



San Joaquin River Parkway and Conservation Trust, Inc.  
Coke Hallowell Center for River Studies (River Center)

## FACILITIES RENTAL AGREEMENT

Revised 7-01-2023 and subject to change.  
**PLEASE REVIEW CAREFULLY BEFORE SIGNING**

EVENT STATUS	
Due Date:	
<input type="checkbox"/>	Confirmed
<input type="checkbox"/>	Cancelled
<input type="checkbox"/>	Postponed to:

### GENERAL SCHEDULING INFORMATION

I. Date of Event: \_\_\_\_\_  
 Time Rental Begins\*: \_\_\_\_\_ Time Rental Ends\*: \_\_\_\_\_ **(The rental time frame must include set-up and tear down/ clean up).**  
 Estimated Attendance (including service providers staff): \_\_\_\_\_ **(Not to exceed 250.)**  
 Type of Event/Function: \_\_\_\_\_

II. Date of Event: \_\_\_\_\_  
 Time Rental Begins\*: \_\_\_\_\_ Time Rental Ends\*: \_\_\_\_\_ **(The rental time frame must include set-up and tear down/ clean up).**  
 Estimated Attendance (including service providers staff): \_\_\_\_\_ **(Not to exceed 250.)**  
 Type of Event/Function: \_\_\_\_\_

III. Date of Event: \_\_\_\_\_  
 Time Rental Begins\*: \_\_\_\_\_ Time Rental Ends\*: \_\_\_\_\_ **(The rental time frame must include set-up and tear down/ clean up).**  
 Estimated Attendance (including service providers staff): \_\_\_\_\_ **(Not to exceed 250.)**  
 Type of Event/Function: \_\_\_\_\_

### PROFILE (One Signatory)

Name: \_\_\_\_\_ Organization: \_\_\_\_\_  
 Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
 Primary Phone: \_\_\_\_\_ Secondary Phone: \_\_\_\_\_  
 E-mail: \_\_\_\_\_ Coordinator: \_\_\_\_\_ C. Phone: \_\_\_\_\_

----- OFFICE USE ONLY -----

### USE OF PREMISES

Barn & Grounds  
Catering Kitchen

Riverview Ranch House

RH Conf. Room

HQ Conf. Room

\_\_\_\_\_  
RENTER's Initials

----- RENTER -----

TRUST's Initials	RENTER'S TO-DO LIST (Due 30 Days Before Event)	SECURITY GUARDS REQUIRED?	REHEARSAL
_____	Signed Rental Agreement & Event Policies	<input type="checkbox"/> Yes	<input type="checkbox"/> Ceremony   1 Hr. Free
_____	Certificate of Insurance	If yes { <ul style="list-style-type: none"> <li>-More than 50 guests</li> <li>-Serving alcohol</li> <li>-Ending after dark</li> </ul> Required Time: 3 PM – 11 PM (8 hrs.) <ul style="list-style-type: none"> <li>One-Two Security Guard(s):</li> <li>\$50 hr./one-two guard(s),</li> <li>Subject to vendor fee changes &amp; requirements</li> </ul> Total Fee: <b>\$400</b>	Date: _____
_____	Areas of Use Form		Time: _____
_____	Event Timeline		<input type="checkbox"/> Dinner   Fees will apply
_____	Layout/ Set-up Diagram		*See attached invoice
_____	Vendors Contact Info.	<input type="checkbox"/> No	<input type="checkbox"/> N/A
_____	Bartender's Training Certification (If applicable)	-Less than 50 guests -Not serving alcohol -Not ending after dark	
_____	Day of Event	<input type="checkbox"/> N/A	
_____	Point of Contact Info.		

----- OFFICE USE ONLY -----

RENTAL FEES	RENT. COST	AMOUNT PD & TYPE	PAID BY	DATE
<b>Facility Fee</b> <i>(Excludes additional fees)</i>				
Registered Non-Profit 501(c)(3): 50% Discount				
1) 50% Rental Deposit				
2) Remaining Balance				
<b>Additional Fees</b>				
Refundable Damage & Security Deposit: <b>\$500</b>				
Venue Cleaning Fee: <b>\$250</b>				
S.Guard(s) reqd: 3 PM -11 PM (8 hrs.). <b>\$400</b>				
Access to the Ranch House: <b>3 PM - 10 PM   \$300</b>				
<b>Sub Total:</b>				
<b>Non-Contracted Add'l Hrs.</b>				
Facility Use				
Security Guard (s)				
Rehearsal Dinner				
<b>Refund</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No			
	<b>Total:</b>			

**RENTER's Initials**

This agreement ("Rental Agreement") is made by and between the SAN JOAQUIN RIVER PARKWAY AND CONSERVATION TRUST, INC. ("TRUST"), a California public benefit corporation, whose address is 11605 Old Friant Road, Fresno, California, 93730, and ("RENTER"). The TRUST contracts with the RENTER on the terms and conditions set forth in this Rental Agreement the designated portions and common areas of the River Center indicated on page 1 hereof located at 11605 Old Friant Road, Fresno, California, 93730, collectively referred to as "the Premises." The first two pages of this Rental Agreement are incorporated herein and made a part hereof.

#### FEES AND DEPOSITS

- 1) Rental fees are estimated at the time the Rental Agreement is signed. RENTER shall be charged for and agrees to pay for, all time, services, and costs incurred.
- 2) A deposit of fifty percent (50%) of the total rental fee (excluding additional fees) must be paid upon signing the rental and policy agreements to reserve a date at the River Center.
- 3) If the rental date is scheduled less than thirty (30) days away, all balances are due upon completion of this Rental Agreement.
- 4) The remainder of the rental fee, a refundable damage & security deposit of five hundred (\$500), a venue cleaning fee of two hundred and fifty (\$250), and security guard(s) fees, must be paid thirty (30) days prior to the event. See paragraph 10.
- 5) If the agreed rental time frame is exceeded, additional security guards and facility use time will be charged or deducted from RENTER's refundable damage & security deposit and/or billed at \$250/hr. Barn & Grounds, \$150/hr. Conference Room rentals, and \$50/hr. Per guard(s), subject to vendor and vendor fee changes.
  - a) Unscheduled rental appointments will be subject to an additional fee of \$150.
- 6) Pricing, terms, and conditions are subject to change at any time without notice prior to acceptance. Should RENTER decide to add components to this Rental Agreement later, any increases in the above prices will be applied.
- 7) In the event of accidental damage does occur, RENTER agrees to report it immediately to the TRUST so arrangements can be made for quick restitution. RENTER further agrees, if damages exceed the amount of the refundable damage & security deposit, RENTER will be responsible for the cost, in full, of any repair, cleaning, or replacement required by the TRUST. If such cost is not paid after ten (10) days' notice by Trust to Renter, such unpaid portion shall accrue interest at the rate of seven percent (7%) annually accruing from the date of the notice.

#### PAYMENTS, AND CANCELLATION

- 8) Acceptable forms of payment include credit card, personal check, or cash. Personal checks shall be made payable to "San Joaquin River Parkway and Conservation Trust, Inc." at 11605 Old Friant Rd, Fresno, CA 93730. Checks must indicate the reservation date. Any personal check for insufficient funds is subject to a \$25.00 returned check fee. Except for the Rental Fee and Additional Fees listed on page 2 hereof as Sub Total, any amount owed by RENTER to TRUST under this Rental Agreement not paid within ten (10) business days from invoice to RENTER shall accrue interest at the rate of ten percent (10%) per annum.
- 9) If a rental agreement is canceled more than nine (9) months prior to the event date, half of the deposit will be refunded. The deposit is non-refundable within nine (9) months or less prior to the scheduled event. Any cancellation by the RENTER must be received in writing. See paragraph 11.

#### DATE CHANGES

- a) **Special Events:** The deposit paid only guarantees availability for the date originally booked. It is not transferable to another date.
  - b) **Conference Room Rentals:** Date and time changes are not guaranteed. Reservations should be done well in advance. The River Center's gives RENTER the freedom to book or make changes to selected reservations within two weeks prior to your reservation, without being charged change fees. Accommodation is granted upon the approval of the Executive Director and availability of the premises. This excludes adjusting the number of hours originally booked, canceling your reservation, and requesting a full refund of the rental price.
- 10) If the deposit and/or rental fees are not paid by the due dates, this Rental Agreement shall automatically be canceled, and any deposit made shall be non-refundable after that date. TRUST further retains the right to cancel this Rental Agreement with written notice at any time for the following reasons: verbal threats, physical violence, or actual violence to any TRUST employee or subcontractor by renter's employees or subcontractors, threats of damage or actual damage to TRUST facilities by renter's employees or subcontractors, damage, or theft of TRUST property by renter's employees or subcontractors all in TRUST's sole discretion. Besides, TRUST retains the right to cancel this Rental Agreement for failure to abide by the terms and conditions of this Rental Agreement. See paragraphs 52-56. Cancellation by TRUST for any of the above-mentioned reasons will result in the loss of the entire rental amount.

RENTER's Initials

#### REFUNDS

- 11) Any refundable damage & security deposit refunds are credited to the original form of payment used, except for deposits made with cash, which will be credited back in the form of a check. It is RENTER's responsibility to inform the TRUST of any change of address or Credit Card information in a timely matter. The balance of the refundable damage & security deposit will be refunded within thirty (30) days after the event provided that the terms of the Rental Agreement and "**Facilities Clean-Up Checklist**" have been followed. Refunds may take up to 5 business days to post to RENTER'S credit card and/or to be mailed out. See paragraph 9.

## ADDITIONAL SERVICES

- 12) TRUST does not provide any additional services.
- a) **Special Events:** Security services will be provided by the River Center security contractor in addition to pre, and post-venue cleaning services by a third-party contractor. See paragraph 28 and "River Center Rental Event Policies." RENTER is responsible for providing linens, tables, chairs, catering, DJ, additional lighting, (decorative- string light, if desired), and/or any other service at RENTER'S expense.
  - b) **Conference Room Rentals:** Conference rooms are equipped with wi-fi and a projection screen. Any Audio/Visual (A/V) equipment, laptops, adapters, overhead projectors, VCRs, DVD players, flip charts, easels, coffee maker, and dry erase boards are RENTER's responsibility.

## USE OF PREMISES

- 13) The premises are a restored 1890s Ranch House and grounds that has undergone extensive restoration, renovation, and upgrading of facilities. The RENTER recognizes that, as such, the facility is accepted "as is" and "with all faults."
- 14) "The Premises" available for rental include the Barn and Grounds as a package, Riverview Ranch House, Ranch House Conference Room, or Headquarters Conference Room -- all of which are subject to availability. All rentals must be considered a shared space in the event multiple events are occurring. Portions being rented are marked and acknowledged/ initialed on page 1.
- 15) The electrical capacity of equipment used should not exceed the standard circuit breaker (110V). Circuit breakers of 220V (50 AMP) are available on the premise, RENTER must notify vendors of location and ensure appropriate use.
- 16) TRUST reserves the right to deem an event inappropriate for the Premises based upon projected size, special requirements, or type of event and according to paragraph 10.
- 17) For outdoor (ground use), in the event of inclement weather, all risk of the same is RENTER's. The barn is available, as an alternate site.
- 18) Planned activities must be arranged in advance and have prior TRUST approval. Due to the historic nature of the facilities, a representative of the RENTER is required to tour the site with a representative from TRUST prior to the event to coordinate specific arrangements.
- a) **Wedding Rehearsal:** RENTER agrees to schedule in advance (30 days before the event date) a one-hour ceremony rehearsal at no extra charge. Rehearsal times must be approved by TRUST to avoid interference with any other events that may be previously scheduled.
  - b) A rental fee is required for guaranteed rehearsal availability, and/or a more elaborate wedding rehearsal/dinner (including food, beverages, music, or alcohol) will be treated as a separate rental event. TRUST reserves the right to accept rental inquiries without prior consent. If a facility rental inquiry is made after accepting a one-hour ceremony rehearsal, RENTER will be notified as soon as possible should the event space be booked by another Renter on the requested rehearsal date. Alternative rehearsal dates can be agreed upon at that time.
- 19) RENTER shall use the Premises for the purpose of the described event and for uses normally associated with such use, and for no other purpose unless previously authorized by TRUST in WRITING.
- 20) RENTER agrees to comply with all laws, ordinances, rules, regulations, guidelines, and policies applicable to the Premises and further agrees to comply with the direction of TRUST's site manager or designee.
- 21) TRUST reserves the right to request any person or group of people acting unruly and contrary to rental policies to leave the premises. Law enforcement may be called if this request is not met immediately.
- 22) If any portion of the Premises or fixtures or equipment or facilities are damaged or destroyed by RENTER, its agents, or invitees, or if such damage is incurred in relation to RENTER's use of the Premises, the damage shall be repaired, replaced, or restored at TRUST's direction. RENTER shall be solely responsible for the full cost and expense of such repairs, replacement, or restoration. See paragraph 7.
- 23) TRUST reserves the right to rope off/close areas on the Premises, as necessary to protect public health or sensitive natural resources.
- 24) All entrances and exits are to be kept clear and unobstructed.

**RENTER's Initials**

## INSURANCE

- 25) TRUST insurance coverage for the leased Premises does not include coverage for RENTER's personal property. RENTER shall be responsible for insuring his/her own personal property and may elect, at RENTER's sole cost, to obtain insurance for this purpose. TRUST is not responsible for theft, loss, damage, or destruction of RENTER's personal property or the personal property of RENTER's guests, employees, or agents.
- 26) TRUST is not responsible for loss, injury, or damage to persons or property.
- 27) **At least thirty (30) days prior to the first use of the Premises** by RENTER, RENTER shall obtain a One Million Dollar (\$1,000,000) general liability insurance for the event and provide the TRUST with a certificate of insurance naming the TRUST (**San Joaquin River Parkway and Conservation Trust, Inc.**) as an additional insured on such coverage in a form acceptable to the TRUST, or the event may be cancelled by the Trust with the deposit and any payment forfeited to the TRUST. If RENTER is serving alcohol, **at least thirty (30) days prior to the first use of the Premises** by RENTER, RENTER shall also provide proof to the TRUST by an endorsement that liquor liability coverage had been added to the general liability policy in a form acceptable to TRUST, or the event may be cancelled by the TRUST with the deposit and any payment forfeited to the TRUST.

## SECURITY

- 28) All events that end after dark and/or serving alcohol will be required to have security personnel present from 3 PM – 11 PM. All security costs are the responsibility of the RENTER. RENTER further agrees to abide by and comply with directions and instructions issued by uniformed security officers. See "River Center Rental Event Policies."

## TRUST STAFF

- 29) At all events, the TRUST will appoint a representative to oversee the event, open and close buildings. Representative will be available during the event for questions or to respond to your needs or issues that may arise. The TRUST Representative will check in periodically with the responsible parties but is not to serve as an event planner or coordinator before, during, or after an event. RENTER agrees that TRUST staff will always have free and unrestricted access to all spaces occupied by RENTER. TRUST staff may enter and exit the premises during the event.

## SMOKE-FREE FACILITY

- 30) The River Center is a smoke-free zone. The use of any tobacco products and vaping is strictly prohibited anywhere on the premises (including the grassy areas and parking lot).

## CLEANING, TRASH, AND EQUIPMENT REMOVAL

- 31) RENTER shall use and maintain the Premises in a clean, orderly, and safe manner. RENTER shall promptly surrender the Premises in good condition at the conclusion of the rental time frame. RENTER shall leave the Premises in the same condition in which it was provided and acknowledges the Premises were in good condition prior to RENTER's occupancy. Please see the attached "**Facilities Clean-Up Checklist.**"
- 32) River Center has no on-site cleaning services. If Riverview Ranch House is used, front and back porches, conference room tables, chairs, and floor must all be checked for trash debris/drinks/spills, etc., and cleaned accordingly. Trash management/removal during the reception, replenishing bathroom supplies, and floor cleaning of spills/accidents, including set up & tear down, are the responsibility of RENTER. A Barn and Grounds Rental includes pre- and post-venue cleaning services in addition to bathroom and cleaning supplies. Please see. Pg. 10.
- 33) Storage is not available. All decorations, tables, chairs, and all other property of RENTER or their representatives or independent contractors must be removed by the conclusion of the event. It is not the responsibility of the TRUST to ensure that pick-ups or deliveries are scheduled, executed, and/or removed from the venue by rental companies hired by the RENTER. **Additional fees will be applied for any items left overnight or beyond normal contracted hours.**

\_\_\_\_\_  
RENTER's Initials

## DECORATION AND ALTERATIONS

- 34) Decorations: RENTER, his/her employees, guests, representatives, and/or independent contractors, agree to the following: no staples, nails, tacks, screws, wires, tape, or any other type of attachment device shall be used to attach decorations, furnishings, or carpet or any other floor covering to the exterior or interior of the Premises. User further agrees:
- Under no circumstances are open flames of any kind permitted on the Premises with the exceptions of warming of chaffing dishes for meal only.
  - The chaffing dishes area/set up must follow fire safety regulations and be supervised during the event. At no time should the area be without a server while the flame is on.
  - No items may be hung from or attached to lighting fixtures or sprinkler systems. The use of ladders is at RENTER's own risk.
  - No birdseed, rice, confetti, glitter, or fabric petals may be thrown on the Premises. Natural flower petals are acceptable.
  - RENTER may not bring or use plants or flowers at the River Center that have the potential to introduce non-native and/or invasive species to the site. (For example, pampas grass).
  - Strobe lights, spray paint, liquid paint, flammable objects, aerosol products of any kind, helium or latex balloons, and streamers are prohibited.
- 35) The TRUST reserves the right of final approval for all decorations brought into the facility. Any items that may create an unsafe environment will not be allowed (pyrotechnics/fireworks, including sparklers of any kind, stakes, and sharp objects). In no manner will RENTER permit any employee, guest, or contracted party to deface, damage, or otherwise injure TRUST property or its facilities.
- 36) It is the responsibility of the RENTER to dispose of all decorations and/or floral arrangements prior to the end of the event.

\_\_\_\_\_  
RENTER's Initials

## FOOD AND BEVERAGES

- 37) RENTER may serve food and/or alcoholic beverages to guests following all local, state, and federal laws and regulations. Drinks from glass bottles must be served in clear reusable or plastic cups.
- 38) TRUST allows RENTER to choose their own alcohol service for private consumption and the liability becomes the responsibility of the RENTER. If RENTER decides to self-serve, TRUST allows wine, beer, and champagne. The use or possession of hard liquor is prohibited unless you hire a licensed bartender or caterer.
- 39) All distilled alcohol must be served by a licensed bartender or caterer ONLY.
- 40) RENTER is responsible for collecting Bartender's training certification from the bartending/catering service and provide it to TRUST.
- 41) If selling tickets to an event at which alcohol will be provided or sold, RENTER is required to obtain a Daily License from the California Department of Alcoholic Beverage Control (ABC license) in addition to a Certificate of Additional Insured or Event Insurance.
- 42) All alcohol may be served after 3 PM and must stop being served one (1) hour before the end of the contracted time, and prior to event tear down. No exceptions.
- 43) Bar area must be maintained and supervised during the event. RENTER is required to always have a sober bartender behind the bar. If at any time the bar is unattended, this could result in the event being shut down immediately and all deposits forfeited. The floor is to be kept clean, and dry at all times.
- 44) All persons consuming alcohol must be able to provide proper identification prior to consumption. RENTER is responsible for following all regulations regarding alcohol service. The event may be terminated immediately if the consumption of alcohol by minors is discovered.
- 45) Alcohol must be served and consumed only within the perimeter of the event. Alcohol is not permitted to leave the designated area or facility, under any circumstances.
- 46) At no time may a RENTER, vendor, or guests serve or consume alcohol on-site without the prior written approval of the Trust and proper Security Guard supervision.
- 47) Serving alcohol without proper approval and permits, and/or in violation of any of the above policies and procedures will result in one or more of the following: a citation by a law enforcement agency, immediate shut down of the event, forfeiture of deposit, and/or additional fees and penalties.
- 48) TRUST allows RENTER to choose their own caterer for private consumption and the liability becomes the responsibility of the RENTER.
- 49) The River Center has no facilities for food preparation, heating, or ice machines. Access to countertops and a fridge is available.
- 50)
- a) **Special events:** No food and beverage may be brought into Riverview Ranch House.
  - b) **Conference Room Rental:** Food and beverages shall only be prepared, served, and consumed under the following conditions:
    - i. Riverview Ranch House Conference Room: Food and beverages may be served from the House conference room table or porches. Food and beverages shall not be carried or transported into other areas of the house.
    - ii. Headquarters Conference Room: Food and beverage may be brought into the facility only with proper and advance notification.
    - iii. If food and beverages are allowed in the House, caterer must routinely clear plates, glasses, etc.
    - iv. The arrangements for food delivery are solely the responsibility of the RENTER. In addition, it is the RENTER'S responsibility to handle set up and clean-up of the room.

## PHOTOGRAPHY AND COPYRIGHT

- 51) I hereby grant full permission to the River Parkway Trust or agents authorized by it to use any photographs, videotapes, motion pictures, recording, or any other record of the rental event for any legitimate purpose. Further, I hereby waive any right I may have to inspect or approve the finished product.

\_\_\_\_\_  
**RENTER's Initials**

## INDEMNIFICATION

- 52) RENTER agrees to protect, indemnify, defend (with counsel of TRUST'S choice) and save TRUST, its officers, agents, employees, volunteers, and contractors harmless from and against any and all liability and cost related to third parties resulting from or related to RENTER's occupying and the use of any Premises, specifically including, without limitation, any claim, fee, cost, liability, loss or damage arising by reason of:
- 53) The death or injury of any person or persons, including RENTER or any person who is a guest, an employee or agent of RENTER, or by reason of the damage to or destruction of any property, including property owned by RENTER or any person who is a guest, an employee or agent of RENTER, and caused or allegedly caused by either the condition of the Premises, exposure to a communicable disease, including, but not limited to, COVID-19 or other medical condition, or some act or omission of RENTER or of some guest, agent, contractor, employee, servant, or concessionaire of RENTER on the Premises.
- 54) Any work performed on the Premises or materials furnished to the Premises at the instance or request of RENTER or any guest, agent, or employee of RENTER; and
- 55) RENTER's failure to perform any provision of this lease or to comply with any requirement of law or any requirement imposed on TRUST or the leased Premises by any duly authorized governmental agency or political subdivision.

56) Such indemnification shall include reasonable costs of defense, enforcement, judgments, settlements, attorney's fees, and such other costs as may be fixed by the court.

**NON-DISCRIMINATION POLICY**

57) The TRUST values the diversity of its guests and is committed to providing an equal opportunity in all aspects of services to all RENTERS without regard to race, color, gender, religion, age, national origin, citizenship status, military service, or reserve or veteran status, sexual orientation or disability.

**MISCELLANEOUS**

58) To the extent that the performance of any of the provisions of this Rental Agreement on the part of TRUST shall be prevented by act of God, the acts or regulations of public authorities, or labor unions, labor difficulties, strikes, civil tumult, war, epidemic, or any other cause beyond its control, TRUST will be relieved of its obligations to the extent the TRUST, in its discretion, deems it cannot perform; and further, upon such event, the TRUST shall not be obligated for any expenses incurred by the RENTER in preparation of the rental, including but not limited to, any and all expenses incurred for promotion, artist fees, or preparation costs, if any, as incurred. In the event of a partial performance by the TRUST where the TRUST considers its performance sufficient for the event in its discretion, RENTER shall accommodate such revised performance by the TRUST.

59) This Rental Agreement may be amended only by written agreement signed by both parties.

60) This Rental Agreement shall be construed and enforced pursuant to the laws of the State of California. Fresno County shall be the venue for any legal proceedings.

61) The waiver by TRUST of any breach by RENTER of any of the provisions of this Rental Agreement shall not constitute a continuing waiver or a waiver of any subsequent breach by RENTER either of the same or of another provision of this Rental Agreement. TRUST's acceptance of fees following a breach by RENTER of any provision of this Rental Agreement, with or without TRUST's knowledge of the breach, will not be deemed to be a waiver of TRUST's right to enforce any provision of this Rental Agreement.

62) This Rental Agreement shall be interpreted as if drafted by both parties hereto.

**The person signing this Rental Agreement declares that he/she has the authority to bind RENTER. In the event that the signatory lacks such a duly granted authority, said undersigned signatory personally assumes all liability for fees, costs, and damages.**

This Rental Agreement is dated \_\_\_\_\_, **20**\_\_\_\_\_.  
Month/Date Year

The parties hereto agree to the terms of this Rental Agreement by the below signing of this Rental Agreement.

**RENTER**

**SAN JOAQUIN RIVER PARKWAY AND CONSERVATION TRUST, INC.,  
A CALIFORNIA PUBLIC BENEFIT CORPORATION.**

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
PRINT NAME

\_\_\_\_\_  
TITLE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
DATE



## RIVER CENTER RENTAL EVENT POLICIES

Revised 7-01-2023 and subject to change.

**PLEASE REVIEW CAREFULLY BEFORE SIGNING**

The Coke Hallowell Center for River Studies (River Center) is a carefully restored historic site. The San Joaquin River Parkway and Conservation Trust, Inc. requests that you and your guests show respect for the house furnishings, barn, and grounds. The use of the premises must comply with the following policies.

### GENERAL:

- The River Center provides **habitat** for wildlife. Wildlife and plants are not to be disturbed, fed, or collected.
- **A barn reservation** includes the grounds, consisting of these areas: Barn w/ Interior Restrooms, Picnic Area, Shared Catering Kitchen, Kremen Event Area, Circle Drive, Shade Arbor, Shared public use of parking and restrooms (During open hours).
- The barn includes large ceiling fans to acclimate your space (please note the barn is considered an outdoor space it is not cooled or heated). Portable coolers and flame-contained heaters are permitted. Electrical heaters are preferred.
- The room across from the barn's restrooms is off-limits and not available for rent.
- Evening garden events may require additional lighting and power generator(s) – provided through your vendor of choice.
- The rental time frame includes set up and tear down. All events must end by 10 pm, tear down must be completed by 11 pm. Prior day setup and/or following day takedown is not permitted. No exceptions to these time frame policies are allowed.
- The rental time begins when the first service person arrives and ends when the final person exits the site. Events may not extend past 11 pm.
- Any additional time used for setup or tear down outside of contracted hours will result in forfeiture of the five hundred (\$500) refundable damage & security deposit and/or be charged an additional \$250.00/hour for Barn & Grounds. Plus, \$50/hr., for security guard(s) fee, if applicable.
- The wedding couple, wedding coordinator, or designated person must be available before, during, and after the event to ensure a known contact is available should River Parkway staff need to address an issue during the event or tear down. The designated contact must be identified prior to the event date and will be responsible to acknowledge in writing before leaving that the Premises were in good condition at the commencement of the rental time frame, and to be onsite until closing to ensure the Premises are left in the same condition in which they were provided. Please see the attached "Facilities Clean-Up Checklist."
- **Children** attending your event must be supervised.
- **Signs** cannot be posted along the roadway for your guests.
- Please do not ask guests to **R.S.V.P.** to the River Center.
- River Parkway Trust staff and volunteers are not responsible for meeting vendors, supervising deliveries, or otherwise participating in the set up or tear down of your event.

### WIRELESS INTERNET

Wi-fi is not provided for rental events (barn and grounds) – provided through your vendor of choice.

### VENDORS

- Independent Contractor Status. Third-party vendors will act as independent contractors with respect to their participation in the Events and performance of the Services hereunder, and not as an employee, agents, or representatives of the Trust.
- TRUST allows RENTER to choose their own vendors with the following exceptions: Security Guard Services, rental equipment (tables, chairs, decoration, lighting equipment if using, and bartending/ alcohol services) which must be rented from a vendor on our Preferred Vendor list to ensure same-day, late night pick up. All liability becomes the responsibility of the RENTER. TRUST is not liable for separate contracts between RENTER and vendor whether from TRUST's preferred vendor list or outside (third party) vendors.
- If RENTER chooses to contract services from vendors who are not currently on the TRUST's preferred vendor list, (Outside Vendors). TRUST will not charge an outside vendor fee. New vendors must complete an application and agreement form 30 days prior to event date.
- It is the RENTER's responsibility to communicate any Rental Agreement information to their vendors, including event planners and event coordinators. Vendors are to communicate directly with their clients.

### CAPACITY/PARKING:

The maximum number of people allowed on the grounds at any one time is 250, and this includes any professionals required for your event (i.e. caterer and staff, musicians/DJ, etc.) as well as River Center Staff. The parking lot holds just under 200 cars.

### FOOD & BEVERAGES:

- Renter/caterer must provide tables, chairs, linens, glassware, flatware, umbrellas, canopies, etc., and is responsible for their prompt removal following the event.
- Food Trucks are allowed on the driveway and parking areas.
- **Rental equipment** must be picked up the night of your event or your refundable damage & security deposit will be forfeited.
- Barbecuing/grilling and frying of food are allowed only on the driveway and parking areas; the renter/caterer must protect the ground from drippings and ashes. Ashes and grease must be removed from the site during tear down/clean up.
- Caterers/clean-up crews should not pour any leftover beverages on plants or in flowerbeds.

#### SERVING ALCOHOL?

Yes  No  TBD- must provide a final decision 30 days before the event.

TYPE:  Distilled (Tequila, Brandy, Whiskey, Vodka, etc.)  Fermented (Wine, Beer, Mead, Hard Ciders, etc.)  Both (Distilled and Fermented)

#### TIME FRAME:

Alcohol may be served after 3 PM.



**DECORATIONS & ENTERTAINMENT:**

- **All decorating, set up, and cleanup must take place the day of the event.** Rental equipment must also be delivered and picked up the day of event.
- No materials may be stacked against barn walls, posts, or beams.
- **Candles** - No open flames are permitted; this includes candles enclosed by non-flammable vessels, battery-powered candles may be used.
- **Music**, live band, DJ, and amplified sound are permitted until the event ends at 10:00 p.m. Amplification must end at 10 pm and must follow the Fresno County Noise Ordinance.
- Additional lighting, if desired, must be provided by a vendor on our Preferred Vendor list. Decorative chandeliers/string lighting is not included.
- Speakers must be positioned facing west toward the river, not toward the road or neighboring properties.
- Dancing may take place in the barn, shade arbor, or on the concrete pad in front of the Ranch House.

**PORTABLE DANCE FLOOR(S) AND TENTS ARE ALLOWED UNDER THE FOLLOWING CIRCUMSTANCES:**

- All tents and dance floor(s) must be assembled and removed on the same day the event is scheduled.
- **No stakes are allowed anywhere on the grounds or lawn.** Rental companies are familiar with other methods of anchoring tents, canopies, and dance floor(s)
- No digging or excavation is permitted, and no shrubbery or trees are to be cut, trimmed, or injured.
- To protect vegetation, black and white checkered dance floors are not allowed during the summer period. Wood dance floors are permitted.
- Failure to comply with the above may result in additional charges, including **forfeit** of your entire refundable damage and security deposit.

**BOUNCE HOUSES, RIDES, INFLATABLE ACTIVITIES**

- Bounce houses, electrical rides, or other inflatable activities of any kind are not permitted.

**RENTAL OF THE RIVERVIEW RANCH HOUSE:**

- The Ranch House is a shared public center from 8 am - 3 pm Sat & Sun with exclusive use after 3 pm for rental events.
- **Special events:** Rental of the Ranch House is from 3 pm – 10 pm at \$300. Any additional hours will be charged at \$150 in hourly increase.
- The house cannot be used as a bridal suite and is not to be utilized as a lounge, green room/dressing area, or hairstyling station.
- Guests permitted in the house (bridal party and immediate family only – 18-person capacity at once).
- Children must always be supervised.
- It is available to use for photos within the normal rental time frame. Exceptions to this policy will only take place with approval of the Executive Director.
- Set up in front of the house may not block entrances/ exits.
- NO furniture is to be moved.
- Food and Beverages are not permitted in the Ranch House. If Riverview Ranch House is used, front and back porches, conference room tables, chairs, and floor must all be checked for trash, debris/drinks/spills, etc., and cleaned accordingly.
- All personal belongings must be removed from the house before your rental time has expired.

**RENTAL OF THE BARN & GROUNDS WITHOUT THE RANCH HOUSE:**

- Guests are not permitted in the House (if rental is outside normal Ranch House open hours).
- Front and rear doors will remain locked; front porch may be used during event.

**ENTIRE REFUNDABLE DAMAGE & SECURITY DEPOSIT WILL BE FORFEITED FOR ANY OF THE FOLLOWING REASONS:**

- Clean up and equipment pick up not completed before you leave the grounds on the date of the event.
- If nails, thumbtacks, staples, screws, wires, tape of any kind, etc. have been used for your decorations.
- Decoration, equipment, vehicles, and/or trailers are left behind on grounds or on Old Friant Road.
- If most common Fire Marshal's codes are violated: Exceed permitted capacity, hanging items from sprinkler heads or pipes, open-flame candles used, blocked exits or fire doors, improper place and use of extension cords or equipment storage, etc.
- Food or beverage stains on furniture, rugs, or draperies, including water rings.
- If additional security/law enforcement must be called for any reason.
- For any vehicle or vendors parked in non-designated driveways or landscaped areas.

**THE TRUST REQUIRES SECURITY GUARDS TO BE PRESENT FOR ANY OF THE REASONS LISTED BELOW:**

- All events that end after dark and/or serving alcohol will be required to have security personnel present.
- Security will be provided by the River Center security contractor and the cost will be added to your rental event fees. The current rate is \$50/hr. Per guard(s) subject to vendor fee changes.
- Onsite security personnel is required in the event rental from 3 PM-11 PM.

**I have read, understand, and agree to the above Rental Events Policies.**

Event Date: \_\_\_\_\_

Print Name: \_\_\_\_\_ Signed: \_\_\_\_\_ Date: \_\_\_\_\_



## FACILITIES CLEAN-UP CHECKLIST

Revised 7-01-2023 and subject to change.

**PLEASE REVIEW CAREFULLY**

To receive your refundable damage & security deposit back in full, RENTER, their designated person, or team must complete the below tasks during & after the event and be off the property by 11 pm or when the rental expires. If renters are still onsite for any reason after 11 pm, an additional charge of double the normal hourly rate for Barn & Grounds will be due in full hourly increments, plus additional security fees, if applicable.

**IMPORTANT:**

- I. It is not the responsibility of the TRUST (staff on duty) to ensure that pick-ups or deliveries are scheduled, executed, and/or removed from the venue by rental companies hired by the RENTER. **Additional hourly fees will be applied for any items left overnight or beyond contracted hours.**
- II. RENTER shall be onsite until closing/last vendor/guest exits the site and leave the Premises in the same condition in which it was provided and acknowledges the Premises were in good condition before RENTER's occupancy.

### BARN & GROUNDS

DURING

AFTER

- |  |  |
|--|--|
| <ul style="list-style-type: none"> <li>○ Floor must be checked for trash/food/debris, and spot mop if drinks/spills/puddles.</li> <li>○ Perimeter and parking lot must be free of garbage (i.e., glass, cans, bottles, cups, straws, plates, silverware, napkins, etc.)</li> <li>○ Empty trashcans, except bathrooms. Tash and recyclables must be disposed of in the appropriate dumpsters. Trash enclosure is located between the picnic area and Carriage House.</li> <li>○ Replenishing bathroom supplies as needed (optional).</li> </ul> | <ul style="list-style-type: none"> <li>○ All decorations, tables, chairs, and all other property of RENTER, their representatives, or independent contractors must be removed by the conclusion of the event.</li> <li>○ Left-over food or drinks must be removed from any of the areas used. Nothing can be left in the River Center.</li> <li>○ For rental equipment pick-ups from the barn, tables, and chairs must be stacked from the ground up. Nothing may be stacked against walls, doors, or beams.</li> <li>○ Return all trash cans and cleaning equipment to their original location, if used.</li> </ul> |
|--|--|

**RIVERVIEW RANCH HOUSE**

- If Riverview Ranch House is used, front and back porches, conference room tables, chairs, and floor must all be checked for trash debris/drinks/spills, etc., and cleaned accordingly.
- N/A

❖ **Do a final check for all personal items. If decoration, equipment, vehicles, and/ or trailers are left behind on grounds or on Old Friant Road after your usage, the \$500 refundable damage & security deposit will be forfeited.**

❖ **Note:** Wagons, garbage cans, trash bags, brooms, and other cleaning supplies are available and provided on-site for your convenience.

----- OFFICE USE ONLY -----

(TO BE SIGNED AND COMPLETED BY THE RIVER PARKWAY TRUST REPRESENTATIVE ON DUTY WITH RENTER'S PRESENCE AT THE CONCLUSION OF EVENT)

Date of Event: \_\_\_\_\_

Rental Time Ended: \_\_\_\_\_

**Renter**

**River Parkway Trust Representative**

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

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

Print Name: \_\_\_\_\_

Title: \_\_\_\_\_

Coordinator: \_\_\_\_\_

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

Use of Premises: \_\_\_\_\_

Barn & Grounds

Riverview Ranch House

Additional Comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_