

**License for Use of the
Fortuna Veterans Memorial Building
1426 Main St
Fortuna, CA 95540**

For and in consideration of the mutual covenants herein contained, Sunset Post 2207, Veterans of Foreign Wars and Walker Bailey Post 205 of the American Legion, herein after referred to as the "Licensor" do hereby authorize the following organization/ person:

Name: _____

Organization: _____

Mailing Address: _____

Phone: _____ Email: _____

Member: _____ Organization _____ Member # _____

hereinafter referred to as "Licensee" to use those portions of the Veterans Memorial Building at 1426 Main St., Fortuna, CA, herein designated, upon and subject to the following terms, convents and conditions, to wit:

1. Purpose for building use: _____

2. Period of use: Start date/time: _____ End date/time: _____

3. Rental Fee Charge: _____ Paid on date: _____

4. Extra Day Needed: _____ Paid on date: _____

5. Cleaning/key/damage deposit: _____ Paid on date _____

6. Liability insurance policy (starting start/end) verified on date: _____

7. Number of Guests _____

8. Is Alcohol being Served _____ Sold _____ One Day License _____

*** Deposits may be forfeited if cancelled within 15 days of rental date.**

*** Hall not available on 1st Thursday (Legion) and 2nd Monday (VFW) of the month.**

*** Make payments payable to: Fortuna Veterans House Committee
P.O. Box 180, Fortuna, CA 95540**

Licensee agrees to pay the above rental charge and to occupy that portion of the building specified above in a careful and prudent manner and to vacate the said space at or before the end of such use period and to leave the said space and all of the area occupied in said building used or occupied by Licensee in a clean and orderly condition.

Licensee further agrees for itself and all of its members, guests, invitees and other persons using the facility in connection with Licensee's activity, and to hold Licensor harmless from any and all claims, demands, or liability for damages of any nature whatsoever arising out of or in any manner or way connected with Licensee's use and or occupation of such premises.

Walker Bailey Post 205

Sunset post 2207

Licensor Signature _____

Licensee Signature _____

Questions? Contact Rental Manager: Lori Cook housepost205@gmail.com (707)-382-1405

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Standard Charges and Rules and Regulations for the Building Are As Follows:

1. **Rental Fees: (12-hour rental) Call for Prices 707-382-1405**

Special rates can apply to local Veteran Organization members in good standing, Clubs, Non-profits or Schools.

2. **Security Deposit: Call for Prices** (to cover cleanup, damage, late fees). Security deposit and signed rental agreement will hold the date for you. **Reservations are made on a first-come, first-served basis. Security deposits will be deposited into the House Committee Bank Account.**

3. **Early key pick at 4PM the day prior to your event for setup: \$400** (based upon availability) Early key pickup is negotiable with Rental Manager.

4. **Late cleanup or return key: \$50/Hour.** Lost key: \$100 minimum or as determined by Rental Manager. If the Veteran Hall janitor has extra work to complete the cleaning for the next renter there will be a charge of \$60 per hour deducted from the deposit refund amount.

5. **Proof of liability insurance will be required by all people renting the building including members of veteran organizations who use the building outside of organizational functions.**

6. The Fortuna Veterans Memorial Building is a County-owned building that exists for the benefit of local veterans. The County allows us to rent the building to pay for utilities and upkeep as well as support local veterans and community service projects. We try to commit to the dates you have secured for your event. RARELY, BUT OCCASIONALLY, AN UNEXPECTED VETERAN EVENT (A CELEBRATION OF LIFE FOR EXAMPLE) MAY CONFLICT WITH YOUR SCHEDULED EVENT. THE VETERAN EVENT WILL BE THE PRIORITY. The House Committee will work with you to reschedule your event.

7. Rent and a One-Million-Dollar (\$1,000,000) liability insurance binder will be paid and delivered to the Rental Manager prior to the use of the building. The insurance certificate holder should be '**Fortuna Veterans Memorial Building, 1426 Main Street, Fortuna, CA 95540**'. The policy effective dates should include the date you receive the keys for setup/decorating through the date you plan to vacate the building after cleaning and return the keys. The security deposit will be refunded if the building and grounds are cleaned and organized prior to 12 noon the following day and there is no damage. Refunds are mailed by check within 72 hours of key return.

8. Signs on the front of the building will be hung by hooks or ties only. No nails, tacks, or screws will be used on the floors, walls, ceilings of the interior or exterior of the building.

9. Veteran's Canteen is for the use of the veteran members and guests.

10. Tables and chairs are not to be removed from the building without prior approval.

11. You will get 3 keys: 1) Front and rear doors 2) Gate on front loading ramp and 3) Dumpster key hanging by back door. Backing vehicles to the steps of the building is not allowed and may result in forfeiture of deposit. Please use the gate on the front ramp.

12. **No Glitter or Confetti of any kind is Allowed.**

13. Cost for Broken Tables \$200 Each, Chairs \$100 Each.

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Fortuna Veterans Building Cleaning Requirements Checklist:

1. Restrooms (all 3): Sweep and pick up litter, damp mop, empty trash and install new liners as provided.
2. Floors (Main Hall/Dining Room/Kitchen/Foyer (lobby): Floors swept to remove dirt and litter including glitter from decorations. Spot-clean all spills and sticky areas. Damp mop with clean water so not to leave dirty mop streaks. Use two squirts of provided 'Dawn' cleaner with bucket of clean water. Wring out mops and change bucket water frequently to eliminate mop streaks. Leave damp mops on ramp railing at rear of building. **VISIBLE FOOD AND BEVERAGE SPILLS, LITTER, GLITTER, STICKY CANDY, STICKY SPOTS, OR DIRTY MOP STREAKS MAY RESULT IN FORFEITURE OF CLEANING DEPOSIT.**
3. Furniture (Long tables, round tables, chairs): Should be cleaned with damp cloth. Stack the round tables and chairs in their appropriate racks and return to storage area. Long tables stacked and organized in storage area and not blocking access to cleaning supplies.
4. Kitchen Area: Countertops and carts should be wiped down and cleaned. Appliances including refrigerator, ice machine, stove top, grill, ovens, and warmers should be wiped down and cleaned of spills and grease. 'Coke cooler' should be emptied, drained (outside), and cleaned. Sink drain screens cleaned of any waste and sinks rinsed and cleaned. If you use the provided coffee maker(s) they should be left rinsed and clean.
5. Refrigerator: Leave running. Fan above stove: Shut-off. Ice machine: Leave running. Leave ice scoops on the top and **NOT IN THE MACHINE.**
6. Outside grounds: The front porch, steps, front ramp, and rear ramp should be swept, and any spills, gum, candy, or litter removed. Sand buckets are provided for cigarette butts. The grounds (grass areas) in front, sides, and rear should be free of any litter. A vacuum cleaner is available for the carpets in the front entry and the kitchen area.
7. Cleaning supplies: Dust mops should be shaken clean outside and returned to the closet. Do not use dust mops on wet floors! After the floors are cleaned the mops should be rinsed in clean water, wrung out, and left on the back porch to air dry.
8. Trash cans: Empty all trash **cans** in the rear dumpster and lock the dumpster as you leave. Use the available trashcan liners.
9. **ALL GARBAGE TO BE CLEANED AND PICKED UP OUTSIDE OF THE BUILDING AND SURROUNDING AREAS THE NIGHT OF THE EVENT.**
10. **THE BASIC GUIDELINE: LEAVE THE BUILDING AND GROUNDS CLEAN AND ORGANIZED AND AVAILABLE FOR IMMEDIATE USE.**

I (Licensee) (Print) _____ agree that the 'Rules and Regulations' and 'Cleaning Requirements Checklist' has been read and understood and that failure to comply may result in the forfeiture of my Cleaning Deposit.

(Signature) _____ Dated _____