



SOLVANG VETERANS' MEMORIAL BUILDING

RENTAL APPLICATION

1745 Mission Drive • Solvang California 93463

Rental Inquiries: (805) 688-7529

Mailing Correspondence: 411 Second St • Solvang CA 93463

The Solvang Veterans' Memorial Building is a community facility owned by the City of Solvang in beautiful downtown Solvang. A local landmark built more than a half century ago, the Veterans' Memorial Building is available to rent for weddings, ceremonies, meetings, fundraisers and more. To rent the Memorial Building facility, please review this document, complete the application, including date selection and submit to the City of Solvang for approval.

Table of Contents

VETERANS' MEMORIAL BUILDING FEE CHART 2

APPLICATION PROCESS 4

CLEANING POLICY 4

 A. CLEANING/DAMAGE DEPOSIT 4

 B. CLEANING CHECKLIST (CHECKLIST MUST BE COMPLETED BY THE END OF THE RENTAL PERIOD.) 4

FEES AND DEPOSITS 5

 1) FEES 5

 • RENTAL FEES 5

 2) DEPOSITS 5

 • RESERVATION DEPOSIT 5

 • CLEANING/DAMAGE DEPOSIT 5

 • SECURITY DEPOSIT 5

 • RENTAL ITEMS 5

CANCELLATION POLICY 5

SECURITY POLICY 6

SANTA BARBARA COUNTY SHERIFF'S DEPARTMENT 7

RENTAL APPLICATION 8

 PLEASE SIGN AND RETURN DOCUMENT. 8

FACILITY GUIDELINES (RULES AND REGULATIONS) 9

 PLEASE SIGN AND RETURN DOCUMENT. 9

FIRE DEPARTMENT 10

 PLEASE SIGN AND RETURN DOCUMENT. 10

VETERANS' MEMORIAL BUILDING FEE CHART

LARGE HALL	RATE STRUCTURE			SECURITY FEE SHERIFF OR PRIVATE LIABILITY INSURANCE		
	NON-PROFIT GOVERNMENT	FAMILY LOCAL	OUT OF AREA COMMERCIAL	RENTAL DEPOSIT		
0-6 Hours	\$ 160.00	\$ 340.00	\$ 500.00	\$ 450.00	TBD	TBD
6+ Hours	\$ 210.00	\$ 550.00	\$ 815.00	\$ 450.00	TBD	TBD

LARGE HALL/KITCHEN	NON-PROF,GOVT	FAMILY,LCL	OOA,COMMRL	RNTL DEP	SEC FEE	LIAB INSUR
0-6 Hours	\$ 185.00	\$ 450.00	\$ 605.00	\$ 450.00	TBD	TBD
6+ Hours	\$ 265.00	\$ 660.00	\$ 950.00	\$ 450.00	TBD	TBD

LEGION WING	NON-PROF,GOVT	FAMILY,LCL	OOA,COMMRL	RNTL DEP	SEC FEE	LIAB INSUR
0-6 Hours	\$ 135.00	\$ 290.00	\$ 425.00	\$ 250.00	TBD	TBD
6+ Hours	\$ 185.00	\$ 450.00	\$ 660.00	\$ 250.00	TBD	TBD

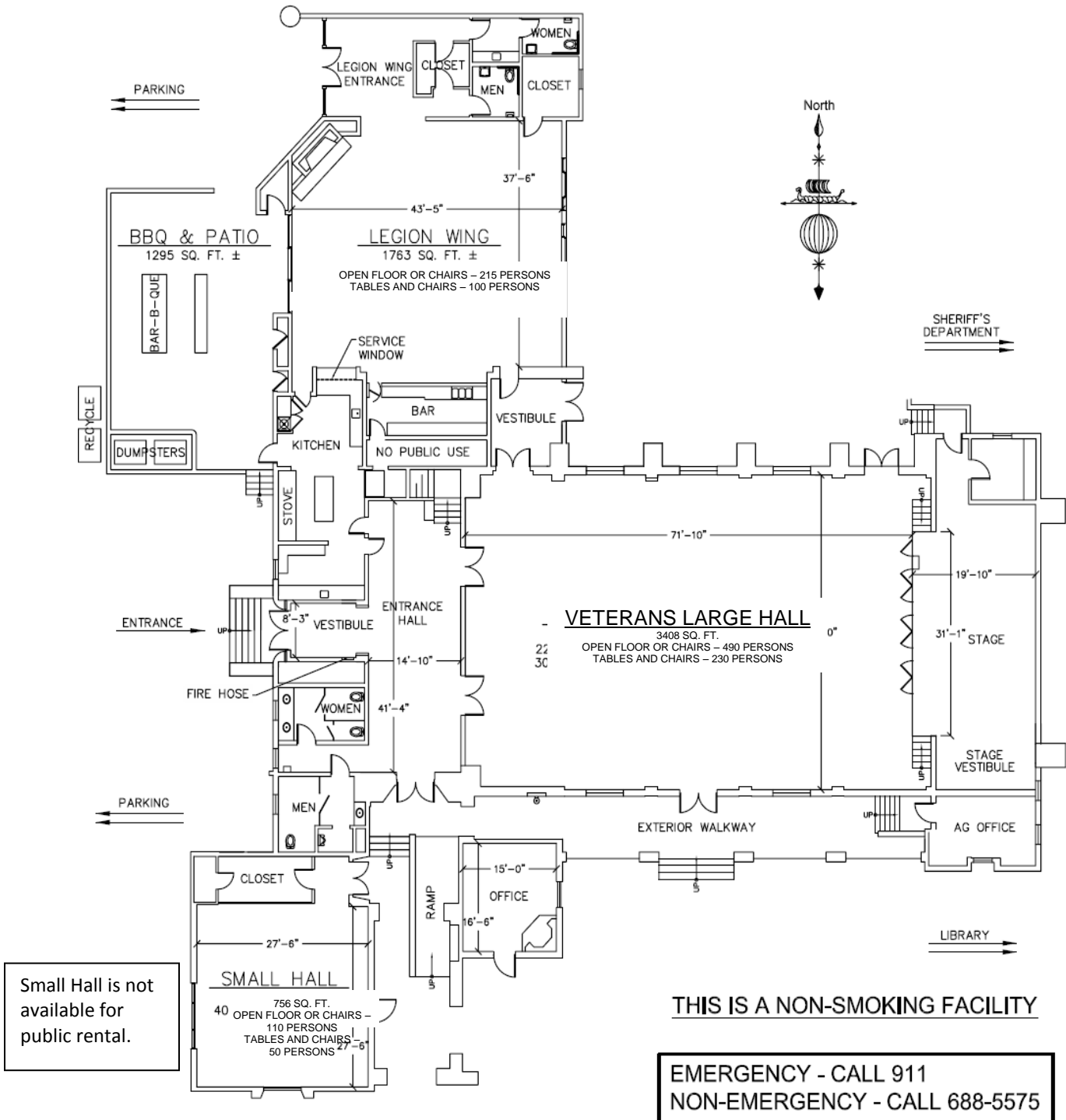
LEGION WING/KITCHEN	NON-PROF,GOVT	FAMILY,LCL	OOA,COMMRL	RNTL DEP	SEC FEE	LIAB INSUR
0-6 Hours	\$ 160.00	\$ 395.00	\$ 580.00	\$ 250.00	TBD	TBD
6+ Hours	\$ 240.00	\$ 575.00	\$ 840.00	\$ 250.00	TBD	TBD

KITCHEN/BBQ	NON-PROF,GOVT	FAMILY,LCL	OOA,COMMRL	RNTL DEP	SEC FEE	LIAB INSUR
0-6 Hours	\$ 55.00	\$ 135.00	\$ 185.00	\$ 100.00	TBD	TBD
6+ Hours	\$ 80.00	\$ 160.00	\$ 210.00	\$ 100.00	TBD	TBD

TOTAL FACILITY	NON-PROF,GOVT	FAMILY,LCL	OOA,COMMRL	RNTL DEP	SEC FEE	LIAB INSUR
0-6 Hours	\$ 290.00	\$ 685.00	\$ 900.00	\$ 650.00	TBD	TBD
6+ Hours	\$ 425.00	\$ 1,050.00	\$ 1,315.00	\$ 650.00	TBD	TBD

NOTE: SMALL HALL IS NOT AVAILABLE FOR PUBLIC RENTAL.

CITY OF SOLVANG VETERANS MEMORIAL BUILDING



1745

MISSION DRIVE

TABLES/CHAIRS

Legion Wing - 14 round tables (72"); 3 banquet tables (8'); 100 cushioned chairs
 Large Hall - 33 banquet tables (8'); 275 metal folding chairs

APPLICATION PROCESS

- 1) Read and complete this application. Return the completed application to the City of Solvang Parks and Recreation Department located at 411 Second Street, Solvang. Or mail to Solvang Parks and Recreation, 411 Second St, Solvang, California, 93463.
- 2) The Parks and Recreation Department staff will determine the availability of the requested facility and rental date.
- 3) The Veterans' Building facility rules will be reviewed with the applicant and fees and deposits will be determined. The applicant must pay a reservation deposit of 25% of the rental charge to secure the reservation.
- 4) All fees and deposits are due 30 days prior to the event. Reservations made less than 30 days prior to an event require immediate payment of rental fee and deposits. No reservation requiring security may be made less than 30 days prior to an event.
- 5) Any special terms and/or conditions will be determined on the basis of estimated attendance, type of event and whether or not alcohol is served. Documentation verifying compliance with the special terms and conditions is due 30 days prior to the event.
- 6) Liability insurance naming the City of Solvang as additional insured will be required if the event falls within the City's Special Event Liability Program guidelines.

INSURANCE & INDEMNIFICATION

All tenant users must provide the city with proof of liability insurance for \$1,000,000 (one million dollars) naming the City, its officers, employees, and agents as additionally insured. For a fee, the City offers Special Event Liability Insurance (information is available with the Recreation Clerk). Insurance must be obtained 30 days prior to the event. Multiple use organizations may provide on an annual or per event basis. The City must be notified if insurance has been changed or cancelled and a new policy must be issued to the City. Additional liability insurance may be required for certain activities at the discretion of the City Manager or his/her designee.

Sponsor shall indemnify, defend, and hold harmless the City, its officers, employees, and agents from any and all losses, costs, expenses, claims, liabilities, actions, or damages, including liabilities for injuries to any person or damage to property arising at any time during and/or arising out of or in any way connected to the Sponsor's use of Public Property, unless solely caused by the gross negligence or willful misconduct of the City, its officers, employees, or agents.

CLEANING POLICY

Facility users are responsible for returning the Veterans' Memorial Building to the condition in which it was rented to them. Users may hire a private cleaning service; however, ultimate responsibility lies with the renter.

A. CLEANING/DAMAGE DEPOSIT

- 1) A deposit will be required from every rental applicant. (See Fees and Deposits)

B. CLEANING CHECKLIST (Checklist must be completed by the end of the rental period.)

The facility will be inspected after each event to insure compliance with the cleaning checklist. The following list outlines the facility cleaning responsibilities:

- 1) Users are responsible for providing their own cleaning supplies and materials. For kitchen rentals, the following items are provided: mop and bucket, push broom, and griddle scraper.
- 2) Wipe clean all kitchen surfaces if used.
- 3) Clean griddle thoroughly if used.
- 4) Clean all spilled liquids including those in microwave, refrigerator, and sinks.
- 5) Clean all tables and chairs and replace to their proper location. Please do not mix tables and chairs (padded and unpadded). Tables and chairs may not be moved from one hall to another.
- 6) Remove all decorations, equipment and food/drink related to the function.
- 7) Clean and discard all litter from the building interior, exterior walkways, grounds, and parking area.
- 8) Clean all marks, handprints, etc, off walls.
- 9) Remove all tape and gum from floors.
- 10) Please note that the kitchen has NO GARBAGE DISPOSAL.
- 11) NO glitter or confetti allowed.
- 12) If cleaning checklist is determined to be incomplete by Maintenance Personnel, the renter's deposit may be forfeited. See chart below.

Cleaning Infraction	Monetary Charge
<i>Kitchen soiled</i>	<i>\$100.00 minimum</i>
<i>Furniture not replaced correctly</i>	<i>\$100.00 minimum</i>
<i>Decorations not removed</i>	<i>\$100.00 minimum</i>
<i>Equipment not removed</i>	<i>\$100.00 minimum</i>
<i>Litter not removed</i>	<i>\$100.00 minimum</i>
<i>Gum not removed</i>	<i>\$100.00 minimum</i>
<i>Heat, AC, lights not turned off</i>	<i>\$100.00 minimum</i>
<i>Facility and/or equipment damage</i>	<i>Cost of Repairs - No maximum</i>

FEES AND DEPOSITS

1) FEES

• RENTAL FEES

Rental fees are charged for use of the facilities. All rental fees must be paid 30 days prior to the event. The rental fee is determined by:

- a. Which room(s) is used.
- b. How long the event will last.
- c. Whether or not the event sponsor is a legal, local non-profit [501C(3)]. Proof is required. Groups must provide proof of tax-exempt certification from the IRS and be a local non-profit whose revenue is distributed in the Santa Ynez Valley High School District boundaries.

2) DEPOSITS

• RESERVATION DEPOSIT

- a) A reservation deposit of 25% of the rental fee must be paid at the time the rental application is submitted to secure reservation.
- b) No reservation deposit is required for recurring weekly or monthly events. The full rental charge for the desired facility for recurring events is payable on a monthly or quarterly basis in advance.

• CLEANING/DAMAGE DEPOSIT

- a) All facility users pay a refundable cleaning/damage deposit due 30 days prior to the event. The cleaning/damage deposit is dependent upon which room(s) is used. The deposit is fully refundable if:
 1. A proper cleaning (i.e. the facility is returned to the City in the same condition it was rented to the user) has been done within the allowable time frame.
 2. No damage has occurred to the facility related to the event.
 3. No misrepresentations have been made on the application (see *Facility Guidelines*).
 4. The NO SMOKING ordinance was observed during the event.
 5. ALL KEYS MUST BE RETURNED. Renters that do not return key(s) may be charged for a re-keying of the facility. The charge will be withheld from the cleaning/damage deposit. Keys must be returned within 24 hours. Weekend events must return keys by Monday. Keys NOT returned within a 24 hour period will be charged:

Keys Returned After:	Will Be Charged:
24 hours	\$25.00
48 hours	\$50.00
72 hours	\$75.00
More than 72 hours	Full cleaning/damage deposit

6. NOTE: Sponsors of recurring events (of at least three consecutive years in good standing) may keep a deposit (or signed letter of intent that the using party will be responsible for any damage that does occur) on file with the City.

• SECURITY DEPOSIT

- a) A security deposit may be required of any group, which is not required to pay a Security Fee (to security personnel hired by the renter). The Security Deposit is \$300.00 and is fully refundable if the conditions explained in the Security Policy are met.

• RENTAL ITEMS

All rental items (ex. Chairs, tables, linens, dinnerware, etc.) of the renter are the responsibility of the user. It is the user's responsibility to make certain that all rental items are removed from the Veterans Hall premises at the end of the event. Any items that remain at the close of an event will be moved by the Maintenance Division to the outside of the facility near the BBQ area. Any damage to the rental property (whether due to weather, vandalism, or other means), and/or including stolen property, will be the responsibility of the user. The City waives all rights of responsibility to the rental items.

CANCELLATION POLICY

If renter must cancel event and terminate reservation, the following chart outlines the amount of rent that may be returned to the renter.

Cancellation Notice (by Renter)	Amount of Fee Refunded
0-30 days	\$0.00
31-90 days	Full refund less \$100.00 administrative fee
91+ days	100%

SECURITY POLICY

All functions taking place at the Veterans' Memorial Building, *except those exempted elsewhere in this document*, which involves the serving, sale, or importation for use of alcohol **will** require security personnel on scene. Security can only be obtained through the Santa Barbara County Sheriff's Department (application included in this packet).

Security Policy Rules

1. The minimum number of security personnel on scene at an event will be two. Additional security will be determined on a 1:100 ratio when using the Santa Barbara County Sheriffs.
2. The use of alcoholic beverages and the number of persons attending the event will determine the need for security. Additional security costs incurred, in the event of arrests, injuries to officers, or other unusual circumstances will be billed directly to the responsible party (ies).
3. Security arrangements must be made in advance and fees/deposits shall be paid 30 days in advance of the event.
4. An event that does not include the distribution, sale, or consumption of alcohol, will not require paid security personnel. However, such events will require a \$300.00 refundable security deposit. This deposit will be held for twenty (20) working days following the event. If an incident occurs during the event, which requires the response of **Law Enforcement, EMS, or Fire Department, and the incident is alcohol related**, the \$300.00 will be applied as necessary to cover administrative and law enforcement costs. Similarly, if the organizers of the event neglect to curtail the use of alcohol, and it is brought to the attention of or observed by Law Enforcement, the \$300.00 will be applied as necessary to cover administrative and law enforcement costs. If such an alcohol related event should occur, Law Enforcement at the scene may terminate the event for public safety concerns.
5. City Staff / Sheriff will determine the possible exemption of non-profit organizations from the provisions of this security policy, based on the fact that these organizations have a proven, three (3) consecutive year track record of conduct.

APPROVED VENDOR FOR SECURITY SERVICES

Santa Barbara County Sheriffs
1745 Mission Drive
Solvang, CA 93463
(805) 686-5000

Application included in packet

SANTA BARBARA COUNTY SHERIFF'S DEPARTMENT
SOLVANG CITY POLICE
SERVICE AGREEMENT

The below named applicant and/or organization hereby agrees to have the Santa Barbara County Sheriff's Department provide Police Security/Traffic Control on the following date and time, at the following event and location:

NAME OF APPLICANT/CONTACT PERSON _____
PHONE (Cell) _____ (Home) _____ (Work) _____
APPLICANT ADDRESS _____
ORGANIZATION _____
TYPE OF EVENT/SERVICE NEEDED _____
ESTIMATED ATTENDANCE _____
LOCATION _____
DAY / DATE _____
ALCOHOL SERVED/SOLD: NO _____ YES _____ FROM _____ TO _____
TIME OF SERVICE: FROM _____ TO _____

I further understand that this is not an agreement to rent any buildings or equipment, but only an agreement to provide a police service. Deputies will start one-half hour **prior** to serving alcohol and/or before the start of the event, and finish one-half hour **after** the conclusion of the event, except when additional time is required by activities related to the event. Payment for police service fees must be received by the City of Solvang, 30 days prior to the event, or upon reservation if made less than 30 days before the event. Required police services cannot be guaranteed, if received less than 5 days prior to the event.

Note: A minimum of two (2) deputies are required for an event, each working a minimum of three (3) hours, for a total of six (6) hours minimum.

I understand that I must contact the City of Solvang and meet all of their terms and conditions for this event.

NOTE: A copy of this agreement must be returned to the City for billing purposes. The Sheriff's Department requires a 48 hours' notice of cancellation to avoid fees.

I certify that I have read, understand, and agree to this contract agreement, and the answers given herein are true and complete to the best of my knowledge.

APPLICANT SIGNATURE _____ DATE _____

-----SHERIFF'S DEPARTMENT-----

Number of Deputies _____ x _____ HOURS per Deputy = _____ TOTAL HOURS

TOTAL HOURS OF DEPUTIES: _____ HRS @ \$70 (per hour) = \$ _____

Total Security Deposit = \$ _____

APPLICANT SIGNATURE _____ TODAY'S DATE _____

**SOLVANG VETERANS' MEMORIAL BUILDING
RENTAL APPLICATION**

Please sign and return document.

Date of Application

Name of Responsible Party				
Address		City	State	Zip
Business Phone	Home Phone	Other	Email	
Name of Organization				
Purpose of Rental				
Local Non-Profit State ID # (all event proceeds must stay in the Santa Ynez Valley)				
Alternate Contact Name		Alternate Contact Phone		
Facility Use (Check all that apply)		Building Seating Capacity		
CHECK	<input type="checkbox"/>	Large Hall.....	490 – Open Floor or Chairs 230 – Tables and Chairs	(Tables/chairs available)
	<input type="checkbox"/>	Legion Wing.....	215 – Open Floor or Chairs 100 – Tables and Chairs	(Tables/chairs available)
	<input type="checkbox"/>	Kitchen/BBQ.....	N/A	
	<input type="checkbox"/>	Small Hall (meeting room only-no food/drink)...	110 – Open Floor or Chairs 50 – Tables and Chairs	(Tables/chairs available)
Event Date(s)	Estimated Attendance		YES	NO
Event Hours (including set-up and take-down) *Weekend hours begin at 10:00am. am/pm am/pm		Will alcohol be served?		
EVENT MUST CONCLUDE BY 11:00 PM SUN-THURS. EVENT MUST CONCLUDE BY 12:00 AM FRI-SAT.		Will alcohol be sold?		
EVENT CLEANUP MUST BE COMPLETED BY 12:00AM SUN-THU EVENT CLEANUP MUST BE COMPLETED BY 1:00AM FRI-SAT		Will there be a dance?		

FAQ's (Frequently Asked Questions)

1. **What is an ABC License and do I need one?** ABC stands for Alcohol Beverage Control. If you are selling or selling alcohol at a public event, a license or permit is required. If you are selling alcohol at a private event, a license is required. Please contact ABC at (805) 543-7183 or www.abc.ca.gov if you have any further questions.
2. **When is security required?** When alcohol is served or sold.
3. **Where do I return the keys following my function?** At Solvang Parks and Recreation, 411 Second St. NW corner at Oak St.
4. **When do I receive my deposit back?** Approximately 3-4 weeks. Checks are issued following City Council meetings, which meet twice monthly.
5. **Are tables and chairs available?** Tables and chairs are available in each rental area. Numbers of such items cannot be guaranteed. Please request current inventory from the Parks and Recreation Department. Renter is responsible for any additional tables and chairs needed.
6. **May I get into the Hall early?** Renter may use the Hall only for the hours rented.

NO SMOKING IS PERMITTED WITHIN THE FACILITY

FACILITY GUIDELINES (Rules and Regulations)

Please sign and return document.

1. The Veterans' Memorial Building is available for rent by contacting Solvang Parks and Recreation located at 411 Second Street, between 8:00am and 5:00pm Monday through Friday or by calling (805) 688-7529 or (805) 688-5575.
2. The completeness and validity of the rental application will be recognized when facility rules and City policies have been reviewed, fees & deposits paid and the Responsible Party and the City have signed the application. The Responsible Party can pick up keys for the facility at the Solvang Municipal Center Annex, 411 Second Street, either the day of the event or one business day before the event. Office hours are Monday-Friday, 9:00am-5:00pm. All scheduled weekend events cannot enter the facility before 10:00am. A City staff person will meet the renter at the facility to open the doors to the building. The office is closed on weekends and holidays. If you fail to pick up the keys during the stated hours, we cannot guarantee you will have access to the facility. If a City employee is available to assist you after hours, you will be charged a minimum of one hour at the overtime rate for that employee.
3. When minors use the facility, the group must at all times be under the direction of its own adult leadership. There must be at least one adult for each twenty (20) minors in attendance.
4. SMOKING IS NOT ALLOWED in the Veterans' Memorial Building by City Ordinance (6-4-3). Smoking in the building is automatic grounds for forfeiture of all deposits. No exceptions will be made.
5. The use of alcoholic beverages at this facility is subject to State and Local ordinances and must be approved by the City Manager or designee in writing prior to the beginning of the function. The appropriate ABC license may be required. Additional fees and insurance with the City named as an additional insured will be required. The consumption of alcoholic beverages is only allowed inside the facility.
6. Facility users are free to use the chairs and tables located in each of the rooms they have rented. However, no furniture may be moved out of its assigned room. All furniture must be cleaned and put away in its proper location at the end of the function.
7. Any request for exceptions to rules or charges for use of the facility must be presented in writing no later than thirty (30) days prior to the date of the function. Appeals must be addressed to the City Manager.
8. The City of Solvang reserves the right to limit the use of the Veterans' Memorial Building as deemed in the best interest of the City of Solvang and its residents.
9. Decorating the Veterans' Memorial Building using nails, screw, staples, etc., in walls or woodwork is prohibited. AT NO TIME SHALL ANY EXITS OR EXIT SIGNS BE COVERED OR OBSTRUCTED.
10. No advertising shall be exhibited, and no solicitations or sales shall be made on the grounds without written approval of the City of Solvang (City ord. 8-3-5A).
11. Under emergency circumstances, the City reserves the right to cancel reservations.
12. The Responsible Party shall be responsible for the general conduct of the attendees and the enforcement of the rules governing the use of the facility.
13. The Solvang Sheriff's Department has the authority to disperse any group for lawful reasons. In case of such dispersal, the group will forfeit all deposits.
14. No animals of any kind (except Seeing Eye dogs and the Greyhound Society) are permitted within the Veterans' Memorial Building.
15. Music must stop by 12:00 midnight on Friday and Saturday nights, and by 11:00pm Sunday through Thursday. All north side doors and windows must be closed by 10:00pm. The event and any associated cleanup shall end no later than 1:00am of the date following the event.
16. Decibel readings in excess of 60 dB as measured from the intersection of Maple and Amber after 10:00pm will initiate a response from the Solvang Sheriff's Department. The officers will advise event coordinators on measures, which will reduce decibel readings. Subsequent readings over 60dB may result in action up to and including termination of the event by the Sheriff's Department.
17. All signage is limited to approved information on the Veterans Hall marquee. Applications for the marquee are available in the Parks and Recreation office. Please be advised that the Solvang Municipal Code 11-13-9 applies to all signage. Prohibited signs (including, but not limited to) are:
 - flashing, rotating, or blinking signs
 - off-premise signs
 - A-frame signs
 - portable signs
 - banner signs and balloons
 - mobile signs
 - signs attached to trees, fences, etc.
 - Any temporary sign outside of a building or attached to the exterior of a building, including banners, placards, streamers, balloons or similar devices, except as provided in Solvang Municipal Code 11-13-9.
 - Outdoor decorations, embellishments, ornaments or merchandise used as an attention getting device, including, but not limited to: fabric, plastic, wood, balloons, paper, metal or merchandise attached in any manner on the outside of a single commercial enterprise, a shopping center or shopping complex. (Outdoor planters and temporary festival decorations shall not be considered as outdoor decorations.)
 - Mobile commercial signs. No person shall park any vehicle on a public right of way or in a location on private property, which is visible from a public right of way, which has attached thereto or suspended therefrom any sign, except a sign painted directly upon, magnetically affixed to or permanently affixed to the body or other integral part of the vehicle. The primary use of such vehicles shall be in operation of the business and not in advertising or identifying the business premises. The vehicle shall not be parked for the sole purpose of advertising. Vehicles parked in a manner, as a sole means of advertising shall be in violation of this chapter.
18. No ancillary use of the parking lot or grounds is authorized without the prior approval of the City of Solvang.

****Any violations of this type will be subject to an Administrative Citation in the amount of \$200.00 per sign per day that the violation occurs. For questions, please contact the Planning Department at 688-4414.***

The City of Solvang is not responsible for accidents, injury, loss, or damage to private property within the Veterans' Memorial Building. The Responsible Party shall be responsible for reimbursing the City for any loss or damage to City owned property related to the event.

I have read, understood and agree to abide by the above rules. My signature certifies that all information on this application is true, including that regarding the use of alcohol and the purpose of renting the facility. I understand and agree that any misstatements or omission of material fact herein may cause forfeiture of my deposits and/or justifiable cause to deny facility rental in the future. I understand the City may assign and bill for all administrative costs necessary to enforce all rules and regulations.

Signature (Responsible Party): _____ Date: _____

FIRE DEPARTMENT

VETERANS MEMORIAL BUILDING GUIDELINES

Please sign and return document.

OCCUPANCY LOAD PER ROOM

ROOM	OCCUPANCY
Large Hall	Persons
Open Floor or Chairs	490
Tables and Chairs	230
Legion Wing	
Legion Wing	Persons
Open Floor or Chairs	215
Tables and Chairs	100
Small Hall	
Small Hall	Persons
Open Floor or Chairs	110
Tables and Chairs	50

FIRE CODE REQUIREMENTS

PLEASE NOTE: If renting multiple rooms, the renter is responsible for making certain that overflow of people does not occur from one room to another exceeding the maximum occupancy of one room.

- No smoking inside the building.
- Exits must be **clear at all times**.
- Do not cover "EXIT" signs.
- Do not cover fire extinguishers.
- Spacing between table rows or round tables must be a **minimum of 5 feet**.
- When there are **more than 300 chairs** for auditorium style seating they must be fastened together in groups of three or more with fasteners approved by the Fire Chief.
- Width between seating rows shall not be less than **14 inches**.
- There must be an **aisle 44 inches wide down the middle** and on **both sides of the room** from the front to the back.
- Use of open flames or candles must be pre-approved by the Fire Chief.

For all users that intend on filling the facility to capacity, it is your responsibility to contact the Fire Department at 686-8178 to discuss any safety issues. In addition, if you have any questions about your seating or table arrangements, decorations or displays, please call the Fire Department.

RESPONSIBLE CONTACT PERSON _____
PHONE _____ **CELL PHONE** _____

ALTERNATE CONTACT PERSON _____
PHONE _____ **CELL PHONE** _____

Signature

Date