

Non-Member

**Rental Charges:**

\$3,500.00 plus a \$1,500.00 security deposit which **does include** the non-refundable clean-up fee of \$500.00. A deposit of **\$2,500.00** is to be paid when the agreement is signed and the date of the Event is secured. The remaining balance of the Hall rental (**\$2,500.00**) is due fourteen (14) days prior to the scheduled Event.

**Cancellation:**

If the Renter does not pay the remaining balance of the Hall Rental (\$2,500.00) at least fourteen (14) days prior to the scheduled event, the Renter shall forfeit \$250.00 of the original deposit of \$1,500.00.

**Insurance:**

The Renter is responsible for securing all permits and the Renter must provide a one day liability extension of insurance coverage in the amount of One Million dollars for each occurrence which will include damages to rented premises 50,000 dollars, medical expense 5,000 dollars, personal and adv injury 1,000,000.00 dollars and general aggregate 2,000,000.00 naming the Local Union as the additional insured, fourteen (14) days prior to the scheduled Event. If the extension of insurance coverage is not delivered to Local 652 at least fourteen (14) days prior to the scheduled Event, Local 652 may, at its sole option, cancel the Event. In such event, Renter shall forfeit the sum of \$250.00 of the original deposit of \$1,500.00.

**Catering:**

Renter may furnish his own caterer. Kitchen facilities are available at Laborers Local #652 Hall. **Caterer must be instructed by the Renter to clean-up the kitchen and food serving area(s) before leaving the premises. Failure of the Caterer to clean-up may result in the loss of the security deposit in the amount of \$250.**

**Seating and Seating Arrangements:**

The maximum seating capacity for the Hall is **400 persons. The Renter must not exceed the capacity of the Hall or they may be subject to shut down. No exceptions can or will be made.**

**Refund Policy:**

No refund will be given if this Agreement is terminated by actions of persons attending the Event or by actions of Renter, their agents, servants or employees. In the event of such cancellation, the Renter shall forfeit all rental charge and security deposit, and shall be liable for any other damages or costs incurred by Local #652. The security deposit will not be refunded if there is any damages or excess in clean up.

### **Decorating Guidelines:**

Glitter, rice, confetti, birdseed or any other like materials are not permitted. Only table decorations or free-standing decorations are permitted. Absolutely no nails, hooks, pins, tape or glue are permitted on any surface. No streamers or other devices shall be hung, in any way, from the structure of the building. No bubble machines are permitted. **The Renter is required to remove and properly dispose of all decorations.**

### **Closing:**

**The Event and Music must end by 11:30 p.m. All guests shall vacate the hall within one-hour (1 hour) after the end of the event.** Overtime incurred by the Security Company, the renter will be responsible for overtime fees if they are not out on time.

### **Security Deposit/Maintenance:**

The Renter shall return the Hall with no damage. The Renter shall remove all property belonging to the Renter, and its guests and invitees at the end of the Event. Laborers Local #652 will clean the Hall following such Renters removal of such property. After deducting the sum of \$250.00 from the security deposit for clean-up, Local #652 shall deduct any other amount necessary to return the Hall to the condition it was in prior to the Rental. In the event that the security deposit should be an insufficient amount to pay for the fees and charges of additional clean-up or repair, the Renter shall pay the difference upon demand by Laborers Local #652.

### **Security:**

The Renter is solely responsible for arranging security for the Event and all costs with local 652 therefore. Security staff must be present throughout all Events, parties, receptions, dances or other social functions in which the number of expected guests exceeds One Hundred (100). The Renter will be required to have four (4) Security Guards. One of the Security Guards must be a female and all must have immediate contact with the Santa Ana Police Department, either by radio or by cellular phone. **Another Security Guard MUST be stationed at the Bar at all times. Laborers Local #652 reserves the right, exercisable in its sole judgment, to require security personnel at any Event and/or require the Renter to increase the number of security personnel present at any Event, regardless of the purpose, size or nature of the Event.** The purpose of security personnel at the Event is to ensure the safety of the Event attendees, the Hall and the property of Laborers Local #652. Security Guards must never leave the premises until the last guest has vacated the parking lot. If the Security Company is required to stay past the contracted time, the Renter shall be liable for the cost difference. The Renter shall not use or permit such security personnel to assist the Renter in monitoring the Event for any other purpose. The failure to provide the required security personnel to be present at the event is grounds for Laborers Local #652 to cancel the Event, in which time Laborers Local #652 may retain all deposits and other sums paid by the Renter as a cancellation fee. If the Security Contract is not delivered to Local 652 at least fourteen (14) days prior to the scheduled Event, Local 652 may, at its sole option, cancel the Event. In such event, Renter shall forfeit the sum of \$250.00 of the original deposit of \$1,500.00.

There shall be absolutely no alcohol in or about the Hall, including the parking lot, sidewalk or any other part of Local # 652's property, at any time. The possession or use of alcohol by any person, with or without the knowledge of the Renter, shall be grounds for the immediate shut down of the event by Local #652. In the event of such shut down, Renter shall forfeit all rental charges and security deposit, and shall be liable for any other damages or costs incurred by Local #652.

**Alcohol: Absolutely No Glass Bottles**

All applicable State, County and City alcohol beverage control regulations are enforce. Alcohol is permitted under the condition that Alcohol service must be arranged by the Renter for the event. Alcohol must not be served to minors. Alcohol usage is restricted to the inside of the Hall only. Alcohol service must conclude at least fifteen (15) minutes prior to the time the Event is scheduled to end. If Alcohol is served, the Renter is responsible for ensuring that the Renter obtains the appropriate permit from the State of California Alcohol Beverage Control Department at the address listed below and submits said permit to the Owner of the Hall at least fourteen (14) days prior to the Event. Please note that a permit is required only if alcohol will be sold.

State of California  
Alcohol Beverage Control Department  
Santa Ana District Office  
28 Civic Center Plaza, Room 379  
Santa Ana, CA 92701  
714-558-4101

**Non-Profit Hall Rental:**

The Executive Board may waive the rental fee for the hall to a member who is a director or member of an active tax-exempt non-profit corporation or unincorporated association, provided that, upon the Board's request, the organization furnishes the Board with the following:

1. Written proof that the organization has current tax exempt, non-profit status in the State of California;
2. Written proof that the organization is current in the filing of all State Tax Returns with the State Franchise Tax Board;
3. The annual financial statement for the last three years, or their equivalent, to indicate whether tax returns were required to be filed and whether the organization is active; and
4. Any other documents needed for the Executive Board to confirm that the organization is an active, tax exempt organization in the State of California.
5. Written request for Hall Rental dates must be submitted to the Executive Board for approval.

6. Non-Profit Organizations have a maximum of two Hall Rentals upon approval of the Executive Board.
7. Hall Rental payment should be as followed:  
**First Hall Rental**  
\$1,500.00 Security Deposit and a non-refundable clean-up fee of \$500.00.  
**\$1,500.00** Security Deposit is to be paid when the Agreement is signed and the date of the event is secured. The remaining balance of the Hall Rental **\$500.00** is due fourteen (14) days prior to the scheduled event.

**Second Hall Rental**

\$1,000.00 plus a \$1,500.00 Security Deposit which **does not include** the non-refundable clean-up fee of \$500.00. A deposit of **\$1,500.00** is to be paid when the Agreement is signed and the date of the event is secured. The remaining balance of the Hall Rental **\$1500.00** is due fourteen (14) days prior to the scheduled event.

**If you have any questions please contact Robert Ruiz at 714-542-7203 ext: 603 or email at [Robert@local652.org](mailto:Robert@local652.org)**

**Indemnification:**

Renter agrees to hold harmless Local #652, its officers, employees, agents and staff, from any and all claims, demands, lawsuits, liabilities, or other costs (collectively referred to as "Claims") arising from the use of the Hall by Renter, or Renter's guests, invitees or vendors. Renter shall indemnify Local #652, its officers, employees, agents and staff, for any cost incurred as a result of such Claims including the costs of Local #652's attorneys fees incurred in defending the Claim and any judgment, fee, assessment or penalty imposed on Local #652.

**Miscellaneous:**

No event will start prior to 12 p.m. on the day of event.

No rentals will be permitted between the hours of midnight to 8:00 a.m.

Outside doors must remain closed but unlocked during the event.

No flammable, noxious, toxic, hazardous materials or any dangerous substances of any kind or nature either brought to the hall by you or your guests or agents, licensees or employees are strictly prohibited.

## Laborers Local Union #652 Hall Rules and Regulations

- The Renter is responsible for the actions of any their guests. Any destruction or misconduct will be the responsibility of the Renter.
- The Renter and their Venders, guests and invitees shall comply with all applicable laws, governing rules and regulations, including **no alcohol will be served to minors. If this rule is violated this will result in the cancellation of the event and loss of security deposit “NO EXCEPTIONS”**. Any use of the Hall to the contrary or in violation thereof shall be grounds for Laborers Local #652 to immediately cancelation of the Event, the Renter’s use of the Hall, removal of the Renter and their guests, and invitees from the Hall. The Renter will be bared from future use of the Hall.
- Drugs are not permitted in or on Laborers Local #652 property, including parking lot. In the event of the use of drugs or illegal substances by the Renter, its Vendors, guests or invitees, Laborers Local #652 shall be entitled to notify the proper law enforcement authorities and to terminate the Event and remove the Renter and its guests and invitees from the Hall.
- The Renter is responsible for any building damages and/or equipment damages on premises caused by any guests or outside entity hired by the Renter
- Laborers Local #652 will not be held responsible for events beyond our control which may effect your function (weather, power outage, etc.), or for lost or stolen articles. Please make arrangements with a member of your group to be responsible for gifts, cards, centerpieces, cameras, etc.
- No live animals are to be brought into the Hall.
- No congregating, drinking or loitering outside of the Hall is permitted.
- Renter and its guests and invitees shall not initiate false fire alarms.
- The decision on the setup of the Event will be that of Laborers Local#652. We will do our best to accommodate your wishes as closely as possible.

- Outside caterers and renters are responsible for leaving the kitchen area in the condition in which they found it.
- The Renter will be allowed to occupy the Hall on the Friday before the Event for set up, between the hours of 3:30 p.m. to 8:00 p.m. The Hall will also be available the following day at 8:00 a.m. for set up only.
- The property of Laborers Local #652 (e.g., tables, chairs) be removed from the Hall's facility or placed outside of the Hall's building.
- Parking is only allowed in designated areas.
- Laborers Local #652 shall have the right at any time to amend or supplement the Rules and Regulations or impose additional requirements or rules regarding the operation and use of the Hall.
- 2 Rentals per member per year.

**I, the undersigned understand and agree to abide by all of the terms and conditions of the Hall Rental Agreement, including the above rules and regulations.**

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
 (Renting Party)

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
 (Laborers Local Union 652 Representative)