

THEEVENTCENTER

29900 Ladyface Court, Agoura Hills, CA 91301
(Phone) 818.597.7361

FACILITY RESERVATION POLICIES & PROCEDURES

FACILITY DESCRIPTION

The Event Center is the City of Agoura Hills' premiere event facility. It was designed to serve the community by offering a venue for private special events such as weddings, cultural celebrations, meetings, and more. It is a 3,500 square foot facility that is an accessible facility in accordance with the Americans with Disabilities Act. It includes a catering kitchen, outdoor patio, beautiful outdoor walkways, and a large turf area. The outdoor patio, walkways, turf area, and parking lots are all equipped with appropriate lighting. The Event Center is available seven days a week when City-sponsored events are not taking place.

AVAILABLE HOURS:

Sunday – Thursday:	9:00 a.m. – 11:00 p.m.
Friday & Saturday:	9:00 a.m. – 12:00 a.m.

**Ending times INCLUDE break-down of the event which means that all vendors, participants, and event-related staff need to vacate the property by the designated time.*

FACILITY FEES AND CHARGES

Priority of Use

The following classifications, in order of priority, provide guidelines for scheduling of facilities for meetings and events:

1. GROUP 1: City and City co-sponsored events.
2. GROUP 2: Government agencies.
3. GROUP 3: Non-Profit groups.
4. GROUP 4: All other groups and individuals.

Within each group, reservations will be made on a first come, first served basis. Parties may reserve the Facility up to 18 months in advance. In case of an emergency or unforeseen circumstance, the City may cancel any event.

Fee Category

Facilities may be reserved by non-profit groups, private use by individual/family, or private use by commercial groups. The following will provide acceptable uses by each category:

1. **Category One: Non-Profit Use**
 - a. Acceptable groups include the following: Tax-exempt groups, Government Agencies, religious groups, scout groups, service clubs, civic groups, homeowner associations, and fundraising activities that support community groups.
2. **Category Two: Private Use by Individual Family**
 - a. This applies to any individual who wishes to use the Facility for private/family use not open to the general public and where fees are not charged. Acceptable uses may include the following: private parties, weddings, Bar Mitzvahs, Bat Mitzvahs, Sangeets, Quinceañera's, family reunions, etc.
3. **Category Three: Commercial Use**
 - a. A private use by a commercial business, company, private school, and/or where fees are charged. Acceptable uses include the following: meetings, seminars, classes, conferences, etc.

THEEVENTCENTER

GENERAL RULES, POLICIES, AND PROCEDURES

A. PURPOSE

To establish policies for scheduling and use of the Agoura Hills Recreation and Event Center ("Facility").

B. RIGHTS OF THE CITY

1. The City reserves the right to:
 - a. Interpret and modify regulations.
 - b. Impose additional conditions when deemed necessary.
 - c. Impose fee changes deemed necessary.
 - d. Approve or deny requests to rent the Facility.
2. Disputes arising from the denial of an application will be reviewed by the City Manager, whose decision is final.

C. SECURITY DEPOSIT

1. A separate security deposit is required for each date reserved. The deposit is refundable provided the Facility is returned in the same condition in which it was found and all hours occupied have been prepaid. Any deductions from the deposit are at the discretion of staff. Any portion of the deposit may be withheld for the following reasons, **including but not limited to**:
 - a. Late or non-payments
 - b. Damages to the building, furnishings, equipment, or grounds
 - c. Missing equipment or furnishings
 - d. Venue is not left as it was found
 - e. Extensive clean-up
 - f. Smoking
 - g. Occupation beyond reserved and prepaid hours
 - h. Cancellation of reservation
 - i. Any items moved, damaged, or missing from the facility
 - j. Tampering with the electrical system
2. Staff will assess the extent of any damages and/or any violation of the policies within 5 business days. If no damages or violations occur, the security deposit will be returned no later than thirty (30) calendar days after the event. Should the cost of damage or violations exceed \$1,000, the renter will still be held responsible for the additional cost. **Initial Here _____**
3. The City requires a \$1,000 Security Deposit for all events held at The Event Center. The security deposit is in addition to the rental fee; it is not credited towards the balance.

D. RESERVATION AND PAYMENTS

1. At the time the application is submitted, **twenty-five percent (25%) of the overall fees and the full amount of security deposit will be due.** The security deposit is in addition to the rental fee; it is not credited towards the balance.
2. The reservation will be approved and confirmed when all permits, agreements, insurance requirements, floor plans, vendor agreements, and any other necessary items required have been completed and approved.
3. Reservations Sunday-Thursday shall not go past 11:00 p.m. Reservations Friday and Saturday shall not go past 12:00 am. **This includes set-up time and break down time.** Use begins and ends at the time stated in The Event Center Reservation Packet and the Policies and Procedures contract. The weekday rental fee will include complimentary time for set-up and break down which is 1 hour for set-up and 1 hour for breakdown. **All renters, guests, and vendors must completely vacate the building at or before their contractual ending time. Users will be charged an overtime fee for any time that exceeds the contractually bound ending time. Hours will not be pro-rated.**
Initial Here _____
4. There is a two-hour rental minimum for non-profit groups and three-hour rental minimum for private and commercial groups.
5. Reservations for The Event Center must be finalized by full payment with **sixty (60) days' notice** to allow for scheduling of staff and payment by checks to clear.
6. Any additions to the reservation (The Lounge, additional clean-up time, etc.) must be done by or before the final payment due date. Initial Here _____
7. Reservations for the Facility must be completed by an adult (18+) with the Agoura Hills Recreation and Event Center during regular business hours by appointment. Renter listed on the application is responsible for payments due. Any late payments must be paid via cashier's check, cash or credit card.
8. There is a non-negotiable \$250 cleaning fee for all events. The City of Agoura Hills will then provide a cleaning crew upon the conclusion of the event. The crew will set up The Event Center prior to the event and break it down after the event. Renters are responsible for removing all large decorations and clearing out the rentals the same day of the scheduled event. Removal of all large decorations and excess trash in and around the facility must be completed prior to checking out on the same day as the event.
9. The Event Center may be reserved by individuals or groups daytime and evenings when the city activities are not scheduled.
10. Reservations may be accepted up to one and a half calendar years (18 months) in advance.

E. CHANGE OF DATE OR CANCELLATION

1. The approval, denial, or cancellation of any application for rental use will be based upon the policy established and at the discretion of the Director of Community Services.
2. Reservation may be canceled, forfeiting the security deposit if payment is not received sixty (60) calendar days prior to scheduled event. All checks need to be made payable to the **"City of Agoura Hills"**.

3. Anyone finding it necessary to cancel or change a reservation date will be assessed the following fees:
 - a. More than 60 days prior to the event: 50% of the security deposit.
 - b. Less than 60 days prior to the event: 100% of the security deposit and 50% of all rental fees collected.
 - c. In the case of a “no-show”: 100% of all fees collected.
 - d. For a cancellation or change to the reservation, you will be assessed a \$25 administrative fee.

The City of Agoura Hills reserves the right to cancel any reservation.

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F. GENERAL POLICIES

1. The City of Agoura Hills (“City”) intends for the Facility to be operated in a manner appropriate for the entire community and suitable for persons of all ages **at all times**.
2. Renter shall only admit individuals that can lawfully and safely move about the Facility.
3. The City of Agoura Hills may impose additional requirements as deemed necessary to protect the health, safety, and/or welfare of the community. All applicants shall be required to execute a rental agreement in a form prescribed by the City of Agoura Hills. Staff may include conditions of the rental and shall include the terms set forth in this procedure.
4. The renter shall keep itself informed of all local, State and Federal ordinances, laws and regulations which in any manner affect those employed by it or in any way affect the performance of its service pursuant to this Agreement. The renter shall at all times observe and comply with all such ordinances, laws and regulations. The City, and its officers and employees, shall not be liable at law or in equity occasioned by failure of the renter to comply with this section.

Initial Here _____
5. The Facility shall be made available on a nondiscriminatory basis, to all individuals, entities, groups, non-profit organizations, and for-profit organizations regardless of the viewpoint expressed or advocated by the person or persons using the Facility. The Director of Community Services (“Director”), or designee, shall oversee the use of the Facility by the public and shall be responsible for enforcing this policy.
6. All music and entertainment must cease by 10 pm Sunday-Thursday or by 11 pm Friday and Saturday.

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7. No persons, entity, group, or organization shall use the Facility unless having first entered into a Rental Agreement approved by the Director, or designee.
8. Any sales or solicitations on the site must be noted in the application and approved.
9. City staff will not take messages from individuals involved in programs or events. City staff cannot page members of groups using the facilities.
10. Renters shall not use the Facility for:
 - a. Conducting or promoting activities or uses that are prohibited by federal, state or local law.
 - b. Activities that threaten the safety of any persons or organizations.

- c. Activities that promotes, fosters, or perpetuates discrimination on the basis of race, color, creed, sex, age, national origin or ancestry, physical or mental disability, veteran status, parentage, marital status, medical condition, sexual identity, sexual orientation, as well as any other category protected by federal, state, or local laws.
11. Applications will be accepted on a first-come, first-served basis. Applicants must be at least 18 years of age to sign this agreement. If alcohol is served or sold, a person who is at least 21 years of age must sign this agreement.
 12. Receipt of a rental application by the City of Agoura Hills does not constitute approval of the reservation.
 13. Renters will have access to The Event Center, catering kitchen, courtyard, lawn, walkways, outdoor deck, The Event Center storage spaces, and restrooms. If renter chooses to entertain in the courtyard, additional lighting is recommended. The Suite is only provided for weddings. The Suite is only complimentary Friday-Sunday when not in use by other programs. The Lounge requires a separate rental and is not included in the rental of The Event Center.
 14. The City of Agoura Hills reserves the right to suspend any individual or group from using the Facility in the event that their behavior is abusive or destructive, or violates any City of Agoura Hills rules or regulations.
 15. The City of Agoura Hills reserves the right to have full access to all activities at any time in order to insure that the renter is in compliance with all City of Agoura Hills rules and regulations, as well as city, county, and state laws. The City reserves the right to contact local law enforcement if renter, event-related staff, people, participants, or vendors become non-compliant.
 16. Any Lounge or Suite rental must follow all of the policies listed in the General Rules, Policies, and Procedures contract. The renter will be responsible for all damages and the behavior of the guests while the rooms are in use.
 17. The Agoura Hills Recreation and Event Center reserves the right to use any photograph/video taken at any event at this location, without the expressed written permission of those included within the photograph/video. The Agoura Hills Recreation and Event Center may use the photograph/video in publications or other media material including but not limited to: brochures, invitations, advertisement, books, newspapers, magazines, television, web content, etc.
 18. Failure to comply with the policies may result in cancellation of the reservation and forfeiture of fees, as well as non-use of The Agoura Hills Recreation and Event Center for one year at the discretion of the Director of Community Services, or designee.
 19. Open flames, candles and fog/smoke machines are not permitted. Flameless candles are allowed. Initial Here _____
 20. Due to the extreme fire hazard and location of the building, smoking is strictly prohibited. AHMC Section 5403 prohibits smoking in all public places within the City of Agoura Hills during business hours or other such hours when the public has access to such public places. Any smoking on the premises could result in the forfeiture of the renter's entire security deposit. Initial Here _____

21. Mylar balloons are not permitted. Balloons are not allowed to be released into the air. A fine will be assessed for any balloons lost to the ceilings that will be based on costs associated with any necessary repairs or work (i.e. renting a lift to reach balloons).
22. Gambling of any nature will not be permitted on the premises.
23. Reservations will include tables and chairs for up to 200 people. Tablecloths are not included but recommended.
24. Use of roller skates, skateboards, scooters, bikes, etc. is prohibited.
25. Inflatable devices (i.e. moon bounces, slides, etc.) and children's rides are strictly prohibited.
26. Renter is responsible for all persons during setup and clean-up of event. Use of any City owned equipment needs approval by City staff representative before use.
27. Control of lights, HVAC system, PA system, touch screen panels, shades, and other equipment is the responsibility of the Agoura Hills Recreation and Event Center staff member on duty. All requests for adjustments should be made to the staff member assigned to the event. Any guests or vendors attempting to use the automated systems can be held liable for any damages.
28. The use of additional amplification and loudspeaker equipment must be included in the reservation and approved. If approved, the amplification level must not be disturbing to any surrounding areas.
29. No person shall operate any radio or remote controlled cars, boats, rockets, model airplanes, drones, or other similar motorized craft per Municipal Code 4910.

Initial Here _____
30. The Event Center Staff members are in charge at all times and have the authority to terminate activities if the user is not adhering to the approved application and use policies. Local law enforcement will be called if the renter is not complying with the General Rules, Policies, and Procedures.
31. Pre-approved vendors can patch into our PA system after they have provided Certificate of Liability Insurance and an Endorsement listing the City of Agoura Hills as additionally insured.
32. Use of facilities does not constitute an endorsement of a group or program content by the City.
33. The renter is prohibited from using the City's logo or telephone number on any promotional material. The City's address may not be used as a mailing address for any group or organization correspondence.
34. Renter shall be solely responsible for:
 - a. Damage, loss, accidents, or injuries to persons or property resulting from the use of The Event Center property.
 - b. Assuming risk and liability for theft, loss, or damage to all personal property brought into the facilities by the users and participants.
 - c. Supervision and control of persons in attendance.

- d. Damage to furniture, fixtures, interior and exterior areas, or any part of the Facility. Fines for damage will be assessed based on costs associated with any necessary repair or work.

If any of the aforementioned rules are violated, the entire Security Deposit may be withheld.

G. PROPERTY REQUIREMENTS

1. Cellophane tape, duct tape, gaffers tape, nails, tacks, hot glue guns, or staples are **not** to be used for decorations. Only painter's tape can be used inside The Event Center. The use of rice, birdseed, glitter, loose hay, or confetti anywhere in the Facility is strictly prohibited. **Initial Here _____**
2. At no time should exits be covered or obstructed. City equipment (tables and chairs) are not to be taken out of the building, unless specified and pre-approved.
3. The catering kitchen will be accessible. The catering kitchen is designed as a warming kitchen only. No raw foods are allowed to be cooked or prepared in there. Cooking pans, utensils, silverware, glassware, etc. will not be included.
4. Renter is responsible for any equipment plugged into The Event Center's electrical outlets. Equipment must not exceed more than 15 amps of power in the 120v outlets. Renter's not adhering to this rule or tampering with The Event Center's electrical system will be assessed a fine and the cost will be based on the costs associated with any necessary repairs or work. Renter may request a Power Map. Extensive outdoor lighting may require a generator. Extension cords and generators are not provided by The Event Center.
5. No animals allowed in the building, with the exception of ADA approved service animals.
6. Furniture cannot be moved or rearranged in the Lobby, The Lounge, or the outside patio areas. **Initial Here _____**
7. Renter listed on the application, or pre-approved authorized individual, is responsible for completing a walk through form upon conclusion of the event with The Event Center Lead Staff member. **Initial Here _____**
8. The Event Center will provide trash bags, trash cans, paper towels, and a dust mop if needed.

H. AUTHORIZATIONS AND DEADLINES

1. A preliminary vendors list should be submitted 6 months prior to the event. The City has the right to deny any vendor. The final vendors list should be submitted and approved 30 days prior to the event.
2. All special event equipment or temporary structures (stages, canopies, tents, gazebos, awnings, booths, umbrellas, archways, lighting, draping, additional tables, chairs, etc.) and all rental equipment must be approved in writing by the City of Agoura Hills Staff 60 days prior to the event. Renter shall be responsible for securing all necessary permits and licenses for items above. If any items are not pre-approved, they will not be allowed on the property.

3. Any ceiling décor that calls for a lift or ladder requires insurance and an endorsement 60 days prior to the event. If not pre-approved, no ceiling décor will be allowed.
4. The City of Agoura Hills must approve all final plans for decor at least 30 days prior to the event.
5. The Room Diagram should be finalized and submitted two weeks prior to the event. Decorations must be of fireproof or fire retardant materials.

I. SECURITY GUARDS

1. The City of Agoura Hills will provide security personnel at the expense of the renter Monday-Friday. The City of Agoura Hills will include the cost of security personnel on a Saturday and Sunday rental.
2. Each guard is scheduled with a 6-hour minimum. The guard's hourly rate is subject to change.
3. When alcohol is not being served, a minimum of one security guard is required for every 75 participants in attendance. When serving alcohol, one security guard is required for every 50 participants in attendance.
4. The City of Agoura Hills reserves the right to require additional security at the renter's expense to any event based on any activities deemed "high risk", "high liability" or if the guest count changes after the final payment is due.

J. FOOD AND BEVERAGE

1. All food and beverage services vendors must show proof of insurance. The City of Agoura Hills reserves the right to require additional insurance if applicable.
2. All caterers and vendors are required to follow Los Angeles County Health Department codes. Additional cooking equipment requires pre-approval.
3. Vendors must load/unload equipment through the service gate. They may not unload through the front doors of The Agoura Hills Recreation and Event Center.
4. Caterers may serve food through outdoor patio area or indoor The Event Center main entrance. No food is to be served or prepared through storage room access doors.
5. Dispensing, consumption, and/or possession of alcoholic beverages are only allowed in the areas specified in the permit when renting The Event Center. These include The Event Center, outdoor deck, courtyard, and lawn. The Suite and The Lounge require pre-approval. Alcoholic beverages are not permitted in the parking lot.
6. The distribution or consumption of alcoholic beverages shall be in compliance with all applicable laws, including regulations of the California Department of Alcoholic Beverage Control. Applicant and/or caterer shall be responsible for obtaining all required permits or licenses related to the distribution and consumption of alcoholic beverages on the premises.
7. Persons under 21 years of age may not possess, purchase, or consume alcoholic beverages
8. Alcoholic beverages shall not be sold, served, or consumed **one (1) hour prior to ending time of the event.** Initial Here _____
9. Alcohol can only be served, sold, and/or consumed for a maximum of 6 consecutive hours.

10. Alcohol may not be served, sold, and/or consumed during your decorating or clean up time.
11. All glass bottles, glassware, or any glass objects are prohibited in the parking lot or playground.

K. INDEMNIFICATION AND INSURANCE REQUIREMENTS

1. Renter shall procure and maintain general liability insurance against any and all losses, costs, expenses, claims, liabilities, actions, or damages, including liability for injuries to any person or persons or damage to property arising at any time during and/or arising out of or in any way connected with renter's use or occupancy of the City of Agoura Hills' facilities and adjoining property in the amount of \$1,000,000 per occurrence. Insurance coverage must be purchased through the City of Agoura Hills. **Such insurance shall name the City of Agoura Hills, its officers, officials, employees, volunteers, and agents as additionally insured for the event date(s).** Renter shall file certificates of such insurance with the City of Agoura Hills, 60 days prior to event date, which shall be endorsed to provide thirty (30) days' notice to the City of Agoura Hills of cancellation or any change of coverage or limits. If alcohol is present at the event, the liquor liability insurance is required. If a copy of the insurance certificate is not on file, the City of Agoura Hills may deny the renter access to the Facility. Insurance fees are subject to change. The City of Agoura Hills reserves the right to require additional insurance if applicable. **Initial Here _____**
2. Renter shall indemnify, defend, and hold harmless the *City of Agoura Hills, its officers, employees, and agents* from any and all losses, costs, expenses, claims, liabilities, actions, or damages, including liability for injuries to any person or persons or damage to property arising at any time during and/or arising out of or in any way connected with renter's use or occupancy of the Facility and adjoining property, unless solely caused by the gross negligence or willful misconduct of the City of Agoura Hills, its officers, employees, or agents.
3. Renter shall report any personal injuries or property damage arising at any time during and/or arising out of or in any way connected with renter's use or occupancy of the City of Agoura Hills' facilities and adjoining property to the City of Agoura Hills Recreation Manager or his/her designee in writing and as soon as practicable.
4. Renter waives any right of recovery against the City of Agoura Hills, its officers, officials, employees, volunteers, and agents for fires, floods, earthquakes, civil disturbances, regulation of any public authority, and other causes beyond their control. Renter shall not charge results of "acts of God" to the City of Agoura Hills, its officers, employees, or agents.
5. Renter waives any right of recovery against the City of Agoura Hills, its officers, employees, and agents for indemnification, contribution, or declaratory relief arising out of or in any way connected with renter's use or occupancy of the Facility and adjoining property, even if the City of Agoura Hills, its officers, officials, employees, volunteers, or agents seek recovery against renter.

L. APPROVAL SIGNATURES

I have read and understand The Event Center General Rules, Policies, and Procedures (“Rules”) and agree to abide by the Rules. I understand that my failure to abide by the Rules may result in the cancellation or early termination of my event. I further understand that any violation of the Rules may result in the City of Agoura Hills retaining all or a portion of my security deposit, or the City assessing additional fines and costs, which will be my responsibility to pay, as set forth in the Rules.

Signature of Applicant:

Print Name *Date*

Applicant Signature

Signature of Staff:

The Event Center Staff *Date*

The Event Center Staff *Date*