



**THANK YOU FOR SUPPORTING THE RANCHO CIELO YOUTH CAMPUS!**

**THIS INFORMATION HAS BEEN PREPARED TO ASSIST YOU IN PLANNING YOUR EVENT AT THE RANCHO CIELO FACILITY.**

### **EVENT APPLICATION**

**RESERVATION & DEPOSIT:** To reserve the date, you must submit a complete event application and pay the nonrefundable security deposit (\$250). Reservation dates are not confirmed until a signed event application and \$250 deposit are received. The remaining balance is due 72 hours prior to the event. In the event that your group orders items “on consumption” during the event, this balance will be due 10 days after the event.

Checks can be made out to: Rancho Cielo Youth Campus.

Mailing Address: Rancho Cielo Youth Campus, P.O. Box 6948, Salinas CA 93912.

Confirmation of final guest count will be due 7 days prior to the event. In the event of a reduction in the final number of guests after confirmation, full charge will be levied on the number of persons confirmed. Additional guests will be charged 2x per person.

**SERVICE CHARGE AND SALES TAX:** A 20% service charge plus current California sales tax will be added to the food and alcohol bill.

**FOOD & BEVERAGE:** The client is required to use the Drummond Culinary Academy Event Services. We do not allow groups or individuals to bring food or beverages into the Dining Room. Food and beverage prices include setup of standard tables, chairs and dishware (excluding specialty items.)

**MENU SELECTION:** Menu selection must be submitted to the Dining Room Manager a minimum of two weeks prior to an event to guarantee your item selections. We can offer a variety of items to choose from or our Chef can customize a menu for your event. Prices are guaranteed for 90 days.

**VENUE COST AND RENTAL FEES:** Rental fees are determined based on the number of hours used by the renter. Fees include the time from set up until the time that the renter finishes with the clean-up of the facility. Any requests for changes to set-up or clean-up times must be submitted in writing to the Rancho Cielo Dining Room Manager 30 days prior to rental date. Hourly rental fee for the Drummond Culinary Academy is \$55.00 per hour.

**ALCOHOL:** Wine and beer served at your event can be provided by Rancho Cielo. Any wine brought into the building by you or your guest will require a \$10 corkage fee per bottle. Arrangements need to be made in advance. State and local laws regarding the sale or furnishing of alcohol must be observed by you and your guests or service will be stopped. Campus alcohol license is only permitted for the Drummond Culinary Center.

**SMOKING:** Smoking is not permitted inside of Rancho Cielo facilities. Smoking is permitted outside of the facility in designated areas only.

**SITE MONITOR:** Rancho Cielo requires a Site Monitor to be present for all events. The number of site monitors will be determined by Rancho Cielo based on the nature of the event. These monitors are hired by Rancho Cielo staff at the expense of the renter.

Each Site Monitor..... \$25.00 per Hour  
(minimum of 4 hours per monitor is required unless otherwise specified)

50 guests = 1 monitor / 51-75 guests = 2 monitors / 76-100 = 3 monitors

**ATTENDANCE:** Attendance is based on the capacity of the facility. Facility capacity will be enforced. Once your party has reached the facility capacity, no more people will be allowed to enter the facility. If your event will include meal service, total attendance is restricted to the dining/seating capacity of the facility.

**BUILDING ACCESS AND SET UP:** You will be able to access the building at the time specified in the rental contract. A Rancho Cielo Site Monitor will open the building and remain present during the entire event.

**DECORATIONS:** You are welcome to bring in your own decorations and centerpieces; however no decorations may be attached to any wall or ceiling surface.

**PARKING:** Parking is restricted to the paved parking lot. Open areas for parking may be available by special arrangement.

**COMPANY NAME:** \_\_\_\_\_ (Business, Individual, Organization)

**PERSON RESPONSIBLE FOR EVENT, NAME:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_ **CITY:** \_\_\_\_\_ **ZIP:** \_\_\_\_\_

**BUSINESS #:** \_\_\_\_\_ **CELL #:** \_\_\_\_\_ **HOME #:** \_\_\_\_\_

**E-MAIL:** \_\_\_\_\_ **APPLICATION DATE:** \_\_\_\_\_

**NON-PROFIT ORGANIZATION: YES / NO "IF YES, NON-PROFIT" #:**

\_\_\_\_\_

**NATURE OF RENTAL:** *(i.e. meeting, retirement party, company retreat, wedding, etc.)*

\_\_\_\_\_

**REQUESTED DATE(S) AND TIMES:**

Please include any necessary set-up or clean-up time. The start time you list is the time you will be granted access to the facility. Your finish time should be the time you will leave the area. When usage dates exceed two days, please use the space below to indicate additional desired dates and times.

**DATE:** \_\_\_\_\_ S M T W Th F Sa

Set-up: \_\_\_\_\_ - \_\_\_\_\_ = \_\_\_\_\_ Hrs.

Event: \_\_\_\_\_ - \_\_\_\_\_ = \_\_\_\_\_ Hrs.

Clean-up: \_\_\_\_\_ - \_\_\_\_\_ = \_\_\_\_\_ Hrs.

**DATE:** \_\_\_\_\_ S M T W Th F Sa

Set-up: \_\_\_\_\_ - \_\_\_\_\_ = \_\_\_\_\_ Hrs.

Event: \_\_\_\_\_ - \_\_\_\_\_ = \_\_\_\_\_ Hrs.

Clean-up: \_\_\_\_\_ - \_\_\_\_\_ = \_\_\_\_\_ Hrs.

**Total # of Hours:** \_\_\_\_\_



**DRUMMOND CULINARY ACADEMY CATERING NEEDS:**

**Alcohol Served (only beer or wine allowed):** YES / NO  Hors d'oeuvres

**Meal:**  Breakfast  Lunch  Dinner **Style:**  Buffet Style  Seated/Plated

**Number of guests:** \_\_\_\_\_ **Serving time of food:** \_\_\_\_\_

*Facility capacity will be enforced. Guest list should be limited to the capacity of the facility. Once you reach capacity no other guest's will be allowed to enter the building. Menu may be customized for client needs, price point and size of group.*

**Amplified Sound:** YES / NO **Electricity needed:** YES / NO

**Equipment Request:** Projector/Screen Podium Outside Heaters Additional Tables for Displays

**ADDITIONAL COSTS: Security, special event insurance, sanitation, disposal and an alcohol permit from an outside source is required if requested by the event coordinator.**

**A CONFIRMED HEAD COUNT MUST BE SUBMITTED 7 DAYS PRIOR TO EVENT, DUE BY:**

\_\_\_\_\_

In the event of a reduction in the final number of persons after confirmation, full charge will be levied on the number of persons confirmed. I hereby agree to the above terms and conditions and understand that the cancellation fees stated above will not be refundable in the event of a cancellation or no show.

By signing this application, I certify that I have read and understand the guidelines for the use of the facility and will abide by all the conditions set forth therein. I agree to leave the facility in the same condition as found before use. I am responsible for payment of any damages to the rental space and all rented equipment during the usage.

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**IF YOU HAVE ANY QUESTIONS, PLEASE CONTACT:**

Laura Nicola  
Dining Room Manager  
[lnicola@ranchocieloyc.org](mailto:lnicola@ranchocieloyc.org), (831) 444-3521



<b>Drummond Culinary Academy Capacities</b>	<b>Staff</b>	<b>Payments</b>
(Site only available with Rancho Cielo Catering Services)	Chef \$25/Hour	\$250.00 Security Deposit (Non-refundable if event cancels)
60 Guests – Seated Inside Inside Tables/Chairs:18/60	Site Monitor \$25/Hour	Final Payment Due 72 Hours Prior to Event. “On Consumption” Balance Due 10 Days After Event.
50 Guests – Seated Outside Patio Outside Tables/Chairs: 11/50	Student \$50/Hour	

The applicant agrees to not hold Rancho Cielo, its Management, its employees, agents and any other service institutions or entities of Rancho Cielo responsible for any loss, accidents, illness, injuries, damages, liability or expenses that may arise during or after the event or be caused in any way by such occupancy of this facility.

Applicant also agrees to reimburse Rancho Cielo for any damage resulting, directly or indirectly, from the use of the property. Applicant further agrees to maintain sufficient insurance necessary to cover any damage and provide a certificate of insurance upon the request of Rancho Cielo.

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



Thank you for supporting the Rancho Cielo Youth Campus!