

# Planning An Event?

## VETERANS' MEMORIAL HALL

Weddings, Exercise Classes, Anniversaries, Church Gatherings, Quinceaneras, Art Exhibits, Dance Classes, Seminars, Meetings...

1000 Main Street • Cambria, California 93428 • 805.927.6223



### Consider the Veterans' Memorial Hall for Your Next Big Event!

- Up to 300 people
- Full Size Raised Stage With Drapes
- Built-in Sound System
- Snack Bar Area
- Barbecue Pit Area
- Kitchen (Stove & Refrigerator)
- Chairs & Tables
- Fully Stocked Restrooms

The building contains a kitchen and two separate meeting rooms of various sizes. Meeting Rooms, Kitchen, Barbecue Area and Parking Lot can be rented in various combinations to meet the needs of a particular event.

**MAIN HALL** is the largest room and can hold up to 250 people without the use of tables. A maximum of 150 people with tables. The stage on one end and snack bar at the rear of the room.

**DINING ROOM** holds 49 people with or without tables with a deck situated off back wall.

**BARBECUE** located towards rear of building in the parking lot with access to kitchen and front of hall.

**KITCHEN** comes with a stove and refrigerator.

**FIND RENTAL FEE INFORMATION:** Visit [www.cambriacsd.org](http://www.cambriacsd.org) (Parks & Rec category), phone 805-927-6223 or visit the CCSD offices at 1316 Tamsen Street, Suite 201.

**RESERVATIONS:** Please call the CCSD Administration Office at 805-927-6223. Reserving well in advance of your event is recommended to ensure an opening.



# CAMBRIA COMMUNITY SERVICES DISTRICT

P.O. Box 65 • Cambria, CA 93428 • Telephone: (805) 927-6223 • Fax: (805) 927-5584

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Thank you for your interest in renting the Cambria Veteran's Memorial Building, located at 1000 Main Street in Cambria. **Please complete and submit a Reservation Request Form.**

**We require a SECURITY DEPOSIT and payment in full, in advance, of the rental fee in order to confirm your reservation.** The Security Deposit will be applied to any repairs or maintenance needed (if any) and refunded upon inspection of the premises, within seven business days.

You will need to read and sign the Vet's Hall Agreement, acknowledging receipt of the Rules and Regulations upon receipt of said Agreement.

**INSURANCE:** We must have a certificate of your General Liability INSURANCE COVERAGE for \$500,000.00 with **an endorsement naming the Cambria Community Services District as additional insured.** If alcohol is to be present or served, the insurance policy must indicate in writing "Host Liquor Liability" (if serving alcohol without collecting beverage fees) or "Liquor Liability" (if selling liquor). If you do not have insurance coverage, you must purchase General Liability, as well as a Liquor Liability if applicable.

The additionally insured clause should read as follows:

**Cambria Community Services District including its directors, employees and agents, Attn: Veterans' Memorial Building, 1000 Main Street, Cambria, CA 93428. Your agent may fax the required Certificate/Evidence of Coverage, and the endorsement to (805) 927-5584.**

**SECURITY GUARD:** For any events where alcohol will be served, you must secure a contract with a licensed security provider to cover any time when alcohol will be served. **Please provide a copy of the contract along with proof of payment-in-full for that contract.**

**CANCELLATION:** You must give us a minimum of a thirty-day notice in order to cancel an event. You will forfeit your deposit and fees if notice is less than one week.

**KEYS:** Our Administration Office hours are 9:00 AM – 4:00 PM Monday – Thursday, and **every other** Friday. Please make arrangements to **PICK UP KEYS** on the day prior to your event. **IF YOUR EVENT IS SCHEDULED ON A WEEKEND, KEYS MUST BE PICKED UP ON THE PRIOR THURSDAY or FRIDAY** – if we are open on Friday of that prior week. A \$20 key deposit is required to pick up your keys.

If you have any questions, please feel free to contact our office at (805) 927-6223.



# CAMBRIA COMMUNITY SERVICES DISTRICT

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## VETERANS' MEMORIAL BUILDING RESERVATION REQUEST FORM

Please provide the following information to request a reservation:

Name of organization (if applicable): \_\_\_\_\_

Contact name: \_\_\_\_\_

Contact's street address: \_\_\_\_\_

Contact telephone number: \_\_\_\_\_

Contact email address: \_\_\_\_\_

Description/purpose of event: \_\_\_\_\_

Number of people expected to attend: \_\_\_\_\_

Portion of hall you wish to rent (Main, Dining Room, Kitchen, Parking Lot):  
\_\_\_\_\_  
\_\_\_\_\_

Date or list of dates and times you would like to use the hall: (i.e. May 30, 2020 4:00 p.m. -12:00 a.m.)  
\_\_\_\_\_  
\_\_\_\_\_

Do you plan to have a set-up prior to the event? If so, what date and time-period.  
\_\_\_\_\_  
\_\_\_\_\_

Will alcohol be served?  
\_\_\_\_\_  
\_\_\_\_\_

Please submit your completed form to:

Cambria Community Services District

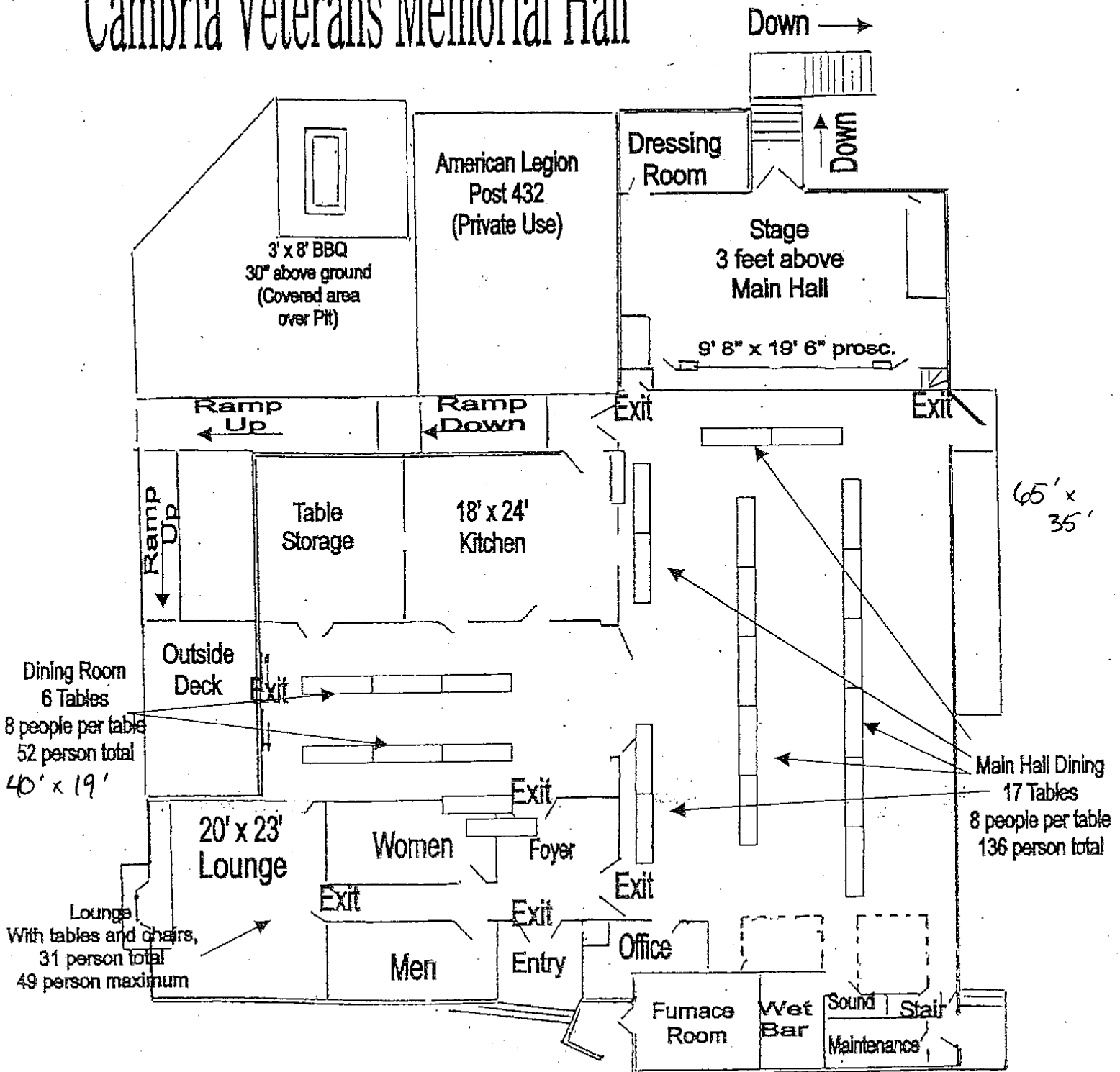
P.O. Box 65

Cambria, CA 93428

Email: [ngravender@cambriacsd.org](mailto:ngravender@cambriacsd.org) or via fax: (805) 927-5584

VETERAN'S MEMORIAL HALL RENTALS					
		Community Groups & Civic Organizations		For Profit Entities & Private Events	
<b>SECURITY/CLEANING</b>					
Partial Facility Use:					
Class I & II		\$50		\$100	
Class III		\$50		\$400	
Full Facility Use:					
Class I & II		\$250		\$250	
Class III		\$250		\$1,000	
Events with alcohol		\$500			
Class IV Events		n/a		\$1,500	
<b>CLASS I - III FEES</b>					
<b>Main Hall &amp; Full Facility</b>		Main Hall	Full	Main Hall	Full
Class I	Per hour	\$20	n/a	\$50	\$80
	Half Day (4 Hours)	n/a	n/a	\$150	\$250
	Full Day (8 Hours)	n/a	n/a	\$300	\$500
Class II	Per hour	\$25	n/a	\$70	\$100
	Half Day (4 Hours)	n/a	n/a	\$200	\$300
	Full Day (8 Hours)	n/a	n/a	\$400	\$600
Class III	Half Day (4 Hours)	\$30	n/a	\$300	\$600
	Full Day (8 Hours)	n/a	n/a	\$500	\$1,000
	Each Add'l Hour	n/a	n/a	\$60	\$120
Overnight Add-On Fee		n/a		\$50	
<b>Dining Room with Deck</b>					
	Per hour	\$12		\$35	
	Half Day (4 Hours)	n/a		\$90	
	Full Day (8 Hours)	n/a		\$180	
<b>Kitchen (Add-On Fee)</b>					
<i>Only rented as an add-on to rental of Main Hall or Dining Room</i>					
	1 hour	\$6		\$30	
	Each Add'l Hour	\$6		\$15	
<b>BBQ Pit</b>					
	Per hour	\$6			
	Half Day (4 Hours)	n/a		\$60	
	3/4 Day (6 Hours)	n/a		\$80	
	Full Day (8 Hours)	n/a		\$100	
<b>Parking Lot Only (Includes Restrooms)</b>					
	Per hour	\$9		n/a	
	Half Day (4 Hours)	n/a		\$200	
	Each Add'l Hour	n/a		\$50	
<b>CLASS IV FEES</b>					
		Parking Lot	Full	Parking Lot	Full
	Half Day	n/a	n/a	\$800	\$1,200
	All Day	n/a	n/a	\$1,500	\$2,000
<b>STAFFING</b>		n/a for community and civic groups		\$40 per hour per staff member, 2 hour minimum	
<i>Onsite District staff may be required for profit and private events, at the discretion of the General Manager or his/her designee.</i>					
Class I—Low or Minimum Impact (Events up to 35 people, includes passive uses, such as group meetings or exercise classes.)					
Class II—Medium Impact (Events with more than 35 people but less than 100, or where equipment or materials, supplies, or displays are brought in, such as woodcarving or art instruction, educational seminars, health fairs, craft shows, holiday benefits, and events with similar impact.)					
Class III—Moderate to Higher Impact (Events from 100 up to 500 people, events where alcohol liability is required, dances, large exhibits, and other events with similar impact.)					
Class IV—High Impact (Events with attendance by over 500 people)					
<i>Community groups and civic organizations and Veterans Organizations may receive a fee reduction as determined by the General Manager.</i>					

# Floor Plan of the Cambria Veterans Memorial Hall



Dinner/Dance/Wedding  
 Maximum capacity for  
 feeding - 200

Maintain a minimum  
 clearance of 4'  
 around all exits.

↓ 1/16" Scale  
 North





# SPARTA Insurance Programs

Special Events and Artisan Tradesman Contractors

## Special District Risk Management Authority (SDRMA)

### ***SPECIAL EVENTS LIABILITY INSURANCE PROGRAM***



## **PROVIDING:**

### **COMMERCIAL GENERAL LIABILITY**

**\$1,000,000 PER OCCURENCE / \$1,000,000 GENERAL AGGREGATE**

***FOR PERMITTED SPECIAL EVENTS HELD ON PORT PROPERTY***

### **TOLL FREE NUMBER:**

**(800) 420-0555**

### **ON-LINE APPLICATIONS AT:**

**[www.2sparta.com](http://www.2sparta.com)**

***Pre-Approved Coverage***

***Free, Fast Quotation***

***Hassle-Free Application***

***We Do All the Paperwork for You***

**SELIP Insurance Program**

*SPARTA Insurance Programs Serviced By: Merriwether & Williams Insurance Services, California License #0C01378*

**Some Available Local Security Services**



- Master Private Security Service  
(805) 739-9084  
24 Hour Emergency Line - (805) 406-0723
- Overland Security Service  
(800) 365-4779  
[www.overlandsecurity.net/security.html](http://www.overlandsecurity.net/security.html)
- Bomar Security & Investigations  
(805) 544-0185  
<http://bomarsecurity.com>
- Five Cities Security  
(805) 543-1049  
[www.fivecitiessecurity.com](http://www.fivecitiessecurity.com)
- Inhouse Security Service, LLC  
(805) 238-7728  
[www.inhousesecurityservice.com](http://www.inhousesecurityservice.com)

**\*\* Security Services used must be a licensed security provider**

**CAMBRIA VETERANS' MEMORIAL BUILDING**

***We ask that you help us to keep our Vet's Hall in great shape.***

***The CCSD staff is not paid to clean up after your event.***

***\*\* Anything that needs to be cleaned by our staff above and beyond their routine cleaning will be deducted from the security deposit.***

***Please make sure the following list has been completed upon conclusion of your event.***

# CLEAN UP CHECK LIST

## MAIN HALL, DINING ROOM, LOUNGE, FOYER & STAGE

1. All BROWN CHAIRS are neatly stacked, SEAT OUT, against the wall in groups of 6.
2. All floors are swept and mopped. These should NOT be sticky when you are done.
3. All tables are cleaned & stacked upside down, 8 to a car.
4. The snack bar, floor, counters, sinks and fridge are clean.
5. All decorations, posters, thumbtacks and pins are removed from the walls.
6. All lights and heaters are turned off.
7. All Doors are CLOSED AND LOCKED.
8. ALL GREY CHAIRS ARE TO BE STACKED IN THE DINING ROOM.

## KITCHEN

1. NO GREASE, OIL OR OTHER WASTE IS TO BE PUT INTO THE SINKS.
2. The stove, griddle, ovens, burners and drip trays are to be cleaned.
3. All refrigerators are emptied, cleaned and turned off.
4. All work surfaces and shelves are clean.
5. All sinks are clean.
6. The floor is swept and mopped.
7. All trash cans are emptied.
8. The griddle, all burners and ovens are off and the gas behind the stove is turned off.
9. All refrigerators are unplugged and left open.
10. All Lights and heaters are turned off.

## RESTROOMS

1. Floors swept and mopped.
2. All counters, sinks, urinals and toilets are cleaned.
3. All trash cans are emptied.
4. All lights are off.

## OUTSIDE BBQ & DECK

**\*\*\* TABLE IS NOT TO BE USED AS A CUTTING BOARD\*\*\***

1. EXTINGUISH YOUR FIRE USING WATER
2. Clean the grill and surrounding area.
3. Level the grill even with the trim and secure.
4. All work tables are clean and stored properly.
5. Sweep up the BBQ and deck areas.
6. All trash cans are emptied.
7. All lights are turned off.

**PLEASE TAKE EVERYTHING YOU BROUGHT IN OUT WITH YOU WHEN YOU LEAVE**

***I ATTEST THAT THE ABOVE HAS BEEN COMPLETED***

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

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

***Please place this completed form in the mail slot of the Main Hall Office door - Thank you!***



#### **7.04.010 Rules Governing Cambria Veterans' Memorial Building**

Note: All reference in these rules to the terms "lessee" or "user" shall be deemed to mean any person, firm, corporation or organization who has obtained permission to use the Cambria Veterans' Memorial Building from Cambria Community Services District. Use for private events or activities are prohibited.

- A. Lessee agrees to save the Cambria Community Services District, its officers, agents and employees harmless from any and all liability arising from the use by the lessee of the Veterans' Building.
- B. The general manager shall require the lessee to make arrangements and pay for adequate security protection at all public dances and may require security for other events as deemed appropriate. The number of security personnel required will be determined by the general manager or designated representative. No music shall be played after twelve midnight on Monday through Saturday and no music shall be played after ten p.m. on Sundays. All doors and windows shall remain closed while music is being played after eight p.m.
- C. Lessee must pay for all breakage, damage or loss to the building, furnishings and equipment occurring during such use.
- D. No equipment or any furnishings shall be removed from the building, except by express permission from the general manager, the manager's authorized representative or the building supervisor.
- E. Garbage and trash must be placed in containers provided and left where required by the building supervisor.
- F. Decorations used within the hall or on the grounds shall not create a fire hazard, and must have the prior written approval of the building supervisor. This prohibition may include but not be limited to, candles or open flame, hay bales and Christmas trees. The right to limit the size and amount of decorations is reserved by the building supervisor.
- G. Decorating of the upper walls (above the wood trim approximately nine feet above the floor) or ceiling is prohibited except from permanently installed eyes and hooks and approved by the building supervisor. Pins or thumbtacks may be used on bulletin board material on walls. The use of tape, nails or staples is prohibited on any painted surface and floor of the building.
- H. The use of confetti, rice or dance floor wax is prohibited
- I. Safe building and/or room capacity, as posted, shall not be exceeded.
- J. Thermostats and fuses/breakers shall not be tampered with. In the event of any difficulties with such equipment, the building supervisor shall be contacted immediately.
- K. Upon leaving the building, user shall check to insure that all lights, heaters and fans are turned off. All windows and doors shall be closed and locked. Any equipment shall be returned to the storage closet from which it came. All tables shall be taken down, stacked on table carts and chairs shall be folded and stacked against the walls in designated areas behind the leg stops.
- L. The kitchen shall be left clean, with all counters wiped off, floor mopped, spills cleaned from both top and inside of oven. All food stuffs are to be removed from kitchen, including refrigerators. Garbage shall be bagged, tied closed and deposited inside the dumpsters at rear of building. Note: the district does not supply pots, pans, utensils, dishes or glasses.

- M. The outside barbecue area shall be left clean of any food scraps and debris. Unused wood shall be stacked neatly by the side of the pit wall. Fire coals shall be quenched with water and the grill leveled to the top of the pit. The grill and pit rim shall be scraped clean of food scraps, food fats, and other debris.
- N. Smoking is **prohibited** in the Veteran's Memorial Building as provided by California State Law (Labor Code 6405.5).
- O. Reservations may be made no earlier than twelve (12) months in advance. However, recurring events on a weekly, monthly or annual basis, such as Pinedorado, or an event requiring longer than twelve (12) months to prepare for, may be scheduled on an ongoing basis, by written authorization by the general manager. The number of advance reservations by any particular individual, group, corporation or organization may be limited when such is necessary in the public interest and at the discretion of the general manager. Non-profit organizations shall take precedence over for profit use where a scheduled conflict arises. Such determination may be made by the general manager. The decision of the general manager regarding advance reservations shall be final. The district reserves the right to cancel any reservation if the building is required for district use, or for emergency purposes.
- P. Applications for use of the building or grounds shall be accompanied by a deposit pursuant to the fee schedule on file at the district office. Upon confirmation of the reservation the district shall require full payments of the rental fee and determine if an additional deposit is required. This rental deposit shall be held by the district and forfeited if lessee fails to cancel the use of the building prior to 30 days from the time scheduled for such use. The General Manager may waive collection of deposit under extenuating circumstances. The rental fee for that time reserved shall be deducted from the amount received and the balance, if any, shall be returned to the lessee. This deposit shall also be applied to repair or maintenance of the building, if in the opinion of the building supervisor the lessee or guests of the lessee caused damage to the building beyond usual wear and tear, or if the lessee fails to leave the building good, clean condition in accordance with the rules herein regarding clean-up. This does not relieve the lessee of the responsibility of additional charges if the deposit does not cover the cost to restore the building to its original condition at the beginning of the rental period. An appropriate refund shall be made within seven days of end of the rental period. For regularly recurring uses the deposit shall remain on file with the district until such regularly recurring use is terminated.
- Q. All users of the Veterans' Memorial Building shall provide the district with current certificate of insurance from an insurer authorized to provide coverage in the state of California providing for generally liability coverage, naming the Cambria Community Services District as additionally named insured. The amount of coverage shall be in an amount established by the district and shall be provided before use begins. This coverage may be available from the district at the user's expense.
- R. The sale of alcoholic beverages is prohibited unless permission has been granted by the general manager or the manager's authorized representative. Any sale and/or consumption of alcoholic beverages on the premises shall be subject to the rules and regulations of the Alcoholic Beverage Control (ABC) Board. Additionally, the CCSD must be provided with a copy of the ABC permit. The sale or serving alcoholic beverages on the premises requires that the lessee provide the CCSD with an additional or combined insurance policy with specific coverage for the sale and/or serving of alcoholic beverages.
- S. Every effort will be made to schedule adequate clean-up time after an event. If use does not allow for adequate clean-up time, the general manager, or his or her designated representative may limit the event to ensure adequate clean-up time and/or advise the next user that adequate clean-up will not take place prior to their scheduled event.
- T. The following policy shall govern the parking facilities:

- 1) The board of directors specifically finds as follows:
  - a) The Cambria Community Services District has experienced problems constituting public nuisance caused by unregulated and unauthorized public parking on certain unimproved district-owned property;
  - b) The district is authorized, pursuant to Vehicle Code S 22651(n), to cause to be removed any vehicle parked or left standing if the district board by resolution of ordinance has prohibited such parking, has authorized the removal of vehicles, and has posted signs giving notice of the removal; and
  - c) The district by this chapter desires to regulate parking on district-owned property.
- 2) No person shall park or leave standing any vehicle upon subject property overnight, between the hours of two a.m. and six a.m., without permit obtained from the general manager or authorized representative, when there is posted upon such property at least two signs reading substantially as follows:

NO OVERNIGHT PARKING  
2:00 AM TO 6:00 AM  
EXCEPT BY DISTRICT PERMIT  
TOW AWAY ZONE  
CALL 805-927-4357  
CAMBRIA COMMUNITY SERVICES DISTRICT  
CCSD CODE SECTION 7.04 (T) (2)  
VC SS 22519; 22651-22659

- 3) During special events or by special use the general manager, or authorized representation, may cause temporary signs to be installed on subject property, restricting use of subject property to those uses allowed under district permit issued for and authoring the special event, or special use. No person shall park or leave standing any vehicle upon the subject property without district permit at such times as there is posted upon such property at least two temporary special event, or special use signs reading substantially as follows:

TOW AWAY ZONE  
SPECIAL EVENT  
NO PARKING WIHTOUT PERMIT  
(TIME) (DATE) TO (TIME) (DATE)  
RE: TOWED VEHICLES  
CALL 805-927-4357  
CAMBRIA COMMUNITY SERVICES DISTRICT  
CCSD CODE SECTION 7.04(T) (3)  
VC SS 22519; 22651-22659

- 4) Violation of subsection T of this section shall be an infraction punishable by a fine not to exceed one hundred dollars (\$100.00) for a first violation; a fine not exceeding two hundred dollars (\$200.00) for a second violation; and a fine not exceeding five hundred dollars (\$500.00) for each additional similar violation. In addition, if the applicable parking regulation establishes a "tow away zone" or otherwise provides that improperly parked vehicles will be removed, the district may cause such vehicle to be removed pursuant to the provisions of Vehicle Code S 22651 (n) by any police official enumerated in Vehicle Code S 22651

- 5) Prior to enforcing parking regulations adopted pursuant to this section, the district shall cause the property to be regulated to be posted with signs giving notice of the district regulations.