



RENTAL DATE: _____

Facility Rental Information - Reservation and Catering Form

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

SCHEDULING: To reserve the date you must submit a complete application and pay the full security deposit. Once you have reserved the date and have a rental contract you must pay the balance, which is due 15 days prior to your rental date.

RESERVATION & DEPOSIT: Reservation dates are not confirmed unless a signed complete Reservation and Catering Form and \$250 refundable deposit have been received. The remaining balance is due 15 days prior to the event, and any additional billing is due 10 days after the event.

Confirmation of final number of guests will be due 10 days prior to event. 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.

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: If food and/or beverages will be served at an event, it is required that the client uses the Drummond Culinary Academy Catering 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 china (excluding specialty items.) Linen and table drape rentals may be arranged at an additional fee.

MENU SELECTION: Menus must be submitted to the Events Coordinator a minimum of two weeks prior to an event to guarantee your item selections. We offer a variety of menus for you to choose from or our Chef can customize a menu for your event. Prices are guaranteed for 90 days.

Tablecloths (white or black)	\$5.00 each
Outside Heaters	\$30.00 each
Corkage Fee	\$10 per bottle opened

PLEASE MAIL ALL PAYMENTS TO: RANCHO CIELO, INC P.O. BOX 6948, SALINAS CA 93912

710 Old Stage Road, Salinas, CA 93908
Front Office Phone: 831 444 3533
Reservations: 831 444 3521
Fax: 831 444 3550
www.ranchocieleloyc.org



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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, event, or clean-up time must be forwarded in writing to the Rancho Cielo office 30 days prior to rental date. Zoller Gymnasium rentals which require floor covering will be charged \$75 for set-up/tear down. There is also a cost of \$75 for tables and chairs set-up/tear down and other equipment may require a fee.

INSURANCE: Applicant must provide Rancho Cielo with a Certificate of Insurance with liability in the minimum amount of \$1 million. Liability coverage and an endorsement that names Rancho Cielo, Inc. as additional insured is also required. Rancho Cielo reserves the right to require additional insurance based on the nature of the activity (ies). A copy of said insurance must be provided to Rancho Cielo 30 days prior to the event.

INSURANCE:

Endorsement must read:

**Rancho Cielo, Inc.
710 Old Stage Road
Salinas, CA 93908**

ALCOHOL: Any wine and beer served at you party can be obtained from Rancho Cielo. Any wine brought into the building by you or your guest will require a \$10 corkage fee. Arrangement needs to be made in advance. State and local laws, regarding sales 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 the facility in designated areas only.

SITE MONITOR: Rancho Cielo requires site monitor to be present for all events. A minimum of one monitor (more for events, at which alcohol will be served,) is required. These monitors are hired by Rancho Cielo staff at the expense of the renter.

Site Monitor..... \$20.00 per Hour (minimum of 4 hours per monitor is required)

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

ATTENDANCE: Attendance is based on the capacity of the facility you have selected. Facility capacity will be enforced. Once your party has reached the number of guests that you have specified on your contract 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.

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BUILDING ACCESS AND SET UP: You will be able to access the building at the time agreed upon and specified in the rental contract. A Rancho Cielo Site Monitor will open the building and remain present during the entire event, staff cost is included in rental fees. You will be provided with an emergency number in the case of an emergency.

DECORATIONS: 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.

SANITATION: Sanitation is the responsibility of the renter. Renter shall provide sufficient portable toilets and dumpsters to service the event. Renter shall leave the ground in the same condition as before the event.

CLEAN UP: A pre rental walk through of the facility will take place prior to the renter's occupancy of the facility and a post rental walk through will be completed after renter completes the cleanup. The renter is responsible for the cleanup of the facility. Clean up includes: garbage removal to designated areas, table and chair clean up, floor sweeping and mopping, and bathroom clean up. Failure to complete appropriate cleanup will result in partial or full loss of the deposit.

MEETING DEADLINES: When you have completed the rental contract, there are certain things you must complete by specified dates. Failure to meet the rental deadlines may result in cancellation of the rental.

CANCELATION: Cancellation fees will be charged as follows: Thirty-one (31) days or more prior to the rental: 50% of deposit or \$100, whichever is less, will be deducted from the deposit plus a \$10.00 processing fee applies. Thirty (30) days or less prior to the rental: 100% the deposit will be forfeited.

IF YOU HAVE ANY QUESTIONS, PLEASE CALL US AT 831 444-3521

OR EMAIL: sdesmond@ranchocieloyc.org

GYM RENTAL – EMAIL: jclausen@ranchocieloyc.org

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COMPANY NAME: (Business, Individual, Organization) _____

PERSON RESPONSIBLE FOR EVENT, NAME: _____

ADDRESS: _____ **CITY:** _____ **ZIP:** _____

BUSINESS #: _____ **CELL #:** _____ **HOME #:** _____

FAX #: _____ **E-MAIL:** _____ **APPLICATION DATE:** _____

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

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

CHECK REQUESTED FACILITY:

WEEKDAY HOURS: MONDAY-FRIDAY (8:00 AM-9:00 PM)

WEEKEND HOURS: SATURDAY & SUNDAY (8:00 AM to 10:00 PM)

ZOLLER GYMNASIUM: BASKETBALL COURT
(Gym equipment is unable to be removed from the site -4 hours minimum)

RANCHO CIELO PICNIC AREA

CONFERENCE ROOM/CLASSROOM

DRUMMOND CULINARY CENTER
(SITE AVAILABLE ONLY WITH CATERING SERVICE)

Monday 7am-10pm	Tuesday 7am-10pm	Wednesday 7am-10pm	Thursday 7am-2pm	Friday 7am-2pm	Saturday and Sunday By Appoint
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 dining room. Any requests for changes to set-up, event, or clean-up time must be forwarded in writing to the Rancho Cielo office 15 days prior to the rental date. Any event going over end time will be charged a rate of \$100 an hour of overage.					
Monday thru Friday					Saturday & Sunday
\$25.00 per Hour					\$50.00 per Hour

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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 use dates exceed two days, please attach a schedule of dates and times.

Date: _____ S M T W Th F Sa

Date: _____ S M T W Th F Sa

Set-up: _____ - _____ = _____ Hrs.

Set-up: _____ - _____ = _____ Hrs.

Event: _____ - _____ = _____ Hrs.

Event: _____ - _____ = _____ Hrs.

Clean-up: _____ - _____ = _____ Hrs.

Clean-up: _____ - _____ = _____ Hrs.

Total # of Hours: _____

DRUMMOND CULINARY ACADEMY CATERING NEEDS:

Alcohol Served (only beer or wine allowed): YES / NO **Food Served:** YES / NO

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

Number of guests: _____ **Serving time of food:** _____

Menu customized on client needs, price point and size of group.

Attendance #: of vehicles: _____ *(Facility capacity will be enforced. Guest list should be limited to the capacity of the facility. Once you reach capacity no other guest will be allowed to enter the building.)*

Open to Public: YES / NO **Admission charge:** YES / NO **If yes, Amount:** \$ _____

Amplified Sound: YES / NO **Electricity needed:** YES / NO **Items sold:** YES / NO
(Not available in all locations)

Type of Entertainment: *(Band, Dj, Mariachis, etc.)* _____

Equipment Request: Projector/Screen Podium Outside Heaters

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



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Facility Rental Information

FEE SCHEDULE FOR FACILITY

Facility	Category I	Category II	Category III	Damage, Cleaning Deposit
Zoller Gymnasium (Basketball Court) 60 x 104 Occupancy limit 233	No Charge,	\$25/hour Weekday \$45/hour Weekend (4 hour Minimum) Event Monitor \$20/hour (4 hour Minimum)	\$35/hour Weekday \$55/hour Weekend (4 hour Minimum) Event Monitor \$20/hour (4 hour Minimum)	\$500.00 \$100.00 Non-ref. Additional Charge \$75 Table & Chair Set-up/tear down \$75 Floor covering Set-up/tear down
Rancho Cielo Picnic/BBQ Area (Gazebo) 88 Seated Benches: 8	No Charge	\$15/hour Weekday \$25/hour Weekend Chef \$200 all day Event Monitor \$20/hour	\$20/hour Weekday \$35/hour Weekend Chef \$200 all day Event Monitor \$20/hour	\$100.00
Conference Room/Classroom 20 Seated Chairs: 20	No Charge	\$15/hour Weekday \$25/hour Weekend Event Monitor \$20/hour	\$20/hour Weekday \$35/hour Weekend Event Monitor \$20/hour	\$100.00
Drummond Culinary Center Site only available with catering services 60 Seated-inside Tables/Chairs:18/58 49 Outside patio Tables/Chairs: 11/47	No Charge	\$25/hour Weekday \$50/hour Weekend Chef \$200 all day Event Monitor \$20/hour Bartender \$20/hour	\$55/hour Weekday \$70/hour Weekend Chef \$200 all day Event Monitor \$20/hour Bartender \$20/hour	\$200.00 Facility Security Deposit Non-refundable if event cancels Only in-house catering from the Culinary Center



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USER CATEGORY CLASSIFICATIONS (for full details contact event coordinator)

Category I

- Rancho Cielo conducted sponsored or co-sponsored activities.
- Board approved use agreements.
- Silver Star activities as may be defined in either a mutual use agreement or specific facility joint use agreement.

Category II

- Education programs by private or public schools
- Business Meetings or Practices for Non-profit 501(c)(3) youth groups
- Meetings for Non-profit 501(c)(3) adult or senior groups

Category III

- Special interest community groups, private groups or individuals, unions, political groups, government identities or others not meeting the above criteria. Private & political events, religious events & social events.

Please provide detailed diagram of table set-up for the Dining Room or the Zoller Gymnasium

Dining Room Diagram: # of tables: ____ # of chairs: ____

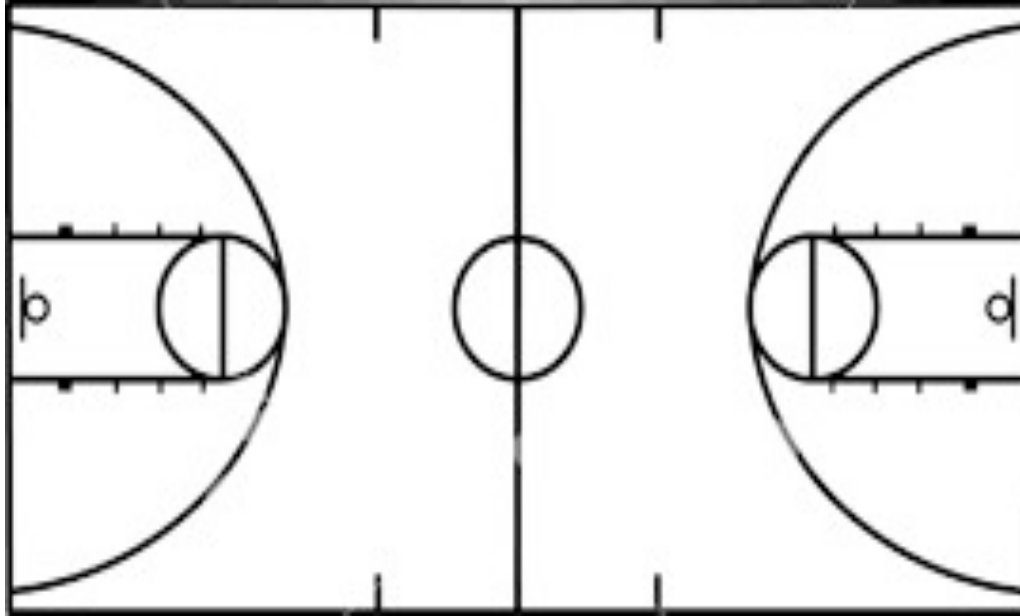
Dining Room	Beverage Room
Patio Area	



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ZOLLER GYMNASIUM: # of tables: _____ # of chairs: _____



DIMENSIONS OF THE GYM ARE 60' BY 104'

A CONFIRMED HEAD COUNT MUST BE SUBMITTED 15 DAYS PRIOR TO EVENT, DUE BY:

In the event of a reduction in the final number of 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.

The applicant agrees to hold free and harmless the Rancho Cielo, its Management, its employees, agents and any other service institutions or entities of Rancho Cielo from 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: _____
