation of any of the clauses of this Permit shall be determined and governed by the laws of the State of California. The duties and obligations of the parties created hereunder are performable in San Luis Obispo County and such County shall be the venue for any action or proceeding that may be brought or arise out of, in connection with or by reason of this Permit.

18. **Repair and Surrender:** Permittee hereby accepts the Premises in good condition and agrees to surrender its use of and restore the Premises unto County in the same and as good condition as received upon termination of this Permit. Permittee further agrees to promptly repair any and all damage caused by Permittee in the use of the Premises. County reserves the right to require Permittee, at Permittee's sole cost and expense, to completely restore Premises to the original condition upon termination of this Use Permit.

19. **Environmental Matters/Covenants Regarding Hazardous Materials:** Permittee shall at all times and in all respects comply with all federal, state and local laws, ordinances and regulations relating to industrial hygiene, environmental protection or the use, analysis, generation, manufacture, storage, disposal or transportation of any oil, petrochemical, flammable explosives, asbestos, urea formaldehyde, radioactive materials or waste, or other hazardous, toxic, contaminated or polluting materials, substances or wastes, including, without limitation, any “hazardous substances,” “hazardous wastes,” “hazardous materials,” or “toxic substances” under such laws, ordinance or regulations in, on, or about the Premises.

If Permittee releases any of the materials described above on Premises, or off Premises, but affecting Premises, but affecting Premises as a result of Permittee's operations or otherwise, Permittee shall indemnify, defend, protect, and hold harmless County and each of County's owners, officers, directors, employees, agents, successors and assigns, and the Premises.

20. **Termination:** Violation of any of the rules contained herein by Permittee shall be sufficient cause for County to terminate this Use Permit and shall be sufficient cause to deny any future use of Premises.

21. **Subordination of Use:** Nothing contained in this Permit shall be deemed or construed in any way to create an interest in real property or in County Premises or to limit County's authority to exercise any right or power concerning utilization of Premises. Every use of Premises shall be subordinate to County's use during times of election, veterans use (where applicable), national or local emergency, or at any other time when such use of the Premises is required. This Permit merely confers a privilege to occupy and use the Premises under the rights of the County.
22. **Severability:** The invalidity of any provision of this Permit shall not affect the validity or enforceability of any other provision of this Permit.

23. **Entire Agreement and Modifications:** This Permit supersedes all previous Permits and constitutes the entire understanding of the parties hereto. Permittee shall be entitled to no other benefits than those specified herein. No changes, amendments, or modifications shall be effective unless in writing and signed, in advance of the effective date of the change, amendment or modification, by both parties. Permittee specifically acknowledges that in entering into this Permit, Permittee relies solely upon the provisions contained in the Permit and no other Permit or oral discussions prior to entering this Permit.

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INSURANCE REQUIREMENTS
San Luis Obispo Veterans Memorial Building

Permittee shall obtain and maintain insurance for the full Term of this Use Permit. Said policy may be obtained through any insurance agent of Permittee's choosing, providing that insurance agent is authorized to do business in the State of California. The following coverage with the following features shall be provided:

A. **Commercial Liability Insurance:** Permittee shall obtain and maintain in full force and effect, commercial liability insurance, including, but not limited to, comprehensive general and automobile liability insurance providing protection against claims arising from bodily and personal injury, including death resulting therefrom, and damage to property resulting from any act or occurrence arising out of Permittee's use of Premises as specified in this Use Permit, including, without limitation, acts involving vehicles. The policy shall be in the form of Insurance Services Office (ISO) Form CG 00 01 covering commercial general liability on an “occurrence” basis for bodily injury and property damage, personal injury and advertising injury, **with limits no less than $1,000,000 per occurrence** (may be $2,000,000 if Risk Management determines the activity to be high risk). If a general aggregate limit applies, either the general aggregate limit shall apply separately to this location or the general aggregate limit shall be twice the required occurrence limit. The following endorsements must be attached to the policy:

1. If the insurance policy covers on an "accident" basis, it must be changed to "occurrence."
2. The policy must cover personal injury as well as bodily injury.
3. Blanket contractual liability must be afforded and the policy must contain a cross liability or severability of interest endorsement.

B. **Workers' Compensation Insurance:** In accordance with the provisions of sections 3700 et seq., of the California Labor Code, if Permittee has any employees, Permittee is required to be insured against liability for workers' compensation or to undertake self-insurance. Permittee agrees to comply with such provisions before commencing this Use Permit.

C. **Additional Insureds and Primary Coverage:** The commercial general liability policy shall name "County of San Luis Obispo, its officers and employees" as additional insureds. The policy shall provide that Permittee's insurance will operate as primary insurance and that no other insurance maintained by the County, or additional insureds will be called upon to contribute to a loss hereunder.

D. **Liquor Liability Coverage:** The commercial general liability policy shall include liquor liability insurance when alcohol will be served pursuant to this Use Permit.

E. **Notice of Cancellation or Change:** Each insurance policy required above shall provide that coverage shall not be canceled or changed in any material aspect except with prior written notice to the County.

F. **Waiver of Subrogation:** Permittee hereby grants to County a waiver of any right to subrogation which any insurer of said Permittee may acquire against the County by virtue of the payment of any loss under such insurance. Permittee agrees to obtain any endorsement that may be necessary to affect this waiver of subrogation, but this provision applies regardless of whether or not the County has received a waiver of subrogation endorsement from the insurer.
G. **Certification of Coverage:** Within thirty (30) calendar days of the commencement date of this Use Permit, Permittee shall furnish County with the following for each insurance policy required by this Use Permit:

1. A copy of the Certificate of Insurance shall be provided.
2. A Workers’ Compensation certificate of insurance must be provided.
3. Permittee shall provide a copy of the complete insurance policy upon request by County.

H. **County Approval:** Approval of Insurance by County shall not relieve or decrease the extent to which the Permittee may be held responsible for payment of damages resulting from Permittee’s services or operations pursuant to this Use Permit. Further, County’s act of acceptance of an insurance policy does not waive or relieve Permittee’s obligations to provide the insurance coverage required by the specific written provisions of this Use Permit.

I. **Effect of Failure or Refusal:** If Permittee fails or refuses to procure or maintain the insurance required by this Use Permit, or fails or refuses to furnish County with the certifications required by **Subparagraph F.** above, County shall have the right, at its option, to forthwith terminate this Use Permit for cause.
Insurance Agents/Providers

Below is a list of suggested insurance agents that can help you with event insurance

- Contact your Home and/or Car Insurance Agent
- Arnoldussen & Associates Insurance Services
  874 Grand Ave.
  Grover Beach, CA  93420
  (805) 489-3000 (Andrea habla Español)
- Online Event Insurance Providers:
  www.privateeventinsurance.com
  www.theeventhelper.com
  www.wedsafe.com
# Certificate of Liability Insurance

## Coverages

The policies of insurance listed below have been issued to the insured named above for the policy period indicated. Notwithstanding any requirement, term or 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. Aggregate limits shown may have been reduced by paid claims.

<table>
<thead>
<tr>
<th>Insured</th>
<th>NAIC #</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td></td>
</tr>
<tr>
<td>B</td>
<td></td>
</tr>
<tr>
<td>C</td>
<td></td>
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<tr>
<td>D</td>
<td></td>
</tr>
<tr>
<td>E</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Insured</th>
<th>Insurer A</th>
<th>Insurer B</th>
<th>Insurer C</th>
<th>Insurer D</th>
<th>Insurer E</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td></td>
<td></td>
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<td></td>
<td></td>
</tr>
<tr>
<td>B</td>
<td></td>
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<tr>
<td>E</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

## Limitations

<table>
<thead>
<tr>
<th>Limits</th>
<th>Each Occurrence</th>
<th>Policy Limits</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>$1,000,000</td>
<td></td>
</tr>
<tr>
<td></td>
<td>$5,000</td>
<td></td>
</tr>
<tr>
<td></td>
<td>$1,000,000</td>
<td></td>
</tr>
<tr>
<td></td>
<td>$2,000,000</td>
<td></td>
</tr>
<tr>
<td></td>
<td>$1,000</td>
<td></td>
</tr>
<tr>
<td></td>
<td>$1,000</td>
<td></td>
</tr>
</tbody>
</table>

## Descriptions of Operations / Locations / Vehicles / Exclusions Added by Endorsement / Special Provisions

- **Renter/Company's Name**
- **Physical Address**
- **Must match your Use Permit**

Additional information should be entered as, "County of San Luis Obispo, It's Officers and Employees". Include type of event at the SLO Vets Hall and the Date(s) of the Event.
THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

ADDITIONAL INSURED – DESIGNATED PERSON OR ORGANIZATION

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART

SCHEDULE

<table>
<thead>
<tr>
<th>Name Of Additional Insured Person(s) Or Organization(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>COUNTY OF SAN LUIS OBISPO</td>
</tr>
<tr>
<td>Its Officers and Employees</td>
</tr>
<tr>
<td>1087 Santa Rosa St</td>
</tr>
<tr>
<td>San Luis Obispo, CA 93409</td>
</tr>
</tbody>
</table>

Information required to complete this Schedule, if not shown above, will be shown in the Declarations.

Section II – Who Is An Insured is amended to include as an additional insured the person(s) or organization(s) shown in the Schedule, but only with respect to liability for “bodily injury”, “property damage” or “personal and advertising injury” caused, in whole or in part, by your acts or omissions or the acts or omissions of those acting on your behalf:

A. In the performance of your ongoing operations; or
B. In connection with your premises owned by or rented to you.
Security Guard Services

Below is a list of suggested security companies

- Condor Security of America, Inc. (805) 352-1000
- Five Cities Security, Inc. (805) 543-1049
- In-House Security (805) 238-7728
- Miller Event Staff and Management (805) 547-9526
- Overland Security Services, LLC (805) 925-2216
- Achievement House (805) 543-9383
- Central Coast Security (805) 215-4915

Important Information:

- The companies listed above maintain the County of San Luis Obispo as additionally insured.
- If you use a company that's not listed above, that company will be required to name the County of San Luis Obispo as additionally insured and provide the county their Certificate of Insurance and Endorsement.
- Security guard(s) must arrive on Premises ½ hour before guests arrive and remain until the end of the event.
- Renter must still provide county with proof of Contract between them and Security Guard Company.
FEES:

- Beer ................................................................. $25.00 a day
- Wine ............................................................... $25.00 a day
- Beer & Wine ..................................................... $50.00 a day
- General (includes beer, wine & distilled spirits) .......... $25.00 a day
- Special Temporary License ................................. $100.00

METHOD OF PAYMENT: Cashier’s check or money order made payable to the Department of Alcoholic Beverage Control.

APPLICATION REQUIREMENTS:

- Complete Daily License Authorization (Form ABC-221)
- Authorization from property owner is required (property owner may sign Form ABC-221 or a signed letter showing the date, time, place and type of alcoholic beverages to be served may be submitted)
- A detailed diagram of the event location may be required on outdoor events (Form ABC-253)
- Form ABC-221 must be submitted to the local ABC District Office which has jurisdiction over the event location. For a listing of ABC District Offices, please visit http://www.abc.ca.gov/distmap.html
- Form ABC-221 may be submitted either in person or by mail.
- Form ABC-221 must be received within ten (10) days of the event, but should not be submitted more than thirty (30) days in advance

If your organization intends to make a “Casino Night” or use controlled games as part of your fundraising event, you must comply with Business and Professions Code Section 19985, which includes pre-approval from the Bureau of Gambling Control of the Department of Justice. Please visit http://www.oag.ca.gov/gambling/charitable for more information.

QUALIFIED ORGANIZATIONS:

- To qualify for a GENERAL license, you must be:
  An organization formed for a specific charitable or civic purpose, a fraternal organization in existence for over five years, a religious organization, or a political organization
- To qualify for a BEER AND/OR WINE license, you must be:
  An existing non-profit organization, including a charitable, civic, cultural, fraternal, patriotic, political, religious, social or amateur sports organization
- If this is the first time your organization is having an event, the organization must first be qualified by the Department. As proof, you should bring in IRS and/or Franchise Tax Board documents showing your tax exempt status with your tax I.D. number

POLICE DEPARTMENT APPROVAL:

- Police department approval may be required when any of the following apply:
  - A large number of people are attending
  - The event is being held on a public street or in a public area (i.e. - parking lot)
  - This is the first time an event is being held at the location
  - The event is a “casino night”
  - In certain other circumstances at the Department’s discretion

   It is the applicant’s responsibility to obtain local law enforcement’s approval. This may be done via a letter from the local agency, or the official may sign directly on Form ABC-221.

CONDITIONS:

Issuance of the license may be subject to conditions relating to the sales, service, and consumption of alcoholic beverages. If conditions are imposed, a representative of the organization may be required to come into the ABC office to sign them.

If above requirements are not met, the one day license may not be approved.
# San Luis Obispo Veterans Memorial Building

**Deposit, Insurance, Security Guard and Permit Requirements Matrix**

<table>
<thead>
<tr>
<th>Lounge w/Kitchenette</th>
<th>Main Hall/Right Wing or Top Floor</th>
<th>Top Floor Required if the following apply:</th>
<th>Top Floor Required if the following apply:</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>FOOD AND ALCOHOL</strong></td>
<td>- No Alcohol</td>
<td>- Alcohol served</td>
<td>- Alcohol served and/or sold</td>
</tr>
<tr>
<td></td>
<td>- Snack and refreshments served</td>
<td>- Food served</td>
<td>- Food served and/or sold</td>
</tr>
<tr>
<td></td>
<td>- No entertainment</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>TYPE OF EVENT</strong></td>
<td>- Private or Public Ex. class, conference, meeting, etc.</td>
<td>- Private Ex. Wedding reception, quinceañera, party, etc.</td>
<td>- Public Ex. Fraternity/Sorority Party, Dance, Concert, Fundraiser, etc.</td>
</tr>
<tr>
<td></td>
<td>- No entertainment</td>
<td>- Entertainment (Band, DJ)</td>
<td>- Entertainment (Band, DJ)</td>
</tr>
<tr>
<td><strong>DEPOSITS</strong></td>
<td>-$250 up to 50 guests</td>
<td>-$250 up to 100 guests</td>
<td>-$1,000</td>
</tr>
<tr>
<td></td>
<td></td>
<td>-$500 100–200 guests</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>-$1,000 200–350 guests</td>
<td></td>
</tr>
<tr>
<td><strong>INSURANCE</strong></td>
<td>-$1,000,000 General Liability Insurance</td>
<td>-$1,000,000 General Liability Insurance</td>
<td>-$1,000,000 General Liability Insurance</td>
</tr>
<tr>
<td></td>
<td></td>
<td>*Must include Liquor Liability</td>
<td>*Must include Liquor Liability</td>
</tr>
<tr>
<td><strong>SECURITY GUARDS</strong></td>
<td>- None</td>
<td>-1 guard 100-200 guests</td>
<td>-2 guards 0-100 guests</td>
</tr>
<tr>
<td></td>
<td></td>
<td>-2 guards 200-350 guests</td>
<td>-3 guards 100-200 guests</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>-4 guards 200-350 guests</td>
</tr>
<tr>
<td><strong>PERMITS</strong></td>
<td>- None</td>
<td>- Health Permit if selling food outside</td>
<td>- Health Permit if selling food outside</td>
</tr>
<tr>
<td></td>
<td></td>
<td>- ABC Permit if selling alcohol</td>
<td>- ABC Permit if selling alcohol</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>- Sales Permit for commercial events if selling food, merchandise or alcohol</td>
</tr>
</tbody>
</table>

June 5, 2019
# San Luis Obispo Veterans Memorial Building

**Fee Schedule, Room Capacity, and Table & Chair Inventory**

## Fee Schedule for 2019/2020

<table>
<thead>
<tr>
<th>Room Category</th>
<th>Non-Profit/Government Entity</th>
<th>Non-Profit/Government Entity Daily (7AM-Midnight)</th>
<th>Profit/Consumer Hourly</th>
<th>Profit/Consumer Daily (7AM-Midnight)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Top Floor (Main Hall, Right Wing, Lounge)</td>
<td>$140</td>
<td>$700</td>
<td>$280</td>
<td>$1,400</td>
</tr>
<tr>
<td>Main Hall &amp; Right Wing</td>
<td>$110</td>
<td>$550</td>
<td>$220</td>
<td>$1,100</td>
</tr>
<tr>
<td>Lounge w/ Kitchenette</td>
<td>$30</td>
<td>$150</td>
<td>$60</td>
<td>$300</td>
</tr>
<tr>
<td>Kitchen w/ BBQ</td>
<td>$25</td>
<td>$125</td>
<td>$50</td>
<td>$250</td>
</tr>
<tr>
<td>Reservation Fee</td>
<td>$9 per Transaction</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Unscheduled Overtime</td>
<td>Twice the hourly rate</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Deposits</td>
<td>See “Deposit, Insurance, Security Guard and Permit Requirements Matrix”</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

## Room Capacity

<table>
<thead>
<tr>
<th>Room Category</th>
<th>Approximate Square Feet</th>
<th>Conference / Dining Guest Capacity</th>
<th>Retail Sales Customer Capacity</th>
</tr>
</thead>
<tbody>
<tr>
<td>Main Hall/Right Wing</td>
<td>5,708</td>
<td>350</td>
<td>150</td>
</tr>
<tr>
<td>Main Hall</td>
<td>3,650</td>
<td>225</td>
<td>100</td>
</tr>
<tr>
<td>Right Wing</td>
<td>2,058</td>
<td>125</td>
<td>50</td>
</tr>
<tr>
<td>Stage</td>
<td>1,336</td>
<td>n/a</td>
<td>n/a</td>
</tr>
<tr>
<td>Lounge</td>
<td>1,095</td>
<td>50</td>
<td>35</td>
</tr>
</tbody>
</table>

## Table and Chair Inventory

<table>
<thead>
<tr>
<th>Room Category</th>
<th>Tables</th>
<th>Chairs</th>
</tr>
</thead>
<tbody>
<tr>
<td>Main Hall/Right Wing</td>
<td>30 (8’ Rectangular) 20 (60’ Round)</td>
<td>352 Foldable Chairs</td>
</tr>
<tr>
<td>Lounge</td>
<td>10 (8’ Rectangular)</td>
<td>50 Foldable Chairs</td>
</tr>
</tbody>
</table>

*The Table and Chair Inventory provided is an approximation. Quantity and Quality of tables and chairs not guaranteed. Tables and Chairs are White Plastic Lifetime Products.*

**Lounge w/ Kitchenette:** Includes pull-down screen, 4 couches, and 4 coffee tables.

**Main Stage:** Includes pull-down screen, podium, and limited stage lighting on stage.

**Notice:** The Veterans Building does not have Air Conditioning (AC).

**Building Tour:** To schedule an appointment to view the facility, please email vetshall@co.slo.ca.us or call (805) 781-5900.
Renters are responsible for returning the building to its prior condition. Failure to do so will result in a reduced or withheld deposit. Additional damage charges can also be applied. This document is a guideline for renters to follow to help ensure their full deposit is refunded.

Building Tour: Before the event, renters can schedule a tour or ask any questions about setting up, cleaning and/or maintenance by contacting us at (805) 781-5900.

Set-Up Reminders:
- Do not hang anything from the rafters. It will set off the fire alarms.
- **Fog machines, smoke machines, and helium balloons are all NOT permitted.** These will set off the sensors on our laser-operated fire alarms. If the fire department arrives as a result of an alarm, you will be billed for staff services as it takes a minimum of three hours for the alarm to be reset.
- Do not hang anything from the lighting fixtures. They are old and unique and very expensive to fix.
- Only use Painter’s tape on the walls or floors (to secure power cords, etc.) as the use of other kinds of tape will often leave marks and cause damage. It can cost as much as $150 per spot to repair damage on the wood floor.

After the Event:
After your event, the following work is required in the areas rented.
- SWEEP HARDWOOD FLOORS/STAGE AREA
- CLEAN UP SPILLS WITH SPRAY MOP AND UTILIZE THE 2 MOP BUCKETS (filled with water)
- WIPE DOWN TABLES AND CHAIRS
- TAKE DOWN TABLES AND CHAIRS
- PROPERLY RESTACK TABLES AND CHAIRS (example photos are on the wall)
- REMOVE ALL DECORATIONS
- REMOVE TRASH AND RECYCLING (**receptacles are in the parking lot behind the building**)
- IF RENTED, CLEAN KITCHEN / WIPE DOWN SINKS / WIPE DOWN STAINLESS-STEEL COUNTERS
- CLOSE ALL WINDOWS AND DOORS

Issues During Your Event:
If issues arise during your event and you need to speak with someone:
- **CALL [805] 781-5122.** During normal business hours (Mon-Fri 8:00am-4:30pm) you will reach a live person. After hours you will reach our On-Call Maintenance Mechanic who will take care of the issue themselves or contact the Supervising Custodian to have the issue properly addressed.

Location of Cleaning Supplies:
The cleaning supply cabinet is located to the left in the main foyer of the building (as you enter from Grand Avenue) next to the down staircase. It is a locked grey metal cabinet. Keys are included with your building keys. Directly opposite of the supply cabinet is the custodial closet which contains brooms, spray mops, and other cleaning tools.

PLEASE NOTE - The most common reasons for not returning a deposit are:
- Staying beyond rented timeframe. Recommend you start cleaning up at least 1.5 hours before the end of your rental.
- Not putting back and stacking all the tables and chairs as they were found.
- Gum on the floors. Gum takes a lot of time to remove without causing damage.
- Sticky floors due to beer, wine, soda spills, vomit, etc.
- Use of a smoke or fog machine.
- Triggering a fire alarm.

If our custodial staff is required to complete additional cleaning (beyond basic services) after your event, you will be charged our current hourly rate of $77.90 per custodian. These charges will be deducted from your deposit, and you will be billed for any amounts that exceed your deposit.
20 AMP Electrical Outlets

STAGE BOX: 13 & 14

LOBBY BOX: 13, 14, 15's

*Can't use both 15's, only one at a time*