



Facility Rental Terms & Conditions

The Ventura Women's Center, also known as Poinsettia Pavilion, is available for private parties and receptions.

The facility rental includes the following:

- All tables and chairs: Round (seats 8-10); 6 ft Banquet (seats 6); 8 ft banquet (seats 10); Hi Top cocktail
- Use of our microphone(s), sound system
- Use of TV screens (client will need an HDMI cable to connect)
- Room set up

Also available for an additional fee:

- Catering services – list of preferred caterers available upon request or on our website
- Specialty items such as linens or chair covers
- Bar service
- Security: If no alcohol is served – one Security Staff for every 100 guests. If alcohol is served – one Security Staff for every 50 guests
- Optional Ventura Room ceiling canopy with white chiffon & twinkle lights - \$300

Not included and responsibility of the client:

- DJ or band music services
- Floral decorations
- Photographer

Deposits: Two deposits are required to secure your event date. A booking deposit of 50% of the room rental fee is due immediately with the signed contract to secure the event date. Until the deposit has been received, your date can be released to another client. The remaining balance is due 10 days prior to the event. *If your function is*



cancelled for any reason less than 60 days prior to your event date, the rental deposit is forfeited. If canceled more than 60 days prior to your event date, the rental deposit will be refunded. If additional costs are incurred by the client after full payment for the event has been made, including any costs incurred on the day of the event, the client will be invoiced for those costs which are due and payable within 4 business days after the event.

If any check is returned for insufficient funds, the client will be charged a \$50 fee. The Poinsettia Pavilion reserves the right to cancel a scheduled event if an insufficient funds check is not replaced with a certified check, cashier's check, or money order within 24 hours.

In addition to the booking deposit, a security deposit is also required at the time the rental contract is submitted. The security deposit is refundable pending no loss or damage to the facility and its contents, and no excessive cleanup has resulted from the event. The security deposit will be refunded within two weeks of event date. The judgment of the Executive Director and/or Poinsettia Pavilion staff inspecting the premises upon the conclusion of the event will determine whether all, a portion, or none of the deposit will be returned.

Catering: The Poinsettia Pavilion offers our clients a choice of eight preferred caterers. A preferred caterer list is available upon request or on the Poinsettia Pavilion website. Please contact each caterer for menus, quotes, or an appointment. The cost of catering services is dependent on many variables including menu selection, number of guests, buffet or waiter service, etc. No outside food or beverages may be brought in by the client unless authorized in advance by the Poinsettia Pavilion. Fees would apply to any authorized outside catering/food.

Alcohol Policy: The Poinsettia Pavilion's Alcohol Policy is designed to reduce the potential for alcohol-related problems and increase the clients' enjoyment of the facilities while reducing the risk of injury, death, and liability actions. ALL ALCOHOLIC BEVERAGE SERVICE REQUIRES PRIOR APPROVAL OF THE POINSETTIA PAVILION. Self-serving of any alcohol is not allowed. Bar service can be provided by



the Poinsettia Pavilion. Consumption of alcoholic beverages is limited to the rented rooms in the building which are specified in Client's Rental Agreement. The only exceptions to this policy are the patio area directly in front of the Ventura Room or the east side patio, when either area is specifically used for an event that includes alcohol. No food or beverages of any kind are permitted in the carpeted main lobby area. No person under 21 will be allowed to consume alcohol during an event. At the discretion of Poinsettia Pavilion staff or security personnel, proof of age may be requested from guests prior to being served alcoholic beverages. Alcoholic beverage services will be terminated, and law enforcement notified, at an event should a minor be served alcohol. Alcoholic beverage services must be terminated 30 minutes prior to the scheduled end of an event. THERE WILL BE NO "LAST CALLS". ALCOHOLIC BEVERAGE CONSUMPTION IN THE PARKING LOTS OR DRIVEWAY BEHIND THE BUILDING IS STRICTLY PROHIBITED!

Security: Security staff is required and will be charged to the client. A minimum of one security staff member is required for every 100 guests when no alcohol is served. When alcohol is provided for guests, a minimum of one security staff member for every 50 guests is required. The Poinsettia Pavilion reserves the right to increase or decrease the security staff requirements for any event on a case-by-case basis. Security staff will monitor the event, both inside and outside the facility, taking preventative action and intervening if problems arise. Security staff will be provided by the Poinsettia Pavilion at a cost of \$125 per security staff member for a four-hour shift; to be paid by the client.

Entertainment: Client must inform the Poinsettia Pavilion of any entertainment that is planned. After 10:00 p.m., sound levels may not exceed 80 decibels as measured from immediately outside the southeast door of the Ventura room. If sound levels exceed 80 decibels as described after 10:00 p.m. when outside doors are closed, music will be discontinued if DJ or band does not lower music to an acceptable level. All music must cease by 10:30 p.m.

Vendor Responsibility: Contracts for outside vendors are between the client and the vendor. The Poinsettia Pavilion may in no way be held responsible for damages, refunds or any non-performance of vendors with whom client has contracted.



Access & Parking Information: Clients and vendors may temporarily park in the loading zone at rear of the building for loading and unloading purposes only. Vehicles must then be moved to designated parking areas. While unloading, the driveway at the rear of the building must always be kept open to passing vehicles. All parking lots provided are strictly self-park and at the vehicle owner's risk. Guests are expected to respect the designated no-parking areas. The Poinsettia Pavilion is not responsible, nor does it assume any liability, for damages caused by fire, theft, and casualty or any other cause whatsoever with respect to any vehicle or its contents.

Decorations: Decorations brought into the Poinsettia Pavilion must be approved prior to arrival. Items may not be attached to any stationary floor, window, door, ceiling, or beam with nails, staples or any other substance that may damage the facility, furnishings, or fixtures. Painter's tape is the only adhesive tape permitted for use; however, it may not be used on the ceiling or wall light fixtures. Clients may contract with the Poinsettia Pavilion to provide room decorations or hire a licensed and insured provider for that purpose. The use of sand for decorative purposes or any substance brought into the facility that may cause damage to wood floors is not permitted. (Clients would be financially responsible for any damage to wood floors.)

Piñatas are not permitted, either inside or outside the facility. If candy is provided, it may not be loose candy or include any type of chewing gum. Candy should be contained in a bag and handed out to guests at the end of the function. Confetti of any type (paper or metallic) may not be used as decoration. (A cleaning fee will be deducted from the security deposit if any additional cleanup is necessary.)

Children: It is not the responsibility of Poinsettia Pavilion staff to supervise children attending an event. Children are restricted to the room(s) reserved and must always be supervised by an adult. Children are not allowed outside the building unless accompanied by an adult. At no time are children permitted in the driveways, parking lots, or landscaped areas of the facility. Safety of children attending an event is the Poinsettia Pavilion's primary concern. If children are not supervised properly, Poinsettia Pavilion staff will notify the client or their designated representative. If lack of



supervision continues, the parents and their children will be asked to leave the event. Client agrees to defend, indemnify and hold harmless the Poinsettia Pavilion, its Board of Trustees, the individual members thereof, and all officers, agents and employees from any claim, lawsuit, loss, damages or injury caused by children, whether to the property, themselves or others.

Tobacco, cannabis and chemical inhalers: The use of any tobacco (to include smokeless tobacco), cannabis, or any chemical inhaler (electronic cigarette) anywhere in Poinsettia Pavilion buildings, facilities or grounds is strictly prohibited.

Local and State Laws: The Poinsettia Pavilion strictly adheres to all applicable laws. Clients may in no way require the Poinsettia Pavilion or its staff to perform functions or continue the event if clients or guests are violating local, state, or federal laws. In the event law enforcement shuts down an event due to Client's or their guest's non-compliance with the law, Client will not be entitled to any refund of deposits or fees. The Client is responsible for the conduct and behavior of his or her guests. Poinsettia Pavilion staff or security officials may request individuals engaging in offensive, abusive or illegal activities to leave premises immediately. In addition, Poinsettia Pavilion staff may terminate an event at any time if, in their reasonable judgment, the event endangers the Poinsettia Pavilion facility, its guests or personnel.

Release and Hold Harmless: Poinsettia Pavilion is not responsible for items brought in by Client or their guests such as decorations, personal items, gifts, etc. Client hereby agrees to defend, indemnify, and hold harmless the Poinsettia Pavilion, its Board of Trustees, the individual members thereof, and all officers, agents, employees, or volunteers from any claim, lawsuit, loss, damages, liability, cost or expense that may arise during or be related in any way to Client's participation in any and all activities held at the Poinsettia Pavilion.

Event End Time: Events may not extend past 11:00 p.m. on Friday or Saturday nights. Sunday-Thursday events may not extend past 10:30 p.m. There are no exceptions to this policy. All bar and alcohol services will be discontinued 30 minutes prior to the scheduled end of an event. Any decorations brought into the facility must be removed



by the Client (or their representatives) at the end of the event unless alternative arrangements have been made in advance with Executive Director. All guests must vacate the premises and parking areas no later than 11:30 p.m.

Facility Clean-up: The facility must be left in good condition with no excessive clean-up required. The client is responsible for removing any decorations and other items brought in for use during their event. Any trash should be placed in the appropriate trash receptacles provided. Poinsettia Pavilion will be responsible for emptying the trash receptacles after the event.

Your signature below confirms you have read and understood all pages of the Terms & Conditions and will comply with the terms of this Agreement.

Poinsettia Pavilion Representative

Date

Client

Date

Client

Date