

Pacific Cultural Center

RENTAL POLICIES

Welcome to the Pacific Cultural Center! Please read the following important information.

Rental Procedure: In order to reserve a room, please call or come by our office between 10:30 am to 5:30 pm, Monday through Friday. Both a signed contract and deposit are necessary for room reservation. Payment is accepted in cash, check or credit card and may be made in person, through the mail, or over the telephone. A \$20 fee is charged for returned checks.

Deposit Amount: If the event is within 30 days, then full payment is due at the time of reservation. If the event is beyond 30 days, ½ of the total is due, with the balance due the 1st of the month that the event occurs. For ongoing events, a payment schedule will be arranged with the rental manager.

Cancellation Fees: 25% of total contract is charged with 30 days notice (or more) from the event.
50% of total contract is charged with less than 30 days notice from the event.
100% of total contract is charged with less than 48 hours notice from the event.

Change of Date/Change of Room Fee:

\$10 per change if the event is 2 months (or more) away.
25% of total contract is charged with less than 2 months notice from the event.
50% of total contract is charged with less than 48 hours notice from the event.

Arrival & Departure: Your contract specifies your arrival and departure times, which include a minimum of 15 minutes before and after your event for setup, breakdown, etc. Please respect these times. If you need more setup time, please call our office prior to your event for availability. *All events must end and depart by the below stated times:*

<i>Day of the Week</i>	<i>Event must end by</i>	<i>Please vacate premises by</i>
Monday—Thursday	9:00 pm	10:00 pm
Friday—Sunday	10:00 pm	11:00 pm

A House Manager will greet you at your scheduled arrival time and will be available during your event should you need assistance. To summon the House Manager during your event, please use the paging system located in the main foyer, directly to the right of the office door.

Overtime: If your event looks like it will go over the contracted time, check with the House Manager to ensure that the room is available. *Payment for overtime is due the day of the event.* There is no refund if you leave before your contracted time.

Insurance: by signing the rental contract, the renter assumes liability for any injury or damages to themselves and any person attending their presentation. It is therefore the renters responsibility to provide their own liability insurance. Such insurance is not compulsory but is strongly encouraged. Please read the rental contract carefully for more information.

Musical Events are welcome at the PCC, provided that any acoustic or amplified music is not too loud. DJ'd and live music should be at a volume that does not disturb people in other rooms or neighbors.

Please read and initial each paragraph below and sign at the bottom.

_____ **Facility Curfew:** It is the responsibility of the renter to vacate the premises (*including the parking lot*) no later than 10:00pm on weekdays (Monday-Thursday) and by 11:00pm on weekends (Friday-Sunday). Please respect our neighbors and vacate the parking area quietly and promptly.

_____ **Pets:** Dogs and other pets are not allowed on PCC property (unless a trained service animal). Please leave your pets at home.

_____ **No Smoking:** Smoking of any substance is not permitted anywhere on PCC property, including our parking lot.

_____ **Children:** kids under 16 years of age must be supervised by an adult *at all times* while on PCC property.

_____ **Food & Beverages:** Renter may bring vegetarian food (*no meat, fish or fowl*) and/or non alcoholic beverages with prior arrangement only. A custodial fee of between \$10 and \$40 may be applied to your contract, depending on the size of your group and the extent of the meal. Renter is responsible for prevention and cleaning of spills. **No food or beverages (except water) are allowed in carpeted areas.** Stains or extensive clean-up may result in an additional charge.

_____ **Food Providers:** Any party offering food & beverages to the public must adhere to the Santa Cruz 'Environmentally Acceptable Food Packaging Ordinance'. This means food providers utilizing disposable food service ware shall use biodegradable, compostable or recyclable products. No polystyrene or styrofoam!

_____ **Alcohol** is not permitted on the premises except for limited wine or champagne for ritual or special purposes, i.e. weddings and religious services. Wine or champagne may be brought to an event only with prior arrangement, must be served with food and cannot be sold. Limit is one glass per person. Beer and liquor are not permitted.

_____ **Kitchen Rental** includes use of the sinks, refrigerator and stove. Other PCC equipment and utensils are not included in the rental. The kitchen is for reheating and minor preparation of pre-made vegetarian dishes only. All kitchen rentals must adhere to our Kitchen Rental Guidelines.

_____ **Cleanliness:** Please leave your room clean and orderly with chairs and tables put back in their places. Renter will be charged for broken or lost items. Renter is encouraged to use our blue recycling bins.

_____ **Open flames** in the form of candles and incense may be used with prior arrangement. Approved use requires that flames be in a fireproof and shatterproof container mounted safely on ceramic or metal plates and visible at all times. Renter will be charged for candle wax spills.

I have read and agree to the above Rental Policies:

Signature _____ Date _____