

# *San Luis Obispo Guild Hall*



**2880 Broad St., San Luis Obispo, CA 93401**  
***www.sloguildhall.org Email: sloguildhall@yahoo.com***  
***Facilities Reservation Policies***

## **How do I reserve the SLO Guild Facilities for my function?**

1. Reservations are on a first come, first served basis, and can be made no more than one year in advance.
2. The SLO Guild Insurance Carrier requires ALL Renters to provide their own Liability Insurance, typically indemnifying SLO Guild Hall for one million (\$1,000,000) dollars of coverage. The Certificate of Liability Insurance document naming San Luis Obispo Guild Hall as an additional insured needs to be submitted at least fourteen (14) days prior to your event.
3. An Application for Use of SLO Guild Hall Facilities form must be completed by the person responsible for the reservation, and submitted to the SLO Guild Facilities' Coordinator with the 25% Rental Deposit (or payment may be made in full).

**No reservation is final until the group or individual submitting the application has:**

- a. Submitted a signed and dated copy of their Application for Use of SLO Guild Facilities form.
- b. Signed and received a follow-up SLO Guild Agreement Letter signed by a representative of SLO Guild Hall.
- c. Paid all fees described in the Agreement Letter at least fourteen (14) days prior to the reservation date, or lesser time designated by the SLO Guild Facilities' Coordinator.
- d. Submitted all required paperwork appropriate for the event (i.e., Certificate of Additional Insured Liability Insurance, ABC License, licensed private security firm contract, refundable cleaning deposit, etc.) within at least fourteen (14) days prior to the event, and has approval of the SLO Guild Facilities' Coordinator.
- e. Completed a "walk through" appointment with a SLO Guild representative.

**NOTE: *Events tentatively scheduled to be held at the SLO Guild facilities may not be publicized until all of the above requirements have been met.***

4. Applicants must be 21 years of age or older for events involving alcohol.
5. **All children on the premises must be attended and supervised by an adult at all times.**
6. A full payment of the 25% Rental Deposit is required to hold any reservation. The remaining usage fees and cleaning deposit as specified in the Agreement are due at least fourteen (14) days prior to the reservation date. Renter's payment may be made in full at time of rental application.
7. All set up and clean up must be completed within the times you have listed on your *Application for Use of SLO Guild Hall Facilities* form.
8. **All music inside must end by 10:30 p.m.** All functions must end by midnight, with all facilities' cleanup completed by midnight. **Any music outside on grounds requires a city permit and must end by 10:00 p.m.**

9. The organization reserves the right to waive usage fees or the security guard requirement for any group or individual applying for the use of the SLO Guild facilities. Applicants requesting a waiver must submit a letter stating their request to the organization at least one (1) month prior to the date reservation is requested.
10. The SLO Guild may limit the reservations of any particular individual or group when such is necessary in the public's interest. Ongoing weekly or monthly reservations are permitted and must be approved by SLO Guild. Storage on site of rental group belongings is not permitted. A letter requesting use of the facility on a monthly basis must be submitted to the SLO Guild at least one (1) month prior to the first reservation date requested.
11. The SLO Guild reserves the right to cancel any rental to address the immediate need of SLO Guild operations. Nothing contained in these policies shall be deemed or construed in any way to limit the SLO Guild's authority or right to exercise any or all powers for the utilization of the SLO Guild facilities.
12. Due to the age of the SLO Guild Hall building, this contract can be cancelled in the event of any weather conditions that affects adversely on the functioning ability of the facility; the full rental amount and deposit will be refunded within two weeks of such cancellation.
13. The Renter shall indemnify and hold harmless; the owner, SLO Guild, its members, officers, agents and employees from any and all loss, damage, cost, or expense arising out of any liability or claim of liability; for injury or damage to any persons or any property sustained or claimed to have been sustained in or on the rented premises of owner during the term of this rental, from any cause or any reason whatsoever.
14. Violation of any of these rules and conditions may terminate any rental privilege of the facilities. Damages to premises during the function is the responsibility of the Renter and will be repaired and paid for by Renter to the satisfaction of the SLO Guild. All safety and health regulations will be enforced and must be observed. The SLO Guild has the right to add to, change or amend this agreement at any time; if the SLO Guild and Renter do not agree on these changes, the contract will be null and void. SLO Guild reserves the right to disallow any event.

### **What if I need to cancel my reservation?**

1. Applicants who cancel their reservation in writing addressing the SLO Guild Hall Coordinator, more than ten (10) days prior to their reservation date, will receive a full refund of all fees and deposits they have paid. Any refund due will be mailed within two to three (2-3) weeks of the cancellation.
2. Applicants who cancel their reservations less than ten (10) days prior to their reservation date will be subject to a \$50.00 administrative fee. All other fees and deposits will be refunded. Any refund due will be mailed to applicant within two to three (2-3) weeks of the cancellation.

### **How much of a refund will I receive following my reservation?**

1. Renter's cleaning/security deposit may be refunded in full, or a portion thereof, depending on the condition of the facilities following the rental. If repairs or additional janitorial service is necessary, any expenses will be deducted from Renter's deposit and/or additional fees may be charged. Deductions or additional fees will be determined by the SLO Guild Facilities' Coordinator. If the rental time exceeds the time listed on the application form, additional usage fees may be charged. SLO Guild cleaning, if necessary after an event, will be charged at the rate of \$40 per hour to the renter.
2. If Renter's function is shut down by the City of San Luis Obispo Fire Department or Police Department staff for any reason, there will be no refund of unused rental time or expenses. The Renter is responsible for any fines or fees associated with the violations.
3. Any SLO Guild repair or expense for damages incurred in excess of the deposits Renter has paid will be billed to Renter immediately or within one (1) week after the event date.

4. Any refund due will be mailed to Renter within two to three (2-3) weeks following the event date, or completion of needed cleanup or repairs, whichever is later.

#### **Alcohol served or sold – live music:**

1. The sale and/or consumption of alcoholic beverages is prohibited unless the applicant has received permission from the SLO Guild Hall Coordinator at least ten (10) days prior to the reservation date.
2. Any sale and/or consumption of alcoholic beverages on the premises of the SLO Guild facility will be subject to the rules and regulations of the Alcoholic Beverage Control Board.
3. When alcoholic beverages are to be *servd or sold* at your function, or if a live band or DJ is present, it is considered a higher impact event. **Alcohol service must be stopped one hour before guard service leaves.** You will be required to pay for licensed private security guards. One guard for every fifty (50) guests, or portion thereof, is required to remain on site from the time your event guests arrive until all guests have left the premises. A copy of your contract with a licensed private security guard service must be submitted to the SLO Guild Hall Coordinator at least ten (10) days prior to the reservation date. If your event is a dance concert, a permit must be obtained through the San Luis Obispo Police Department.

#### **Portable Toilet Facilities:**

Portable toilet facilities are required for expected guest attendances over 150 if alcohol is served, otherwise requirement of facilities is required if expected attendance is over 250 with no alcohol served.

#### **What if I am planning a bereavement event?**

In the event that you are planning a memorial service, funeral reception, or other bereavement event, after it is determined that the facility is available, the SLO Guild respectfully requests 48 hours notice to reserve a SLO Guild Hall facility. An Application for Use of SLO Guild Hall Facilities should be filled out at least twenty four (24) hours prior to the reservation date/time.

For bereavement events where alcoholic beverages will be *servd or sold*, applicants must abide by all requirements listed in “Alcohol served or sold” section above.

#### **Event Decorations:**

1. All plans for decorations to be used within the SLO Guild facility must be approved by the SLO Guild Facilities’ Coordinator. This should be completed during the required “walk through” appointment with a SLO Guild representative prior to your reservation date.
2. Only free standing, fire retardant decorations are allowed. **Decorations, flyers or other papers may in no way be attached to any walls, doors, windows, ceilings, light fixtures, building, or surfaces other than the tables and chairs, or as approved by the SLO Guild Facilities’ Coordinator. THE USE OF TAPE, TACKS, PINS, GLUE, NAILS, SCREWS, STAPLES, AND/OR ANY OTHER ADHESIVE IS NOT PERMITTED.** Violations may result in forfeit of all or a portion of the cleaning deposit.
3. “EXIT” signs and doorways may not be covered or obstructed in any way.
4. No rice, confetti, bird seed, glitter, sand or other granular substances may be used as decoration or thrown in the SLO Guild Hall facilities.
5. **NO OPEN FLAMES, CANDLES OR PROPANE COOKERS ARE TO BE USED INSIDE BUILDING.**

6. The use of hay, straw, or other non-fire retardant material is prohibited.
7. There is a hefty charge for chewing gum damage. Chewing gum found on any surface after rental is completed will result in a charge to renter of **\$35** per occurrence for each piece found.
8. The SLO Guild is **NOT RESPONSIBLE FOR FIRE, LOSS, OR THEFT OF ANY ARTICLES** brought onto the property by any Renter or user of the building. After 30 days, all unclaimed property will be discarded.
9. Renters are responsible for any damages incurred to the building, equipment, grounds or furnishings during their rental. Payment for damages will be taken from the deposit and Renter could be subject to additional damage charges if warranted. (The building, equipment, grounds and furnishings include, but are not limited to: doors, windows, floors, walls, ceilings, fixtures, toilets, dispensers, sinks, urinals, tables, chairs, locks, parking lot, barbeque, and picnic grove.)

### **Cleanup required of all renters:**

1. All SLO Guild equipment used must be thoroughly cleaned and returned to its proper place. All tables and chairs must be cleaned and returned to their specified locations. Limited cleaning supplies will be provided by the SLO Guild. **No grease, food coffee grounds, or other non-liquid substances may be put down sinks or toilets. No sanitary napkin or tampon products are to be put into toilets under any circumstances.**
2. All garbage receptacles (including those located in the Dining Hall, bathrooms, and all other rooms) must be emptied. **All trash must be removed from the premises by Renter. Any trash left by Renter will result in a fee of 125% of the SLO Garbage Company's charge for the additional pickup – minimum fee \$50.**
3. Renter must mop up any spills on the floors throughout the building, including the stage, main hall, dining room, kitchen, and bathrooms. The SLO Guild will provide a dust mop, dry floor cleaner, and wet mop/bucket, as well as any cleaner that Renter might need. **SLO Guild cleaning, if necessary after an event, will be charged at the rate of \$40 per hour to the renter.**
4. Damage to frieze mural paintings in Main Hall will be charged at \$110/per hour to repaint or touchup.
5. Renter must remove all decorations and personal items from the facility prior to leaving the facility.
6. All counters and mirrors must be wiped down in the rooms of use. All toilets must be cleaned and flushed. The SLO Guild will supply cleaner and paper towels.
7. Any areas outside the building (including the barbecue, grove area and parking lot) must be left in the same condition in which they were found.
8. Kitchen can only be used by an approved caterer authorized by the SLO Guild Facility Coordinator.
9. When Renter's event is concluded, it is Renter's responsibility to be sure all lights and water is turned off, floors are dust mopped, or wet mopped if needed, and all doors locked and windows closed before leaving the premises.

### **How will I get into the facility?**

A SLO Guild Facility Coordinator or representative will open the facility for the Renter at the confirmed start time specified on the approved Application for Use of SLO Guild Hall Facilities form. The Facility Coordinator or a SLO Guild committee member may be on the premises at any time during the event.

**Are there any safety rules?**

1. You may not exceed the safe building capacity for the use proposed on the Application for Use of SLO Guild Facilities and posted in the facility you have reserved.
2. No smoking is permitted in any SLO Guild facility or within twenty (20) feet of any entrance or operating window of the SLO Guild property (State Law).
3. You may not adjust thermostats or fuses at any time without proper instruction by a SLO Guild representative. If the thermostats need to be adjusted, the building attendant may be able to assist you.
4. The kitchen door separating the kitchen from the rest of the facility is a fire safety device and must be left closed or free swinging at all times. It may not be propped open for any reason.

**User Group Definitions:**

**SLO Guild Hall:** Any active San Luis Obispo member, defined by attending at least one regular meeting each quarter **and** logging 10 volunteer hours of SLO Guild service each quarter. A SLO Guild Hall member has to be a member for six (6) months in good standing before any discount can be given for rentals.

**Non-Profit:** Non-profit agencies or other groups that by nature serve the needs of the community, with or without a 501(c) tax exempt status. Approval required by the SLO Guild Facility Coordinator, SLO Guild Master, or SLO Guild Overseer.

**Private:** All groups or individuals that do not qualify as SLO Guild Sponsored or Non-Profit.

**(Weekend rates apply Friday through Sunday. All Rate Sheet fees subject to change by SLO Guild approval.)**

**Main Hall Capacity:**

Capacity is dependent upon use, standing or dancing = 350 people

Lecture seating = 300 people; Banquet seating at tables = 155 people

Theater = 300 people

**Dining Hall Capacity:**

Dancing or standing = 125 people

Lecture seating = 100 people; Banquet seating at tables = 100 people

Theater = 100 people

## San Luis Obispo Guild Hall – Rate Sheet

**All Rentals Require a Refundable Cleaning/Security Deposit**

**MAIN HALL** (Capacity standing or dancing 350; Lecture/theater seating 300; Banquet seating at tables 155)

Type	Weekday		Friday through Sunday Weekend Rate (1/2 Day)	Friday through Sunday Weekend Rate All-Day	Rental Deposit
	1/2 day (6 hrs. or less)	All-Day			
Private	\$300	\$450	\$400	\$600	25%
Public	\$250	\$375	\$350	\$500	25%
Non-Profit	\$200	\$300	\$300	\$400	25%

**DINING HALL** (Capacity, Lecture seating 100; Lecture/theater seating 100; Banquet seating at tables 100)

Type	Weekday		Friday through Sunday Weekend Rate (1/2 Day)	Friday through Sunday Weekend Rate All-Day	Rental Deposit
	1/2 day (6 hrs. or less)	All-Day			
Private	\$160	\$240	\$225	\$340	25%
Public	\$135	\$200	\$175	\$260	25%
Non-Profit	\$100	\$150	\$150	\$225	25%

**KITCHEN** (Used only by an approved caterer)

Type	Weekday		Friday through Sunday Weekend Rate (1/2 Day)	Friday through Sunday Weekend Rate All-Day	Rental Deposit
	1/2 day (6 hrs. or less)	All-Day			
Private/Public	\$125	\$190	\$150	\$225	25%
Non-Profit	\$75	\$115	\$100	\$150	25%

**GROVE**

Type	Weekday		Friday through Sunday Weekend Rate (1/2 Day)	Friday through Sunday Weekend Rate All-Day	Rental Deposit
	(1/2 Day (6 hrs. or less)	All Day			
Private	\$100	\$125	\$150	\$175	25%
Public	\$75	\$100	\$125	\$150	25%
Non-Profit	\$50	\$75	\$100	\$125	25%

**ADDITIONAL CHARGES IF REQUIRED:**

Refundable Cleaning/Security Deposit - \$250-\$500 and up  
 Additional charges for any damages to  
 facilities, décor, or equipment of the SLO Guild Hall

**MINIMUM HOURLY RATE DINING HALL:**

Private - \$45  
 Public - \$35  
 Non-profit - \$30

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