



Are you interested in renting the Portola Valley Community Hall or one of its Activity Rooms for your private event?

Please read the following summary on how to do so:

- 1) Do you currently live within Portola Valley town limits? If so, go to step 2.
- 2) Carefully review the following *Community Hall and Activity Rooms Use/Rental Policies & Procedures* to familiarize yourself with the permissions and restrictions associated with the facility. Does your event and its associated activities qualify? If so, go to step 3.
- 3) Contact the facility coordinator, Teresa Bowerman at (650) 851-1700 ext. 200 or via email at tbowerman@portolavalley.net to determine if the facility is available on the date and time that you desire. If available, you may then complete and submit the following *Rental Application & Agreement* form to formally request rental of the facility. **Please note that submittal of an application does not mean that your reservation is confirmed!**
- 4) Staff will review the completed application form to confirm status of residency and determine appropriate fees and deposit requirements. You will be notified of your facility rental fees and deposit requirements, and should schedule an appointment to meet with the facility coordinator to 1) remit full payment, and 2) review and sign the usage policies document.
- 5) Staff will provide you with a copy of your approved application and signed usage policies and you may now begin planning your event!



TOWN OF PORTOLA VALLEY

Community Hall and Activity Rooms

Use/Rental Policies and Procedures

GENERAL FACILITY INFORMATION

The Town of Portola Valley makes its Community Hall, Activity Rooms and Kitchen available for use by Portola Valley residents 21 years of age or older. Portola Valley residency is defined as those residents who live within the legal Town limits of Portola Valley.

To request a reservation to use the Town's facilities, the user must visit Town Hall during normal Town business hours. **All applicants must meet with the facility coordinator prior to their reservation being approved.**

Town Hall Office Hours: Monday – Friday (8–1 pm and 3–5 pm, except holidays)

Priority	User Type	Can Schedule	Fees	Deposit	Insurance
1	Town of Portola Valley & Committees	Anytime	No	No	No
2	Public Agencies (includes Woodside Fire; CERPP; Library JPA; PV School District; Woodside Priory)	12 months prior	No	No	Ins. Cert. & Hold Harmless
3	Community/Neighborhood Sponsored Local Groups (includes 4-H; PTA; AYSO; Little League; PV Garden Club; Westridge Garden Club; Local Homeowners' Associations.)	12 months prior	No	Yes	Ins. Cert. & Hold Harmless
4	Local Non-profits (includes Windmill School; Blood Drive; Our Lady of the Wayside Church; Christ Church; Valley Presbyterian Church)	12 months prior	Free Event-No Fee Fundraiser 50% fee	Yes	Ins. Cert. & Hold Harmless
5	Private Events – Local Residents (e.g. private parties hosted by resident)	6 months prior	Yes	Yes	Special Event Insurance



Reservations are taken on a priority and/or first-paid, first-served basis. The Town accepts cash and checks as forms of payment. **Reservations are not confirmed until the completed reservation form has been approved, all required fees and deposits have been paid, and any required evidence of insurance is submitted.** Approval is dependent upon intended use, availability, and the applicant's agreement to abide by the policies set forth herein. If users misrepresent the purpose of their event, they may lose their deposit and future rental privileges.

Use of the Community Hall and Activity Rooms for private events is limited to two events per month, and shall not exceed twenty-four (24) events per year. No resident may rent the Community Hall or Activity Rooms more than twice per year.

A Private Event user of the Town of Portola Valley Community Hall or Activity Rooms must be a local resident at the time the reservation is made, as well as on the date of the event. The user is the contact person for the event, and will act as liaison for any communication between the Town and the user's caterer, event planner, outside contractors and/or guests.

Community/neighborhood sponsored groups and local non-profit organizations are eligible to reserve space in the facilities up to four times each month at no charge for events before 5:00 pm, and up to twice each month for events after 5:00 pm.

Individuals or organizations requesting use of the Town's facilities to host a discussion of issues relating to public health concerns must obtain written approval from the San Mateo County Health Department to ensure that information disseminated is in the public's best interest. Local residents who are licensed medical doctors are exempt from this provision.

Town of Portola Valley activities have priority in the Community Hall, Activity Rooms and the Town Center campus generally. The Town reserves the right to deny use of the Community Hall and Activity Rooms when the facilities are needed for Town-sponsored activities, such as the Green Speaker Series, Volunteer Holiday Party, Blues & Barbecue, the Town Picnic, and other similar events.

The Town reserves the right to relocate or cancel an event if emergency conditions exist, in which case all fees will be refunded to the renter. An emergency is defined as a natural disaster, such as an earthquake, fire, flood, etc., or a condition that renders the facility inoperable.

Room Availability

The Community Hall and Activity Rooms are subject to availability and may be reserved for events during the following periods:

Monday – Thursday	8:00 a.m. – 9:00 p.m. (meetings only/no parties without Town Administration approval)
Friday/Saturday	8:00 a.m. – 10:00 p.m.
Sunday	Unavailable for private rental

Due to staffing constraints, only one event may be scheduled during each weekend period from Friday through Sunday. The Town Manager may, in his/her discretion, allow additional weekend events when it is necessary to accommodate a Town-sponsored event.



For Saturday rentals, the key must be picked up by 5:00 pm on the Friday prior to the event and returned via key-drop by 12:00 noon on Sunday. Use time includes time for set-up, delivery of supplies, break down and cleanup. **Private parties must conclude no later than 10:00 pm, and Town premises must be completely vacated by 11:00 pm;** however, renters are permitted to begin set-up and delivery of supplies after 5:00 pm on

the Friday before their event, and to complete their post-event facility cleanup checklist by 12:00 noon on Sunday.

The facilities may be closed on certain days of the year for maintenance at the discretion of the Town Manager or his/her designee.

Facility Rental Rates & Deposits

The facility rental rates and deposits for the Community Hall and Activity Rooms are as follows:

Room Name	Fee	Minimum Rental	Deposit
Community Hall	\$2,500 per day *	8am – 10 pm	\$1,000
Alder or Buckeye Room	\$100 per hr.	2 Hrs. meetings 4 Hrs. parties	\$ 250
Kitchen (must rent with room – no fee with Community Hall)	\$100 use fee per event	none	\$ 100
Redwood Grove (weddings only, included in Community Hall fee)	\$150 per event	none	\$ 100

*Exception – The rental fee for a memorial service honoring a local Portola Valley resident shall be reduced to \$1,025. The fee must be accompanied by a \$500 refundable deposit. The Community Hall may be used for memorial services honoring only current or past residents who lived within the legal Town limits of Portola Valley.

Local non-profit organizations holding a fundraising activity that is not Town-sponsored will be required to pay one-half of the fee for the room they wish to reserve.

Maximum Room Capacities

Room	Square Footage	Room Capacity Seated	Room Capacity Standing
Community Hall	2,638	175	402
Alder Room	878	59	125
Buckeye Room	700	47	47

Exceeding the maximum room capacity may result in forfeiture of the deposit, and loss of future facility rental privileges.

GENERAL EVENT PLANNING INFORMATION

Insurance

Evidence of insurance coverage providing a minimum of \$1,000,000 general comprehensive liability coverage is required for all special events and events that are not Town-sponsored. The Town must be named as an additional insured on any policy endorsement. Evidence of insurance coverage must be provided to the Town no later than ten (10) working days prior to the date of the event.

The Town may arrange appropriate special event insurance on behalf of renters or others using the facility; all costs of such insurance coverage are to be paid by the renter or

organization utilizing the facilities. The Town requires that special event coverage offered through the Town be obtained for any event at which alcohol will be served.



Facility Deposit(s)

A deposit for each event/room to be used will be required for all events excluding those that are Town-sponsored. Deposits are refundable provided the following conditions are met:

1. All rules/guidelines governing rental usage of the facilities are met.
2. The room and common areas (including surrounding outside areas) are left clean and orderly per the Room Cleanup Check List.
3. Restrooms are left in neat order.
4. Use of room does not exceed the scheduled time.
5. All equipment is accounted for and undamaged.
6. Additional staff time is not required.
7. Damage to the building has not occurred.
8. All rules/guidelines governing alcohol consumption as stated in this policy document are met.
9. The user must be on the premises throughout the event and cleanup of the facility.
10. The user, participants, and/or contracted staff do not cause a fire alarm (for example, using a smoke or fog machine as part of entertainment; smoking; using the kitchen without turning on the fan).

If these conditions are not met to the satisfaction of the staff, the entire deposit may be forfeited. If any damage caused during the period of use exceeds the amount of the deposit, the user will be charged the difference and may lose future facility rental privileges. Any damage will be documented by staff following the event through use of notes and photographs.

The user should allow four weeks for the arrival of any deposit refund that is due.

Cancellations and Changes

The cancellation policy is as follows:

1. To receive a full refund with no penalty, a renter may cancel facility reservations thirty (30) days in advance. Full refund includes the rental fee and deposit.
2. If a renter cancels with less than thirty (30) days but fourteen (14) or more days in advance of the event, one half of the rental fee and the full deposit will be returned.
3. If a renter cancels with less than fourteen (14) days notice, they will forfeit the entire rental fee; the deposit will be returned; the Town will retain any monies collected to cover the costs of insurance for the event that may have been arranged by the Town.
4. A renter may change the facility rental date with no penalty fourteen (14) days or more in advance of the event. At the time the renter requests a change in event date, the new date must be determined, based upon availability, and 20% of the rental charge will be assessed as a re-scheduling fee.
5. Users of the facility who are not required to pay a rental fee but have paid a deposit will be issued a refund for the entire deposit amount.

Note: The Town reserves the right to change or cancel any part of a use agreement and the related scheduled activity.



Outside Contractors/Consultants

User shall submit a contact list to Town staff including all consultants and/or contractors who will provide additional services, materials and/or labor for their event. This list shall be submitted no later than 10 days prior to the event. User will ensure that all consultants or contractors that supply materials, services or labor for a private event (ie. wedding planner, caterer, entertainment) are fully informed of and agree to comply with these policies and procedures. The user will also ensure that such consultants and/or contractors hold a valid Portola Valley business license. Please note that food trucks are not permitted for private events.

Community Hall Kitchen Information

The Kitchen may be reserved for use only in conjunction with the use of the Community Hall or an Activity Room. An additional use fee and deposit will be collected for use of the Kitchen when it is used in conjunction with rental of an Activity Room.

Use of the Kitchen includes the following:

- Refrigerator and freezer
- Microwave Oven
- Stove/oven
- Dishwasher

It is the responsibility of the user to provide their own cooking equipment, serving and eating dishes, tablecloths, paper products, utensils, and all other kitchen-related items. It is also the responsibility of the user to ensure that the stove and refrigerator/freezer are left clean and ready for the next user.

Cooking & Re-Heating of Food in Activity Rooms Prohibited

No cooking or re-heating of food may take place in the Activity Rooms. Cold foods, such as sandwiches, finger foods, cake, cookies, etc. may be served. In the event hot foods are to be served, the Kitchen must be reserved and used to prepare the hot foods.



Room Set-Up

The user is responsible for setting up the room rented for an event. Town staff is not available to set up tables, chairs or other equipment. The following equipment is available as part of the rental:

Chairs:	195
Tables:	15 (72" round)
Rectangular Tables:	15 (5 ft. – 4; 6 ft. – 6; 8 ft. – 5)

Care must be taken in moving tables and chairs into position. **TABLES, CHAIRS AND OTHER EQUIPMENT SHOULD NOT BE DRAGGED ACROSS THE FLOOR IN THE COMMUNITY HALL.** Damage that occurs to the floor is the responsibility of the user and may result in forfeiture of the entire deposit.

Users may bring in barbecues, band equipment, DJ equipment or other equipment to be used during an event, provided items brought in are not expressly prohibited by these policies and are disclosed to the Town as part of the rental application process.

The Town does not rent or supply linens for events and receptions.

The user is responsible for cleaning the tables and chairs prior to returning them to the storage area at the conclusion of their event. Please refer to the Cleanup Checklist for more information regarding cleanup.

The user will not be allowed access to the room prior to the start time designated on the use contract.

Town-owned tables and chairs are not available to be loaned for events held off-premises. The Town Manager or his/her designee may make exceptions to this policy on a case-by-case basis in writing.



Alcohol Rules & Regulations

Alcohol is permitted in the Community Hall and Activity Rooms, provided the plan to serve alcohol is disclosed to the Town at the time the application for use is submitted.

In the event a user would like to serve alcohol at an event, they must purchase event insurance through the Town that expressly provides coverage relating to the service of alcohol during the event. Users serving alcohol during their event without obtaining insurance coverage through the Town that specifies that alcohol will be served, will forfeit their entire deposit and may lose future facility rental privileges.

Failure to adhere to the following specific rules related to the use of alcohol may result in forfeiture of the deposit and possible loss of future facility rental privileges.

- Alcohol may only be served to adults over the age of 21. Minors under the age of 21 may not consume or distribute alcoholic beverages.
- Users are responsible for the conduct and behavior of their participants and any problems related to the presence of alcohol. The user assumes all liability for the service of alcohol and will not serve to an obviously intoxicated person.
- Alcohol is only permitted in the Community Hall, Activity Rooms and the adjoining patio outside the Community Hall.
- **THE USE OF KEGS IS LIMITED TO THE PATIO AREAS ONLY.** Kegs are not to be placed on the wooden floor in the Community Hall.



Smoking and Recreational Drugs Strictly Prohibited

The entire Town Center campus has been declared smoke free; therefore, smoking is prohibited at all locations at the Town Center. In addition, recreational drugs of any kind are prohibited on all Town-owned property. Violation of either of these policies will result in forfeiture of the deposit and possible loss of future facility rental privileges.

If recreational drugs are used on Town property by the user, the user may face criminal charges.

Youth & Teen Events

Users must notify and receive approval from the Town Manager or his/her designee prior to a use application being accepted for an event where youth and teen guest participation outnumbers the adult participation. For these types of events the user may be asked to meet the following conditions:

- Provide chaperones for minors at a ratio of 1 adult for every 15 youth/teen

- Pay additional deposit fees
- Purchase special event liability insurance through the Town

Failure to notify the Town staff of youth and teen events where the youth and teen guest participation outnumbers the adult participation may result in the user losing their rental deposit, additional deposit fees being charged, and the user may lose future facility rental privileges.

Alcohol is strictly prohibited for youth-oriented events (e.g. teen dances, graduation parties, etc.).

Charging for Events or Cover Charges

Users may not collect an admission or any other charge for an event held in the Community Hall or Activity Rooms. Exceptions may be granted by the Town Manager or his/her designee in advance and in writing for:

- Fundraising activities undertaken on behalf of the Town, Portola Valley School District, or other local-serving public agencies; or
- Events that serve the Portola Valley community for which funds are used to offset reasonable costs of hosting the event (e.g. a class reunion for which attendees pay a fee to defray the actual costs of the event). A detailed budget demonstrating how funds will be used must be submitted with the use application for consideration.

Unauthorized collection of admission charges or sales of services or products of any kind that have not been expressly approved in advance and in writing by the Town Manager or his/her designee will result in the user losing their rental deposit, additional deposit fees being charged, and the user may lose future facility rental privileges.

Sales of Products or Services Prohibited

Users of the Community Hall and Activity Rooms are strictly prohibited from offering for sale any type of product or services.



Entertainment

DJ's, bands, clowns, magicians, etc. are permitted at the Community Hall and Activity Rooms. However, music should be kept at a volume that cannot be heard by surrounding neighbors and must cease no later than 10:00 p.m.

Use of smoke/fog machines is not permitted as these may activate the fire alarm system.

The Town does not have a stage on the premises. In the event a user would like to bring a stage onto the premises for use during an event, prior written approval by the Town Manager or his/her designee must first be obtained, and care must be used in assembling/disassembling it within the room rented so as not to damage the floor or walls.



Decorations

Tacks, nails, and staples are prohibited everywhere. Only painter's tape may be used to affix decorations to the painted wall board. Violation will result in forfeiture of the entire deposit.

All decorations must be treated with flame retardant. The Town may require the user to obtain approval from the Woodside Fire Protection District for use of certain types of decorations.

Balloons may be used, but care must be taken to ensure that helium balloons do not become entangled in light fixtures and ceiling fans, causing damage.



Candles, Flammable Materials & General Fire Safety

Candles with flames may not be used in the Community Hall or Activity Rooms, except when their use is limited to placement on a birthday cake or utilized with a chafing dish. Otherwise, use of any type of candle with a flame or any other type of open flame is strictly prohibited, and will result in forfeiture of the deposit.

Chafing dishes and other heating devices for food may only be used in the Kitchen and the Community Hall's main room.

Users are responsible for ensuring that exit doors and aisles are not obscured or obstructed and that fire extinguishers are in place and access to fire extinguishers is not obscured or obstructed.



Rice, Birdseed, Confetti, Dance Wax, Sand, Etc. Prohibited

The use of rice, birdseed, confetti, dance wax, sand and similar materials is strictly prohibited at the Community Hall building, both inside and outside. Use of these materials in violation of this policy will result in forfeiture of the deposit.

Barbecues

With prior approval from the Town Manager or his/her designee, the use of barbecues may be permitted on the patio areas immediately adjacent to the kitchen or the Community Hall. No grills of any kind are permitted inside the building. The only types of barbecues permitted are those typically found in residential use, such as kettle style or propane-style barbecues. Ashes and briquettes from a kettle-style barbecue should be extinguished and disposed of at an appropriate location other than on Town property.

Fireworks

Fireworks (including sparkler, firecrackers, bottle rockets, and all other types of fireworks) are not permitted in any area of the Town Center campus. Use of fireworks in violation of this policy will result in forfeiture of the deposit and may result in forfeiture of future facility rental privileges.

Security Services

The Town reserves the right to require that security services be provided throughout the event. When it is deemed such services are warranted, all associated costs will be borne by the user.

Animals

Animals other than service animals are not permitted inside the Community Hall or Kitchen.

Parking

The Community Hall is part of Portola Valley's Town Center campus and parking is therefore to remain open to other users at all times. Parking cannot be reserved exclusively for private events. Parking in undesignated areas under oak and/or redwood trees is strictly prohibited.

If your event is to be held during business hours (Mon-Fri 8:30am-5pm): In order to ensure that Town Hall and the Town Library are easily accessible to residents and library patrons, users and guests of the Community Hall and Activity Rooms are prohibited from parking in the areas behind the library and adjacent to Town Hall. Users and their guests are required to use the parking area along Portola Road (near the Historic Schoolhouse) and/or the parking area near the tennis/soccer/softball playing fields. Temporary directional signs for events which occur during business hours will be posted by staff on the day of the event for users and their guests. These parking areas allow for over 110 parking spaces; carpooling is always encouraged.



Use of Areas Limited to Space Rented

Users of the Community Hall and Activity Rooms must limit their activities to the room(s) and patio areas they have reserved.

Bounce houses, jumpers and other outdoor recreation and play equipment may not be placed on adjacent lawn areas, in the Redwood Grove or on athletic fields.

Participants at events held at the Community Hall and Activity Rooms may not interfere with other residents' use of facilities at Town Center.

Unauthorized use of additional areas may result in the assessment of additional rental fees, forfeiture of deposit and loss of future facility rental privileges.

IMPORTANT INFORMATION FOR DAY/WEEKEND OF EVENT



Check-in Prior to the Event

The user must check in with the Town during normal business hours prior to the event to obtain a key to the facility for any event that will be held after normal business hours or on the weekend. A staff member will conduct a pre-event room inspection with the user prior to the start of the event to ensure cleanliness of the facility.

The user must remain on site at all times during the event, and must have a copy of the use agreement in his/her possession. Private parties must conclude no later than 10:00 pm. If the user leaves the premises during the event, he/she may forfeit their deposit.



Loading, Deliveries, and Storage

All delivery vehicles must remain in the parking lot or on the delivery path for loading and unloading of vehicles. Vehicles may not pull up on grass areas, in front of doorways, in handicapped parking spaces, on sidewalks, or on the patio. Upon completion of deliveries, vehicles must be immediately moved from the delivery path.

All deliveries must occur during designated use times only. Deliveries that arrive early will not be accepted. Town staff will not sign for any delivery items. All items must be removed from the premises at the conclusion of the event. In the event that tables, chairs and other items rented for use during a Friday or Saturday event must be left for removal by a rental

company or others, these items must be removed **no later than 12:00 (noon) on the day immediately following the event.**

The Town reserves the right to dispose of any items that the user fails to remove from the premises following an event. Users are not permitted to store items at the facility under any circumstances.



After the Event

The room should be left in a neat and clean condition that would enable a subsequent user to use the facility. Users are responsible for cleaning the room(s) in accordance with the supplemental Check List and as summarized below:

- All garbage and recycling is to be removed from the facility and placed in its proper cans provided outside on the patio area adjacent to the kitchen, with care given to dumping any liquids down the kitchen sink. All garbage cans must be secured with lids closed. In the event there is an inadequate supply of cans and plastic trash bags must be used, care should be taken that bags do not contain liquids that can leak onto the patio area leaving stains.
- All tables and chairs are to be cleaned, returned to the storage area, and neatly stacked.
- The user may utilize cleaning equipment and supplies (brooms, mops, etc.) that are located in the janitor's closet in the storage area. Those renting the Community Hall should immediately wipe up any spills from the wooden floor; however, **THE COMMUNITY HALL WOODEN FLOOR MUST NOT BE WET-MOPPED.**

Users are responsible for ensuring the facility is locked and secured prior to leaving the premises.

Following the event a staff member will inspect the premises for cleanliness and damage and will document through notes and photographs any conditions for which all or a portion of the deposit will be withheld.

User's Agreement to Comply with *Community Hall & Activity Rooms Use/Rental Policies & Procedures*

I have read and am aware of the *Community Hall and Activity Room Use/Rental Policies and Procedures* for renting Town of Portola Valley facilities, and I fully accept my responsibilities as the renter of the Community Hall and/or Activity Room(s). I understand that if any rules, regulations, policies, or procedures are violated or if any damages occur during the occupancy or use of said facilities, I will lose my deposit, may be subject to additional costs for damages, and I may lose my privileges to rent Town facilities for future events.

Applicant's Signature

Date

TOWN OF PORTOLA VALLEY
Community Hall and Activity Rooms
Rental Application & Agreement
Private Event Vendor List

Category	Vendor Name/Contact Info	PV Bus. Lic. #
Caterer		
Florist		
Planner		
Music		
Lighting		
Other		

**TOWN OF PORTOLA VALLEY
Community Hall and Activity Rooms
Check List**

Name of Renter: _____

Staff Initials: _____ Date of Event: _____

Room(s) _____

Following an event held in the Community Hall or an Activity Room, a Town staff member will inspect the premises to determine any damage or janitorial issues for which it may be necessary to withhold all or a portion of the deposit.

	<u>Check</u>	<u>Notes</u>
Community Hall		
Floor clean (swept – DO NOT WET MOP)	_____	_____
Walls clean/damage free	_____	_____
Trash removed	_____	_____
Tables/chairs clean & returned to storage	_____	_____
Alder/Buckeye/Coffeeberry Activity Rooms		
Floor clean	_____	_____
Walls clean/damage free	_____	_____
Trash removed	_____	_____
Counters/sink clean	_____	_____
Tables/chairs clean & returned to storage	_____	_____
Kitchen		
Floor clean (swept)	_____	_____
Countertops/sink cleaned	_____	_____
All items removed from refrigerator/freezer & Left clean	_____	_____
Stove/oven wiped down and clean	_____	_____
All trash/food removed	_____	_____
Restrooms		
Broom clean	_____	_____
Trash placed in receptacles	_____	_____
Miscellaneous		
Outside/Patio areas – trash in cans-secured	_____	_____

Janitorial/Damage Issues: _____

Staff Signature