

VENUE RENTAL CHECKLIST

1. View options and submit Venue Rental Inquiry:
<https://www.sebarts.org/rent-facility>. Please Note: All venue rental inquiries must be submitted a minimum of **2 months prior to the event date**. Please allow 7 to 14 business days for a response.
2. Schedule a phone call or walk-through with the Program Manager.
3. Review and sign venue rental agreement. (Prepared within 7 business days from meeting with Program Manager)
4. Rental Deposit due within **7 days** from contract signing.
5. If applicable, renter provides Event Insurance within **14 days** of contract signing. Details on next page.
6. Floor plan and Equipment confirmed by **2 weeks** prior to the event date.
7. Full Rental Balance due by the first week of the rental month. (For example, October rental due by Oct 6th)

For Rental Deposits and Rental Balances paid my credit card, click here:

<https://www.sebarts.org/venue-rentals/rental-payment>

For Equipment Rentals paid by credit card, click here:

<https://www.sebarts.org/venue-rentals/equipment-rental>

Event Insurance Requirements:

The County requires that facility users obtain special event insurance for their activities at the Veterans Memorial Auditoriums. Insurance requirements listed below are to be shared with your insurer.

Each licensee shall take out at licensee's own expense, and keep in force during the period covered by the License Agreement, Broad Form Comprehensive General Liability insurance, naming the County of Sonoma as additional insured. The limit of coverage required is \$1,000,000 each occurrence. If alcohol will be sold at the event, \$1,000,000 each occurrence Liquor Legal Liability is required. A copy of the Certificate of Insurance and Policy Endorsement must be delivered to the booking office 30 days prior to the event.

The Certificate must include:

- Policy number.
- Effective and expiration dates.
- Renter/Insured name, date of event and specific Veterans Building being rented.
- Workers Compensation Insurance if your company or organization has employees.
- Commercial General Liability Insurance including contractual liability coverage of at least \$1,000,000 per occurrence.
- Liquor Liability Insurance of at least \$1,000,000 if alcohol will be served at the event.

Certificate Holder needs to be shown as follows:

Sebastopol Center for the Arts
282 S High St
Sebastopol, CA 95472