

Ramona Town Hall Inc.

Rental Application and Agreement

Available Rental Spaces

"A"	East Wing	598 sq. ft.	Seating Capacity: 32 with Four 60" Round Tables, 42 with Seven 72" Long Tables, 48 with Chairs Only.
"B"	East Office	250 sq. ft.	Seating Capacity 18 with three 60" tables.
"C"	West Wing	796 sq. ft.	Seating Capacity: 56 with Seven 60" Round Tables, 60 with Ten 72" Long Tables, 68 with Chairs Only.
"D"	Main Hall*	2808 sq. ft.	Seating Capacity 240 w/o tables, 144 with eighteen 60" round tables.

*Main Hall unavailable at this time.

"E"	East Courtyard	28' x 80'	2240 sq. ft.
"N"	North Courtyard	24' x 90'	2160 sq. ft.
"W"	West Courtyard	26' x 80'	2080 sq. ft.

The Ramona Town Hall is a unique historical building in Ramona, California. It serves as a venue for diverse activities and events.

Ramona Town Hall basic hourly rental rates are \$20 per hour for the East Wing, and \$30 per hour for the West Wing, with a minimum 2 hour charge per space. i.e. East Wing only \$40.00 minimum. Increase by an additional \$20 per hour for the East Wing, and \$30 per hour for the West Wing for every hour or part of an hour beyond the initial 2 hours. The rate begins when set up begins and will end when breakdown is complete.

Due to Fire Marshall Regulations no event shall exceed the room capacity stated above. Failure to do so could result in your event being halted.

If your event is open to the public, and/or food and drink will be allowed, a \$50.00 refundable cleaning deposit will be required for each space reserved along with the anticipated rental rate prior to occupancy. i.e. East Wing, West Wing would be a refundable \$100.00

An inspection by both the RTH and the tenant will be made to determine the status of the cleaning deposit. A simple leave it as you found it rule will apply. Each party should make note of any issue that might be an issue with regard to the refund of the deposit at the time of set up.

The dumpster on the premises may be used to dispose of trash generated by your event.

At no time during use of the building will any cupboards, closets or storage areas be accessed or used by the renter. This space is reserved for RTH use only. At no time shall the refrigerator on the premises be used for your event without prior reservation. Restroom use is part of the rental agreement with respect to the cleaning deposit. Indicate how many restrooms your event will require.

There is no smoking allowed on the property. No open flame allowed in any part of the RTH property.

All events open to the public that offer alcoholic beverages must apply for a Temporary Community Event Permit from the County of San Diego and the event organizer must comply with all regulations set down by the Alcoholic Beverage Control Board of the State of California.

At no time during the event will the RTH or its Trustees be responsible for alcoholic beverage use on the premises. The event organizer will produce an additional insured certificate for the RTH and its Trustees prior to occupying the premises.

Only catered food will be allowed on the premises. If the caterer will be preparing food on the premises all San Diego County and Ramona Fire Department guidelines must be followed with regard to the cooking and handling of the food.

Due to the historic nature of the building nothing shall be attached with any type of adhesive to the walls in any area of the RTH. Nothing shall be removed from the walls. Outside signage is allowed with prior approval of the RTH Trustees.

The RTH has some audio visual and sound amplifiers as well a podium available with prior reservation.

At no time will the pianos be used without prior authorization from the Board of Trustees. Both Pianos have their original strings, so no pounding on the keys is permitted. Placing any items on the piano surface without prior approval is prohibited.

The attached agreement is not binding on the RTH Trustees until the deposit is received, access to the premises will be granted upon payment in full of the total balance due as stated on the attached agreement.

A full refund of rental deposit will be made if the event is cancelled 7 or more days prior to the event.

Completed Rental Applications and Deposit Checks mail be mailed to:

Ramona Town Hall
PO Box 1954
Ramona CA 92065
760-789-8696

Rental Application

Today's Date_____

Event Date/s _____

Event Name_____

Event Organizer_____

Contact Name:_____Phone#_____

E-Mail _____

Address_____

Event Description

Advertised Event Times _____

Indicate Space Needed (Check One or Multiple)

East Wing East Wing Office West Wing Courtyards: East West

Number of Chairs:_____ Number of Tables:_____ Plan No._____

Does this event require a San Diego County Temporary Community Event Permit?

Yes No

Set up Begin Date_____ Times _____a.m. _____p.m.

Breakdown Complete Date_____ Times _____a.m. _____p.m.

Number of guests Expected _____

Is a caterer being used? Yes/No

If yes please provide caterers name, address and Caterers License #

East Wing

#Hours _____ x\$20.00/hr. (w/Chairs & Tables) \$ _____

#Hours _____ x\$15.00/hr. (Room only) \$ _____

West Wing

#Hours _____ x\$30.00/hr. (w/Chairs & Tables) \$ _____

#Hours _____ x\$25.00/hr. (Room only) \$ _____

Sub-Total \$ _____

25% Deposit to Reserve Space \$ _____

Balance \$ _____

Refundable Cleaning Deposit

\$50.00 X _____ # of Spaces Cleaning Deposit \$ _____

Rental Balance Due Prior to Occupancy \$ _____

Make Check Payable to Ramona Town Hall, Inc.

For Credit Card Payment arrangements must be made with the RTH Treasurer.

By applying and signing this agreement the Event Organizer/Sponsor agrees to abide by all requirements laid out in this document with regard to operation and completion of your event.

Signature Event Organizer/Sponsor

Signature Ramona Town Hall Inc., President or

Signature Ramona Town Hall Inc., Treasurer

Attention Renter: Be sure to list all items you see to insure the fullest amount of cleaning deposit refunded.

Notations for any cleaning issues realized prior to taking occupancy.

1. _____

2. _____

3. _____

4. _____