



1322 O Street, Sacramento, CA 95814

Managed by: Capitol Area Development Authority • Office located at 1522 14<sup>th</sup> Street Sacramento, CA 95814  
Phone: 916-322-2114 Fax: 916-441-1804

## General Guidelines for Rental of Courtyard

**RESERVATION:** Courtyard rental reservation is subject to approval of a rental application, receipt of the required deposit and rental fees, and execution of a Rental Contract. Deposits are due at the time the Rental Contract is executed. We recommend a 4-month advance notice for Saturday reservations; 3-month notice for Friday and Sunday reservations. Refer to the Courtyard Rental Rate and Insurance sheets for more information about rental fees, insurance, and deposits.

**APPLICATION PROCESS:** Upon submitting a completed application, we will calculate the amount of fees and insurance that will be required. Please see the **Courtyard Rental Rate Sheet** for more information. We will then notify you of the required deposits, fees, insurance, and any other requirements in order to confirm your reservation, and send you a Rental Contract for execution. Once you return the signed contract to CADA with payment of the required deposit and fees, you will receive final approval and confirmation of your rental reservation. The rental confirmation will include a copy of the signed Rental Contract, a fee review sheet, receipt of funds collected, and a cleaning checklist.

**RENTAL FEES AND RENTAL PERIOD:** Please refer to **Courtyard Rental Rate Sheet** for specific fees (based on day and hours). We require that the room be rented for the total period of occupancy. This includes the time needed to set up and decorate the room and the time needed to pick up trash and vacate it. Generally, a minimum of an hour before and an hour after the scheduled time of the event is required for set up and clean up.

**SECURITY DEPOSITS/REFUND OF DEPOSITS:** The deposit secures the reservation and is used to deduct the cost of any damage, additional cleaning, or improper use of the rental room. You are responsible for complying with all rules and guidelines contained herein, including completion of all cleaning & maintenance tasks outlined in the Cleaning Requirements section below in order for your deposit to be returned in full. Failure to comply with any rule or complete any cleaning item will result in a partial or total loss of your deposit. Deposits (full or partial) are returned within 15 business days following the event. You will be responsible for payment to CADA of any costs of cleaning or damage repair in excess of your deposit.

**PAYMENT:** Payment for rental fee, deposit, and insurance shall be made by cash or check. In order to reserve the Courtyard facility, **the full deposit and 50% of the Room rental fee must be paid at the time the Rental Contract is signed and submitted to CADA.** Full payment must be paid no later than 60 days in advance of the scheduled rental date for weekend rentals (Friday to Sunday), or no later than 30 days in advance of the scheduled rental date for weekday rentals. It is your responsibility to make sure fees are paid. Any payments made less than 60 days from the rental date must be made by cash or a cashier's check.

**CANCELLATIONS:** Any reservation cancellation will result in CADA retaining a \$25 processing fee. If a cancellation is made before your final payment is due (60 days for weekend and 30 days for weekday), CADA will return to you your deposit and all remaining rental fees less the processing fee. If a cancellation is made after the deadline for full payment, your deposit will be refunded to you, however, you will forfeit to CADA all rental fees paid to date. Any refunds due will be processed and mailed within 21 business days of cancellation.

**ROOM AVAILABILITY:** If you need to determine if the Courtyard is available on a certain date, please call CADA at 322-2114. Our office is open Monday through Friday 8:00 AM to 5:00 PM. We do not take reservations over our Web site, but you are welcome to **Email** us at [courtyard@cadanet.org](mailto:courtyard@cadanet.org) with availability inquiries.

**HOURS:** The courtyard is available from 7:00 AM to 12:00 AM Monday through Saturday and 8:00 AM to 9:00 PM on Sundays. Renters must vacate the room by the times indicated in your contract or a late fee of \$20 for each additional 15 minutes will be assessed from the deposit.

**FUND RAISERS:** Many activities are fundraisers in which either the sponsoring group benefits or proceeds go to a chosen beneficiary. Non-profit documentation stating your non-profit number is required for any fund raising activities.

**SPECIAL NEEDS:** Please contact CADA at least 30-days in advance to set up an appointment if you have special needs.

**EXCLUDED EVENTS: These events will not be allowed at the Courtyard:**

Concerts with amplified music that is open and promoted to the general public  
Circus and Carnivals which include Rides  
Mechanical Amusement Devices  
Motorized Sporting Events  
Tractor/Truck Pulls  
Boxing, Wrestling, Hockey, Contact Karate Events (including practice)  
Rodeos and Roping Events (including practice)  
Aircraft and Balloon Events  
Professional Sporting Events  
Heavy Metal, Alternative Music, Hip-Hop and Rap Concerts (without prior approval of the underwriter)  
Automotive and Watercraft Events

**SPECIFIC RULES:**

No smoking in any facility—City Ordinance 67-022.  
No animals, except canine assistance or companions.  
No bicycles or roller blades.  
No rice, bird seed, or confetti may be thrown inside the buildings or patio area.  
Candles, oil lamps, space heaters, electric, propane and kerosene heaters, and incense are prohibited.  
Fog machines are not allowed. Be sure to inform your Disc Jockey.  
No metallic decoration sprinkles, glitter, or confetti  
No pyrotechnics, fireworks, or explosives  
No Moonbounces or Trampolines

**TABLES AND CHAIRS:** CADA can generally provide all the tables and chairs needed for your event. If we are not able to provide the total number needed, it is your responsibility to schedule tables/chairs rental, pay the rental fee, and arrange for their delivery and pick-up. CADA will set up tables and chairs for you at no extra charge. Please indicate what kind of set up you want. If you choose to use your own furniture or furniture from an outside rental company, you are responsible for your own setup and take down. Early delivery of items for your event must be approved by CADA. CADA does not accept responsibility for any items brought in early. Storage fees will be charged for items left in the center after your event.

NOTE: CADA can provide up to thirteen 60' round tables, which can seat 6-8, depending on the configuration needed for your event. We have various sized rectangle shaped tables also. **Table covering must be used on events with food.**

**TABLE LINENS:** You must furnish your own table linens. Caterers can typically help with those arrangements or you can contact a party rental company directly.

**ROOM CAPACITY:** The Courtyard can accommodate different numbers of guest, depending on how the room is set up. The capacity for each type of use is shown on the Courtyard Rental Rate Sheet. A maximum of 100 people are allowed in the building at any one time. Room capacity must adhere to seating and standing Fire Code restrictions. We strictly adhere to these occupancy levels. CADA staff can help you with room capacity determination. Room capacity may be reduced or increased according to your setup instructions. No refunds are given for inclement weather.

**SETUP TIME AND CLEANUP TIME:** Your facility rental is inclusive. Time for set up tables and cleanup must be included in your reservation and you are charged for this time. Please allow a minimum of 1 hour each for setup and cleanup. You will not be allowed into the facility before your reservation time, so plan carefully. Your caterer, Disc Jockey, decoration committee or any other outside service **MUST** arrive during your rental time.

**FLOORS:** Do not use any substance to make the carpet slicker or tackier for dancing. Sunflower seeds, gum, and candy create cleanup problems. It is your responsibility to clean up these items from carpets and chairs. Custodial recovery fees may be deducted from your deposit.

**DANCE FLOOR: A Dance floor at the Courtyard is not provided but is allowed. CADA staff can provide you with a list of known companies that have dance floors to rent.**

**RESTROOMS:** You are responsible for checking on the condition of the restrooms and caterer prep area during and after your event. Excessive mess in the restrooms or caterers prep area may result in a deduction from your deposit.

**PARKING:** The Courtyard does not have on-site parking available. Please tell your guests that parking in front of the facility is not allowed and that their vehicles can be towed at the car owner's expense. These parking spaces are leased spaces for residential parking only. Parking during the weekday can be found in a number of surrounding garage facilities located on the map attached to these guidelines. Additionally, public parking on the street is also available.

**PARTIES WITH MINORS:** All parties/events with minors under 21 must have one adult per 10 minors present at all times.

**SOUND AND MUSIC:** Amplified sound (including DJs, bands, music or speaking that utilize speakers or amplifiers) must be placed indoors. No amplified music is allowed outside. Doors must be kept closed while amplification is in process and must cease by 10 p.m. Decibel level of amplified music must be in conformance with City of Sacramento noise standards for residential neighborhoods. Loudness of music is at the discretion of security patrol or on-call staff. Failure to comply with a request to lower volume may result in revocation of use permit, police intervention and withholding of your deposit. Your event may be subject to sound metering to ensure sound level compliance. As described in the Security section below, some dance events may require the presence of security.

**DECORATIONS:** You may decorate rooms in agreement with management. Any decorations that need to be secured to tables, walls, and windows must be approved by staff. The use of staples, nails, or tacks is not allowed. Metallic decoration sprinkles, glitter, confetti, rice, and birdseed are not allowed on the inside or outside portions of the premises. Rooms must be left free from debris, trash and decorations. Failure to do so will result in an additional cleaning charge. Candles are not allowed anywhere on the premises. **You assume all risk for and release CADA from any liability involved in hanging or securing your decorations.** By signature on this agreement you WAIVE, RELEASE, AND DISCHARGE CADA from any and all liability, including but not limited to, liability arising from negligence or fault resulting in disability, personal injury, property damage, property theft, death, or actions of any kind which may hereafter occur in the course of decorating the facility.

**FOOD PREP ROOM:** The Courtyard has a food prep room, featuring a sink, microwave, refrigerator, and counters for food assembly. The space does NOT have cooking (stove or oven) facilities and can only be used for food preparation. Failure to clean the prep room will result in forfeiture of your deposit.

**FOOD ON PREMISES:** A higher deposit fee must be paid if food will be served in the Courtyard. No barbecuing or grilling is allowed without prior permission. Only catering companies will be allowed to barbeque or grill. You may bring in your own food (potluck) or hire an outside caterer. A County of Sacramento Environmental Health temporary food permit is required if the food is to be sold to the general public. If you are preparing and/or serving food to a known group such as family or club members, (not the general public) then a food permit is not required. Sterno burners are allowed only underneath serving trays. Sterno cans must not be placed directly on the table; they must be up off the table surface. Please restrict consumption of food and alcohol to the room(s) you have rented.

**ALCOHOLIC BEVERAGES: Alcohol is allowed at the Courtyard.** In order to serve alcohol at your event, we require certain paperwork to be in place prior to your event. If you do not have the necessary paperwork on file prior to the event, you will not be able to have alcohol on the premises. If for some reason we are made aware that there is alcohol being consumed on the premises without prior approval, you will be asked to remove it from the premises or have it removed by one of your representatives. CADA reserves the right to close down the entire event for alcohol violations. If you are planning to sell alcohol, you must have an ABC permit, alcohol liability insurance, and possibly facility security. **Serving alcohol requires an additional deposit and insurance fees.** Even if your group does not plan to serve or consume alcohol, you are still responsible for all persons who bring their own alcohol to your event. If you have not filed the necessary alcohol paperwork prior to your event and evidence is found that alcohol was used on the premises during your event, **your deposit will be forfeited.** CADA reserves the right to close down any event at any time for alcohol violations. Remember, it is a misdemeanor to sell, furnish, or give alcohol to any person under the age of 21. In addition, it is a misdemeanor to sell, furnish or give alcohol to an obviously intoxicated person. A copy of your or your caterer's ABC license must be on file with the CADA.

**EVENT STAFFING/AFTER-HOURS EMERGENCIES:** For events during normal business hours, Monday through Friday, CADA staff is available for assistance by calling 322-2114. After hours, CADA on-call staff will unlock and lock up the room in accordance with the hours you have rented the premises. CADA's private Courtesy Patrol will monitor the event for noise throughout the duration. For any emergencies that arise after hours, please call: 324-8494. Any directions or instructions from CADA staff or Courtesy Patrol are to be followed for the safety and security of the building and all its users. Please report any safety issues immediately to our on-call staff or Courtesy Patrol. These individuals have the authority to stop or modify the event if it is deemed necessary or if it is determined that any application information provided to CADA is false.

While we hope nothing happens to cause a problem for your special event, if any situation or problem occurs, the Responsible Party under the Rental Contract will be the individual our Security Guard or staff member will look to contact. If any individual attending the event cannot be controlled by members of your group, CADA's security guards and staff members have been instructed to call the Sacramento Police Department.

**SECURITY:** Security could be required for High-Risk events, as defined below. If CADA deems that such security is necessary, the costs for such security shall be your responsibility. Security is defined as monitoring of the activity/event with CADA approved security staff. Additional CADA Staff, private security, and/or Sacramento Police Officers may be required depending upon the complexity of the event and the potential for problems with public safety. You are responsible for the behavior, actions, etc. of all the people attending your event.

- Low Risk—Events with 50 or less in attendance, or small, private activities without alcohol, dancing, amplified sound, live band or DJ or not a youth/teen event or activity.
- High Risk –Events with alcohol, dancing, amplified sound (live band, DJ, stereo, etc.); Youth/teen event or activity **or** Events with the collection of monies at the facility.

**INSURANCE:** Liability insurance is required for all activities. Insurance is at your cost and can be obtained from your insurance agent or through the Risk Manager at CADA. The Certificate of Insurance must specifically name as additional insured's the State of California, City of Sacramento, CADA, its officials, officer's, agent's employees, and volunteers, and must be accompanied by an additional insured endorsement often referred to as page CG 2011 11 85. The policy must be for \$1 million dollars of coverage. The Certificate holder will be CADA (c/o Risk Manager, 1522 14<sup>th</sup> Street, Sacramento, CA 95814). The Certificate must state that alcohol is being served. The date and location of your event must also be included on the Certificate. The original insurance Certificate and named additional insured endorsements need to be supplied to CADA 60 days prior to the event. **A second page**, known as the "Additional Named Endorsement" must accompany the Certificate of Insurance.

## **CLEANING REQUIREMENTS**

**CLEAN UP:** Part of the rental fee is used for basic cleaning: vacuuming of space, light cleaning of bathrooms. You are responsible for cleaning up after your activity, which includes completion of the Cleaning Responsibilities listed below.

### **CLEANING RESPONSIBILITIES:**

Remove all decorations

Remove all table coverings

Wipe down all tables

Wipe down all chairs where food or drink have fallen

If the kitchen prep area is used, the appliances, counters, and floors are to be left cleaned.

Mop any liquid spills

Remove any food spills

Sweep Floor

Bag all trash and remove to dumpster in the alleyway behind 1316 O Street

Empty refrigerator

Wipe up any spills in refrigerator

Clean counters and sink

Clean microwave

Turn refrigerator temperature down to lowest setting

Pick up any trash outside that was part of your event

The premises will be checked the next business day to review for any damage or additional cleaning needed. A determination of damage or failure to complete any one cleaning item above will result in a partial or total loss of your deposit.



## Rental Contract

This Contract is between \_\_\_\_\_ (hereafter responsible party) and the Capitol Area Development Authority (hereafter CADA) for rental of The Courtyard located at 1322 O Street, Sacramento, CA 95814 and is effective immediately upon the signature of all parties. The Responsible Party and CADA agree to the following:

1. The Responsible Party rents the premises from CADA for the purposes of \_\_\_\_\_ and directly related activities.
2. Rent Period is from \_\_\_\_\_ to \_\_\_\_\_ for the date \_\_\_\_\_
3. Rental Fee. The responsible party shall pay a rental fee of \_\_\_\_\_ upon signing this Contract. This amount is not refundable within 60 days before a weekend event and 30 days for a weekday event.
4. Deposit. A deposit will be due at the time the responsible party signs this contract. The amount of the deposit due is \_\_\_\_\_ and is based upon the rental rate sheet attached to this Contract.
5. The responsible party agrees to comply with all guidelines and laws in the use and operation of the premises as stated in the attached document "General Guidelines for Rental of the Courtyard."
6. The responsible party acknowledges the receipt and review of the General Guidelines for Rental of the Courtyard, and understands the responsibility for enforcing the rules contained therein and the terms of the Contract during the course of the rental period. The responsible party also acknowledges that violation of the above rules may result in the loss of all or a portion of the deposit, the payment of additional fees, and/or the event being closed down early.
7. This Contract supersedes any prior discussions between the parties and the written terms of this Contract is the only agreement between the responsible parties and CADA.
8. The premises cannot be sublet nor can this Contract be assigned.
9. If alcoholic beverages are to be sold by the responsible party or by a hired catering company, a copy of the Alcohol Beverage Control license must be attached to this Contract prior to the rental date.

### Responsible Party

**Printed Name:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Date** \_\_\_\_\_

### Other Responsible Party

**Printed Name:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

### CADA Representative

**Printed Name:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_



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## RENTAL APPLICATION FORM

Answer All Questions Completely

### Applicant Information

Name \_\_\_\_\_ Driver's License (Required) \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Home Phone \_\_\_\_\_ Day Phone \_\_\_\_\_ Cellular Phone \_\_\_\_\_

Fax Number \_\_\_\_\_ E-mail Address \_\_\_\_\_

Is this a company event? Yes \_\_\_ No \_\_\_

Organization Name and Department \_\_\_\_\_

Company Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Web Address \_\_\_\_\_ Company Phone # \_\_\_\_\_

### Responsible Party Information

Will you be in attendance at this event? Yes \_\_\_ No \_\_\_

Are you the responsible party for this event? Yes \_\_\_ No \_\_\_

### IF YOU ARE NOT THE RESPONSIBLE PARTY YOU MUST FILL IN THE FOLLOWING ITEMS:

Responsible Party's Name \_\_\_\_\_ Driver's License Number \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Day Phone \_\_\_\_\_ Cellular \_\_\_\_\_ Email \_\_\_\_\_

Name of Alternate Contact Person \_\_\_\_\_ Phone Number \_\_\_\_\_



## Event Information

\*Multiple Dates? (List dates, day of the week and times; attach additional page if necessary)

\_\_\_\_\_

Type of Event (Please include all information regarding the upcoming event:

Name/Type of Event: \_\_\_\_\_

Description of Event: \_\_\_\_\_

Date(s): \_\_\_\_\_ Hour(s) \_\_\_\_\_

Bands? \_\_\_\_\_ Type? \_\_\_\_\_ How Many? \_\_\_\_\_

Names of Band \_\_\_\_\_ Type of Music? \_\_\_\_\_

Based on CADA's room capacity guidelines, what is the maximum number of people you expect to attend?

Adults \_\_\_\_\_ Teens \_\_\_\_\_ Children \_\_\_\_\_ Total \_\_\_\_\_

Per Day Attendance (if multiple days) \_\_\_\_\_

Insurance Coverage:

Addition Insured's include CADA, State of California, City of Sacramento, (Others?)

Joint Sponsors: \_\_\_\_\_

Number of Concessionaires Requiring Coverage (Food Sales) \_\_\_\_\_

Number of Concessionaires Requiring Coverage (Non-Food Sales) \_\_\_\_\_

Number of Exhibitors Requiring Coverage (No Sales) \_\_\_\_\_

Please provide a separate list of concessionaires and exhibitors to be covered. \_\_\_\_\_

Will alcohol be consumed at your event? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, will it be sold? Yes \_\_\_\_\_ No \_\_\_\_\_

Are you a visual or performing arts agency? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, which art? \_\_\_\_\_

Are you a non-profit agency? Yes \_\_\_\_\_ No \_\_\_\_\_ Non-profit Number \_\_\_\_\_

\* Note: You must provide the current non-profit status document with this application.

Is this event open to the public? Yes \_\_\_\_\_ No \_\_\_\_\_

If open to the public, how will it be advertised? \_\_\_\_\_

Is this event a benefit to the community? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, how? \_\_\_\_\_

Is this event an educational workshop or seminar? Yes \_\_\_\_\_ No \_\_\_\_\_

**Event Information continued**

Will there be amplified sound at your event? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, explain \_\_\_\_\_

Does this activity include dancing? Yes \_\_\_\_\_ No \_\_\_\_\_

**\*Note: City noise ordinance hours are 6am – 10pm**

Will food be at the event? Yes \_\_\_\_\_ No \_\_\_\_\_ Will it be for sale? Yes \_\_\_\_\_ No \_\_\_\_\_

Will it be catered? Yes \_\_\_\_\_ No \_\_\_\_\_ What is the caterer's arrival time? \_\_\_\_\_

If not catered, how will the food be prepared or provided? \_\_\_\_\_

Will you need the use of the Prep Area? Yes \_\_\_\_\_ No \_\_\_\_\_

**\*Note: An addition cleaning/damage deposit amount will be required if food and/or beverages are served.**

Will you have any need to access electricity? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, explain: \_\_\_\_\_

Will you be bringing any equipment like coffee pots, TV/VCR, screen, overhead projector, extension cords, service carts? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, what items? \_\_\_\_\_

**\* Note: Our facilities have limited availability of these items. There may be an additional fee for supplied items.**

Do you need any special equipment? Yes \_\_\_\_\_ No \_\_\_\_\_

Will money be charged or exchanged? Registration? Tickets? Raffle? Donations? Yes \_\_\_\_\_ No \_\_\_\_\_

Explain: \_\_\_\_\_

Do you need special access for the physically challenged? Yes \_\_\_\_\_ No \_\_\_\_\_

Will you need to park adjacent to the building? Yes \_\_\_\_\_ No \_\_\_\_\_

Have you been given a diagram for room set-up? Yes \_\_\_\_\_ No \_\_\_\_\_

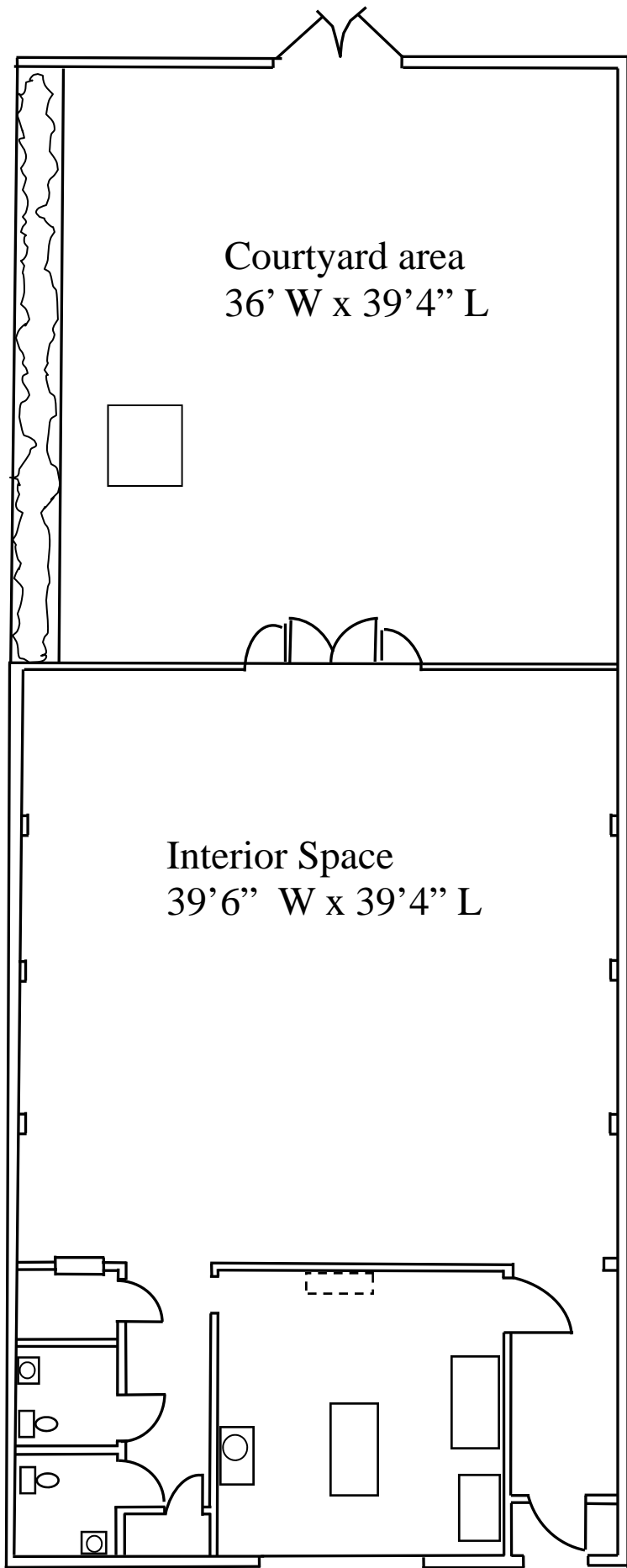
If yes, list type of set-up you require \_\_\_\_\_

Have you been given a guideline on building procedures and have all your questions been answered?

Yes \_\_\_\_\_ No \_\_\_\_\_ Questions \_\_\_\_\_

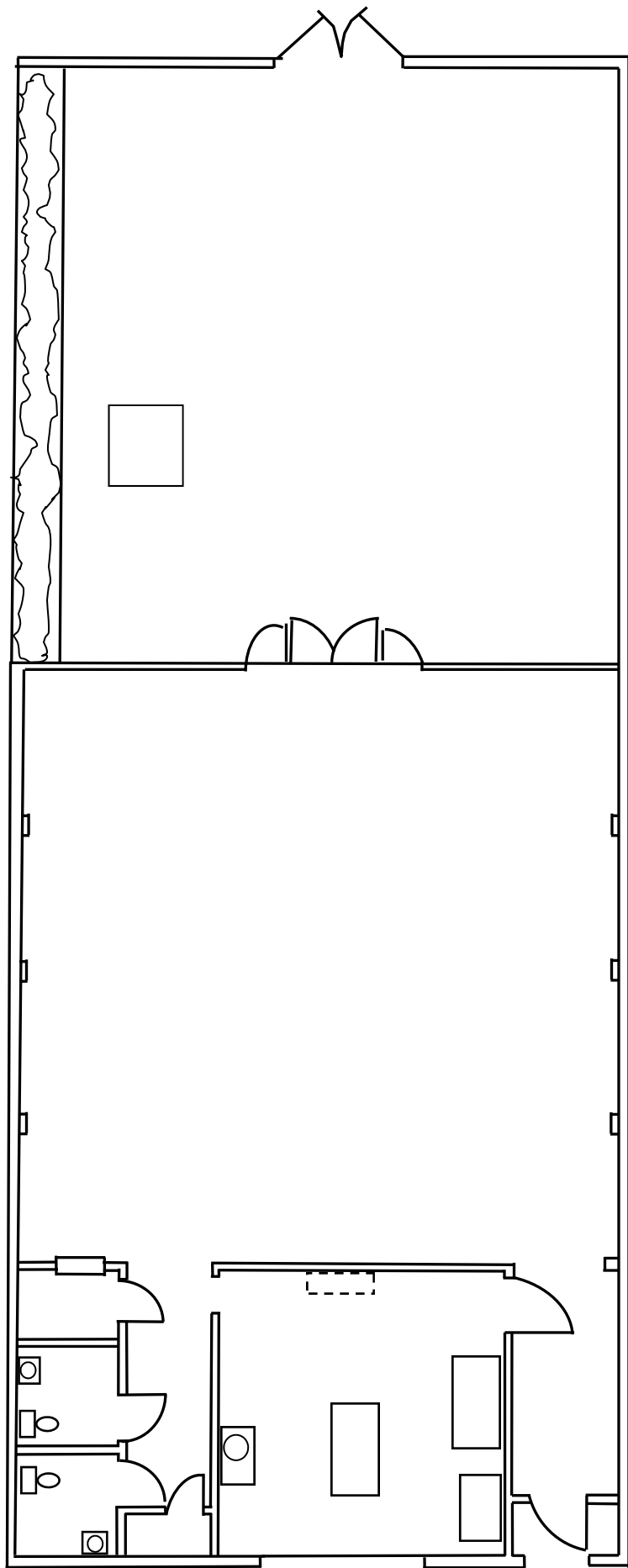
\_\_\_\_\_  
**Signature of Applicant**

\_\_\_\_\_  
**Signature of Co-Applicant**



Courtyard area  
36' W x 39'4'' L

Interior Space  
39'6'' W x 39'4'' L



(12) 5 Foot Round Tables

100 Wooden Chairs  
40 Folding Chairs

(6) 6 foot Rectangle Tables  
(2) 8 Rectangle Tables  
(1) 4 Foot Rectangle Table

