

Insurance Requirements

- A certificate of liability insurance must be provided by the Renter. This can normally be obtained from the renter's insurance agent.
- The certificate must name the City of Woodland as additionally insured, and provide at least \$1,000,000 of general liability coverage. The certificate is proof that there is the required insurance coverage for your event.
- Other insurance endorsements are required as noted on Page 5 of this booklet. The endorsement is proof that the policy has been changed to add the City of Woodland as additionally insured.
- Evidence of insurance must be on file at the Woodland Community & Senior Center at least 30 days prior to the event.
- One-day event insurance is available from the City's insurance carrier. Contact the Facility Manager for more information.

Promotions

- No outside advertising shall be exhibited and no solicitations or sales made in the building or on the grounds without the permission of the Center staff only.
- All posting on bulletin boards (including advertising) must be approved, initialed and posted by Center staff only. The Center will not provide free advertising other than posting times and place.

Security

- Private security services are required for ALL events. Security is required when guests are present in order to screen attendees and to prevent damage to the facility. The Renter is responsible to arrange for and pay for security services.
- In the event security should be required to extend their scheduled time, the Renter will be responsible to pay for any additional time. At minimum, 1 security guard per 50 guests for events serving alcohol.
- Security must be provided by a registered, bonded security company, or police agency. The City reserves the right to approve any outside security provider.
- Ask for a list of approved security companies.

Alcohol

- Renter accepts the responsibility for use of alcohol in the facility and agrees to prohibit use of alcohol by minors. Violation of this policy will result in immediate termination of event.
- Renters that charge a fee to serve alcohol, or charge an admission fee and serve alcohol, must obtain a temporary Liquor License from the State of California Alcoholic Beverage Control Board. Evidence of such a license must be on file at the Woodland Community & Senior Center at least 30 days prior to the event.
- Please see requirements under Security on page 24.
- Alcohol may be served or sold up to one-hour prior to conclusion of event.
- Alcohol may be served by any employee of the catering company or licensed bartender only. City staff reserves the right to limit the amount of alcohol allowed on the premises.
- Alcoholic beverages require additional insurance unless provided and served by a registered caterer. The caterer's insurance will be considered adequate if the amount of coverage is sufficient and there is a rider specifying the date(s) and location of the event being covered.
- The caterer's insurance only covers the alcohol beverages, not the facility.
- Alcohol can be consumed only in the room(s) rented. No alcohol may be consumed in parking lot.
- It is the Renter's responsibility to have the ABC license on site during their event.
- Person serving alcohol may not be consuming alcohol.

Cancellation/ Changes

Cancellation of the event or date changes must be submitted in writing and is subject to the following fees:

- 100% refund minus \$50 processing fee, 120 or more days prior to event.
- 75% refund, 90 -119 days prior to event.
- 50% refund, 60-89 days prior to event.
- 0% refund 0-59 days prior to event.
- \$100 processing fee if a date change can occur.
 - Notice is given at least 2 months before the original date and
 - The original date can be re-booked. Otherwise, cancellation fees apply.
 - Changes to contract, such as the nature the event or the number of participants shall be made in writing to the Department not less than 14 days prior to the event.
 - Changes must be approved, and if necessary fees will be adjusted.
 - The City reserves the right to deny changes.

Equipment

- Operations and adjustment of all fixed equipment, including lighting, sound, and temperature control systems are the responsibility of the City staff.
- Renters are not to adjust or operate any piece of equipment, and will be held liable for any damage occurring from unauthorized usage.
- Under no circumstances shall City-owned equipment be removed from the facility.

Insurance and Permit Requirements

Name of Renter: _____ Date of Event: _____

Requirements

1. The items checked below are required for your rental at the Woodland Community & Senior Center.
2. The Certificate of Insurance and necessary Permits are due no later than 60 days prior to the event.
3. The Certificate of Insurance must be in the name of the person/organization who signs the permit. It must also clearly show the liability limits and policy dates to be valid.
4. A Homeowner's or Tenants Insurance Policy can usually provide insurance for your rental. Check with your insurance agent.
5. Renters unable to secure an appropriate Certificate of Insurance will be required to purchase one-day event insurance from the City's insurance carrier. Contact Facility Manager for more information.

Checked items are required for your event

- Certificate of Insurance for Comprehensive General or Comprehensive Personal Liability coverage for a minimum of \$1,000,000.
- The following statement must appear on the certificate: *"Additional Insured Endorsement names the City of Woodland, its director's agents, or employees are included as additional insured."*
- Product Liability Endorsement. This is required on the Certificate of Insurance when food or beverage is sold, furnished, or given away.
- Host Liquor Endorsement. This is required on the Certificate of Insurance when the Renter provides alcoholic beverages, but no fee is charged.
- Requires Alcohol Permit and additional fee.
- Liquor Endorsement. This is required on the Certificate of Insurance when alcoholic beverages are sold, or if dispensed by a caterer.
- A Liquor License is also required. See information below.
- Requires Alcohol Permit and additional fee.
- WJUSD schools: Insurance on file. No other insurance information needed.
- Official Request Form must be on file.

State/County/Government Agencies

- A letter on agency letterhead must be provided stating the agency is self-insured.
- The letter must include the name of the agency requesting the reservation.
- The room being used.
- The date of the event.
- The signature of their Department/Division Head.

Permit Required

- Liquor License
This is required when alcoholic beverages are sold to the public.
- Contact the Alcoholic Beverage Commission 916.227.2002. Requires Alcohol Permit and additional fee.

Business License

- Is required when a commodity is sold to the public including food or beverage.
- Contact the City of Woodland Community Development Department at 530.661.5820.

Non-Profit Status Letter

- Is required to receive non-profit rental rates.
- Must provide proof of current 501c.3 status.