



Rental Information

Event Manager
(916) 520-4799

1883school@gmail.com

Thank you for considering the 1883 Clarksburg Schoolhouse for your event. We look forward to working with you to make your event a success!

Please read through this packet and contact our Event Manager if you have any questions at (916) 520-4799 or 1883school@gmail.com.

General information

Date availability: to see if your requested date is available, please contact our Event Manager.

Rental times must include your time for setup and takedown/cleanup.

Liability insurance is required for all events. Please see the insurance section below.

Parking – Disabled parking is available on the east side (levee side) of the building.

Room size and amenities

The South Room is the primary event room. It measures 25' x 25' and can accommodate up to 38 people seated at 9 tables or 48 seated in chairs. If needed, the North Room can accommodate 4 tables and 24 people.

The rental includes up to 14 folding tables (30" x 6'), 60 folding chairs and a podium. The tables and chairs are black.

Please note: The Schoolhouse does not have a kitchen or a food prep area.

Rental Rates

Monday-Friday

Half day (4 hour minimum @ \$150/hour): \$600

Day rate (8 hours): \$1100

Saturday/Sunday

Half day (4 hour minimum @ \$175/hour): \$700

Day rate (8 hours): \$1200

How to reserve the Schoolhouse

Submit the rental application by email to:

1883school@gmail.com

Or by mail to: Event Manager, 1883 Clarksburg Schoolhouse, PO Box 183, Clarksburg, CA 95612

A 25% deposit is due upon acceptance of your reservation. Checks should be made payable to Friends of the 1883 Clarksburg Schoolhouse. Deposits can also be made online at

<http://1883clarksburgschoolhouse.org/rental>.



Deposit

A deposit is required for rental of the Schoolhouse. The deposit is held against:

- Damage and loss: The deposit will be held in the event that items in the Schoolhouse or on the grounds, or the building and grounds themselves, are damaged, lost, stolen or altered from their original state during the event. Repair or replacement costs will be deducted from the deposit upon examination of the venue after the event. Additional charges may be made for actual or estimated repair or cleaning costs to restore the venue, grounds or property to the same condition prior to renter's use.
- Cancellations within two weeks of the scheduled event (see Cancellations below).
- Non-payment of rental fees at least 30 days prior to the event (see Rental Fees below).
- Not submitting proof of insurance at least 30 days prior to event date (see Insurance below).

Please allow 30 days from the date of your event for a refund to be issued. Venue inspections occur immediately after events to determine the condition of the venue. Deposits will be refunded if the cleanup criteria are met, the rental time was not exceeded, and no damage or loss has occurred. Deposits cannot be applied to the Rental Fees.

Rental Fees

Rental fees are due at least 30 days prior to the event. Payments can be made by check or credit card. Checks should be mailed to Event Manager, 1883 Clarksburg Schoolhouse, PO Box 183, Clarksburg, CA 95612.

Credit card payments can be made online at 1883ClarksburgSchoolhouse.com/rental.

Non-payment of fees at least 30 days prior to the event will result in cancellation of the rental and forfeiture of the deposit.

Renters who arrive earlier or stay later than the reserved time will be charged for the additional time in one-hour increments. Fees cannot be refunded for reserved time not used.

Cancellations

You may cancel your rental upon written notice by mail or email to the Schoolhouse Event Manager at any time prior to the event. However, cancellations made within two weeks of the event will result in forfeiture of the deposit. If you must cancel, please give us as much notice as possible so that we may take advantage of other opportunities to rent the venue.

Insurance

Commercial organizations that have a Commercial General Liability Insurance policy can have their agent or broker issue an ACORD 25 Certificate of Insurance. **Individuals** can purchase a special event insurance policy for their event. (Please note that a homeowner's policy will NOT

meet the insurance requirement.) The policy will protect both the renter and the Schoolhouse. Proof of insurance must be submitted at least 30 days before the date of your event, or the event will be cancelled and the deposit cannot be returned.

The following information will help you and your insurance provider develop a policy that will satisfy the insurance requirements:

- Policy shall be on an occurrence form.
- The occurrence limit is \$1,000,000 (minimum); aggregate limit \$2,000,000 (minimum).
- Fire damage to the premises rented occurrence limit \$300,000.
- Medical Payments (any one person): \$5,000.
- Friends of the 1883 Clarksburg Schoolhouse, its Board of Directors, and authorized agents and volunteers are included as additional insureds and endorsement CG 20 11 04 13 or equivalent is attached.
- Insurance carrier must be AM Best Rated A- VII or higher.
- Coverage shall be primary and non-contributory.
- If you use a caterer who will be serving liquor, the caterer must carry Liquor Liability insurance with limits not less than \$1,000,000 per occurrence. The caterer must include the Friends of the 1883 Clarksburg Schoolhouse, its Board of Directors, and authorized agents and volunteers as additional insureds.
- Liability includes premises, broad form property damage, personal liability, blanket contractual, host liquor/liquor (if applicable).
- Participants are not excluded.
- 30-day notice of cancellation.
- One-day event policies are acceptable as long as they meet all of the above requirements. If you need a one-day event policy you can contact your insurance agent, Meyer & Cook Insurance at (916) 776-1751 or online at sites like EventHelper.com.

Schoolhouse Rules and Conditions

- Smoking and vaping are prohibited in the Schoolhouse building and grounds.
- No animals or pets are allowed in the Schoolhouse building (except qualified service animals).
- Only flameless candles are allowed inside the Schoolhouse building.
- Amplified sound must end by 9pm.
- All events must end by 10pm to allow time for cleanup and closure by 11pm. Cleanup must be completed by 11pm.

- Decorations cannot be affixed to interior walls or ceilings, windows, exterior walls or exterior railings.
- No confetti, glitter, rice, sparklers or smoke/fog machines are allowed inside the Schoolhouse or on the grounds.
- Vehicles associated with the event must be parked in the levee parking area or on the street. No vehicles are allowed on the grounds.
- Do not slide tables across the floor. If you must move a table, please lift it to avoid damaging the wood floor.

Cleaning

It is the renter's responsibility to leave the Schoolhouse in a clean condition at the end of the event.

- Remove all food and decorations.
- Spills and debris should be cleaned from tables and chairs.

When you leave, the Schoolhouse should look the same as when you arrived.

Thank You!