



GLENN COUNTY VETERAN SERVICES

Brandon Thompson
525 W. Sycamore Street, Suite A5
Willows, California 95988
(530) 934-1678 FAX 934-6355



HALL RENTAL CHECK LIST

Please utilize the following check lists when submitting applications for hall rental in Glenn County. **INCOMPLETE** submittals will not be accepted.

TO RESERVE YOUR DATE PLEASE SUBMIT THE FOLLOWING:

- ☐ Signed Application and Building Regulations to Reserve County-Owned Hall
- ☐ Deposit Payment

THE FOLLOWING ITEMS ARE TO BE SUBMITTED **ALL TOGETHER NO LATER THAN 30 DAYS PRIOR TO EVENT:**

- ☐ Entertainment Permit
- ☐ Copy of Security Contract
- ☐ Certificate of Insurance and Endorsement (with liquor liability if applicable)
- ☐ Rent Payment
- ☐ Copy of Alcoholic Beverage Control (ABC) License (if applicable)

Emergency Contact Numbers for all County Halls.

For Emergencies 8:00 a.m. to 5:00 p.m. Monday ~ Friday, please call (530) 934-6545.

For Emergencies after hours and weekends please call (530) 624-1365. (Please leave a message so staff can return your call).

In the event that you are unable to reach any of the persons listed above, please call Cindy Holley, Veteran Services for assistance at (530) 685-5405.

NOT ONLY ARE YOU RESPONSIBLE FOR CLEANING THE HALL AND GROUNDS FOLLOWING YOUR SCHEDULED EVENT, TURN OFF ALL LIGHTS & FANS, TAKE OUT ALL GARBAGE, TURN OFF HEAT/COOL THERMOSTATS, LOCK ALL DOORS. BE ADVISED THAT YOU WILL ALSO BE HELD RESPONSIBLE FOR ANY DAMAGES TO THE HALL, GROUNDS OR EQUIPMENT CAUSED AS A RESULT OF YOUR SECHEDULED EVENT.

DO NOT BLOCK ANY PUBLIC ACCESS (DOORWAYS, DRIVEWAYS, ELEVATOR, ETC.)

DO NOT PARK IN THE FRONT OF MEMORIAL HALL BY THE FLAG POLES!



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APPLICATION TO RESERVE COUNTY-OWNED HALL

INSTRUCTIONS: Fill out application completely. Sign and date Application and Building Regulations. Please return both forms with the required deposit. This will confirm your reservation. **Incomplete application submittals will not be accepted.**

Check One: ☐ Orland Memorial Hall - 320 3rd Street, Orland
☐ Willows Memorial Hall - 525 West Sycamore Street, Willows
☐ H.C. Community Hall - 300 Broadway Avenue, Hamilton City

(check all that apply)

Rooms Needing Reserved: ☐ Auditorium ☐ Kitchen

Organization/Group _____ **Type of Event** _____

Responsible Representative _____ **Telephone** _____
(Number to be reached between 8am and 5pm)

Mailing Address _____ **email** _____
Street City State Zip

NOTE: Deposit refunds will be mailed to the responsible representative listed above.

EVENT DATES	Set Up _____	Time _____
	Event _____	Time _____
	Clean up _____	Time _____

ANTICIPATED NUMBER ATTENDING EVENT: _____

(Check all that apply)

WILL YOU BE SERVING: ☐ Serving Food and/or Beverage's
☐ Serving Alcoholic Beverages – Security Guards Required
☐ Selling Alcoholic Beverages – Security Guards Required

The undersigned applicant declares under “penalty of perjury” that all information is true and correct. The undersigned further agrees to abide by all conditions and regulations as provided herein and will be held responsible for all damages.
NOTE: Cleaning deposit refunds may be retained by the County if any provision is violated.

SIGNATURE: _____ **DATE:** _____

KEYS CHECKED OUT BY: _____ **Print Name:** _____

KEY #: _____ **Signature:** _____ **Date:** _____

OFFICE USE ONLY

Deposit: _____ Check #: _____ Receipt #: _____ Date: _____

Rent: _____ Check #: _____ Receipt #: _____ Date: _____

Keys Returned - Date: _____ **CONFIRMATION #** _____

Application Received _____

Vets Emailed _____

Vets Approved _____

Rent Paid _____

Deposit Paid _____

Entertainment Permit _____

Copy of Security Contract _____

Insurance received _____

BUILDING REGULATIONS

THIS RENTAL AGREEMENT/USE APPLICATION is made between the COUNTY OF GLENN, hereinafter

referred to as “**COUNTY**,” and Name: _____ Organization: _____

hereinafter referred to as “**RENTERS**”

1. **DESCRIPTION:**

COUNTY hereby rents to RENTER, and RENTER hereby rents from COUNTY, that certain real property located at 525 W. Sycamore Street, Willows, CA. 95988, or 320 3rd Street, Orland, CA. 95963 or 300 Broadway Avenue, Hamilton City, CA. 95951.

2. **HOLD HARMLESS:**

RENTER shall defend, hold harmless, and indemnify GLENN COUNTY, its elected officials, officers, employees, agents, and volunteers against all claims, suits, actions, costs, expenses (including, but not limited to, reasonable attorney's fees of County Counsel and counsel retained by COUNTY, expert fees, litigation costs, and investigation costs), damages, judgments, or decrees by reason of any person or persons' bodily injury, including death, or property (including property of COUNTY) being damaged by the negligent acts, willful acts, or errors or omissions of the RENTER or any person employed under RENTER, or in any capacity during the events set forth in item 3 above, except when the injury or loss is caused by the sole negligence or intentional wrongdoing of COUNTY.

3. **CERTIFICATE OF INSURANCE:**

Upon execution of this agreement, RENTERS shall provide proof of insurance to this office. Insurance coverage must be from an insurance carrier authorized to transact business in the State of California, and maintain continuously during the term of this Agreement Special Event Commercial Liability Insurance and other insurance necessary to protect the COUNTY and the public with limits of liability of not less than \$1 million combined single limit bodily and property damage, such insurance shall be primary as to any other insurance maintained by the COUNTY. All insurance shall include an endorsement or an amendment to the policy of insurance which names GLENN COUNTY, its elected officials, officers, employees, agents and volunteers as **additional insured** and provides that the coverage shall not be reduced or canceled prior to or during the event. **If alcohol is present and alcohol rider must be purchased an addition to the liability policy for the event.** The COUNTY'S insurance company can provide this insurance coverage. Contact: Golden State Risk Management Authority, 247 W. Sycamore Street, Willows, CA.; 530-934-5633

4. **ALCOHOLIC BEVERAGES:**

If alcoholic beverages are to be served RENTER must receive approval from COUNTY prior to event and obtain an alcohol rider from their insurance company or Golden State Risk Management Authority, see above. If alcoholic beverages are sold, RENTER must obtain approval from the Alcohol Beverage Control 530-224-4830 prior to the event and show proof of acceptance. RENTER shall indemnify and hold harmless the COUNTY from any and all liability if RENTER or of RENTER'S guests or members have alcoholic beverages at event without COUNTY'S knowledge or approval.

5. **USE AND OCCUPANCY:**

RENTERS is renting the premises in its present condition. RENTER shall use and occupy the premises for the purpose stated on page two, “Type of Event”. RENTER shall use only the specified areas listed on the use application on page two, “Rooms Needing Reserved”. The premises shall be used for no other purpose without the written consent of the COUNTY.

6. **CLEANING DEPOSIT:**

Security/Cleaning deposit is due and payable on execution of this Agreement. The deposit shall be held until the return of keys and facilities check is completed by staff. All keys to be returned within 24 hours of the end of the term. Costs incurred by the County to return the premises and property to as good condition as exited prior to the commencement of this Rental Agreement shall be deducted from the deposit.

7. **CLEANING:**

Consists of cleaning any areas your group has occupied i.e., rest rooms, foyers, auditorium, stage, kitchen, etc. **Clean** and put away all chairs and tables, **TAKE OUT ALL GARBAGE** inside and outside; reline all garbage cans, all decorations removed, kitchen areas are to be thoroughly cleaned and all floors swept and mopped. **All cleaning is to be completed following the scheduled rental time or the cleaning deposit will NOT be refunded.** Please be advised that should additional cleaning and/or damages exceed the amount of your deposit you will be responsible to pay any difference. Remember you will be held accountable for the condition of the building and grounds area. Should you fail to leave the building and grounds in an acceptable condition, the county will use all remedies allowed by law to rectify the situation.

Please ask County staff about lighting, heating/cooling, and cleaning supplies. Decorations shall be coordinated with the County's staff. All tape, crepe paper, etc., must be removed. **Do not hang anything from or on the light fixtures.** You are responsible should any damages occur to walls, floors, furniture, etc. Failing to turn off heating/cooling before you leave will incur additional charges from your deposit. **Lock up all doors used in the building. No candles, incense or other open-flame-producing devices are permitted in the buildings, Halls or Memorial Halls. Willows Memorial Hall – No loading or unloading from the front of the building. You must use the ramp @ back of the building only.**

BUILDING REGULATIONS

8. DAMAGES:

The RENTER is responsible for and shall reimburse and indemnify the COUNTY for any personal injury or property damage, or loss or liability of any kind incurred by COUNTY as a result of any of the activities of RENTER or of RENTER'S guests or members, incurred in connection with RENTER'S use of the premises. This includes, but is not limited to, cost to have chairs and tables cleaned and/or repaired, and extra custodial time to clean the HALL if needed. Deposit shall be used to reimburse COUNTY for such services.

9. SECURITY:

When alcohol is being served, the applicant will be required to obtain an "Entertainment Permit" from the appropriate law enforcement agency. When renting the **Orland Memorial Hall**, contact the City of Orland Police Department, 817 4th St., Orland (530) 865-1616; for the **Willows Memorial Hall**, or the **H.C. Community Hall**, contact the Glenn County Sheriff's Department, 543 West Oak St., Willows (530) 934-6441. When alcoholic beverages are served on the premises, adequate security must be hired during the event. A copy of the signed contract between the applicant and the security firm hired must be furnished to this office 30 days prior to the event.

When alcoholic beverages are going to be sold on the premises, your application must be accompanied by an ABC permit. Call the Alcoholic Beverages Control Office in Redding at (530) 224-4830. A copy of the signed and approved license shall be provided to this office 30 days prior to event date.

10. CANCELLATION POLICY:

The reservation may be canceled without penalty if confirmed in writing to the Glenn County Veteran Services Office (120) days prior to the date of the event. Reservations that are cancelled with less (120) days' notice will forfeit a minimum of \$50.00 up to 100% of the deposit. Reservations cancelled less than (30) days in advance will forfeit 100% of the deposit. Reservations cancelled less than (90) days in advance will forfeit (50%). Reservations cancelled between (90) and (120) days shall forfeit a minimum of \$50.00.

11. KEYS:

All keys for halls are to be picked up and returned to the Glenn County Veteran Services Office located at 525 W. Sycamore Street, Suite A5 in Willows. **Keys shall be returned by 10:00 a.m. the next day or Monday by 10:00 a.m. after a weekend or a \$5.00 charge will be levied against the cleaning deposit for each calendar day thereafter, until keys are returned.**

12. EQUIPMENT:

(Not transferable between locations)

(Orland) 153 stack chairs (59 with arms) (94 without arms) & twenty-four 4' x 8' tables

(Willows) 288 folding chairs & thirty 4' x 8' tables

(Hamilton City) 45 folding chairs & 9 tables

For additional information regarding equipment contact Glenn County Veteran Services Office at (530) 934-1678.

13. COMPLIANCE WITH ALL APPLICABLE LAWS, RULES, AND REGULATIONS:

RENTER shall comply with all local, state, and federal laws and codes/regulations related to the use of said facilities. COUNTY reserves the right to revoke an applicant's right to use the facility under this agreement should the applicant fail to comply with provisions of this section. Given the proximity of the facilities to nearby residences, an event deemed by law enforcement to be disturbing the peace, quiet and comfort of the community by creating or causing an unreasonably loud, disturbing or unnecessary noises may be cited for a violation of Section 8.10.20(17) of the Willows Municipal Code and/or Section 415 of the Penal Code, a misdemeanor.

14. PUBLIC DANCES:

Juveniles must be chaperoned. Provide chaperon list and contact information to this office. Upon request, notify your local law enforcement agency. Security guards must be on duty during event if alcoholic beverages are served.

Some areas within the hall are for "designated groups" (Veterans of Foreign Wars, War Mothers, American Legion, etc.) and cannot be reserved unless written authorization is obtained from the Veterans prior to the event and a copy submitted to the Veterans Service Office. No animals are allowed. **Smoking is prohibited in all County facilities.**

Applicant Guarantees that all information provided herein is a true and correct representation of the intended event. Falsification of any

Disclosure for the purpose of avoiding the hiring of security personnel, manipulating the costs of rental fees or deposits or circumventing any of the other requirements of the rental agreement VOID with forfeiture of any portion of the security deposit as deemed necessary.

The Assistant Veteran Service Officer will have the authority to execute the Rental Agreement on behalf of the County. Variances from this fee schedule and typical uses shall be reviewed and approved by the Veterans Service Officer

The County shall not be held responsible for any items lost, stolen, or forgotten on the premises.

I have read Building Regulations requirements and agree to abide by all the terms therein.

Signature: _____

Date: _____

(Must be 21 years of age or older.)

RENTAL FEES

Public Rate

Facility	Deposit - Alcohol	Daily Rate - Alcohol	Hourly Rate
Willows	\$450 – \$850	\$687 - \$826	\$67
Orland	\$450 - \$850	\$687 - \$826	\$67
Hamilton	\$450 - \$850	\$310 - \$465	\$31

Non General Fund Departments/Other Agencies

Facility	Deposit	Daily Rate	Hourly Rate
Willows	\$450	\$341	\$67
Orland	\$450	\$341	\$67
Hamilton	\$450	\$155	\$31

Hourly fee, when applicable

\$67/hr. Monday thru Thursday

Available on Friday when added to a weekend rental

Contact (530) 934-1678

Government/Other Agencies Rates



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TO: Richard Warren, Glenn County Sheriff
Joe Vlach, Orland Chief of Police
934-6429 (Fax)
865-1626 (Fax)

FROM: Cindy Holley, Assistant Veterans Service Officer

DATE: November 2019

SUBJECT: **HALL SECURITY POLICY**

Listed below are the standard requirements for security at the County Halls.

Security policy for rental of the County - building to be implemented:

- Security Guards are **REQUIRED** if selling or serving alcoholic beverages. The number of Security Guards is determined by law enforcement.
- A copy of the paid **SECURITY AGREEMENT** must be received 30 days prior to the event.
- In the interest of safety, based on the size and type of event, even with the absence of alcohol, private security may be required.
- One guard will work the area where alcohol is being served. Alcoholic beverages shall not be served, sold or consumed by anyone **UNDER THE AGE OF 21** on the premises.
- All alcoholic beverages served or sold **MUST REMAIN ON PREMISES**.
- Security must be on duty ½ hour before the event and remain on duty until the end of the event when everyone in the rental party has exited the building and the doors are locked.
- Security firm must be licensed and guards in uniform.
- Use of alcoholic beverages on the premises must be **IN COMPLIANCE WITH THE REGULATIONS OF THE STATE OF CALIFORNIA DEPARTMENT OF ALCOHOLIC BEVERAGE CONTROL, ABC**.

Please Take This Form To: ☐ Glenn County Sheriff's Department, 543 W. Oak Street, Willows
☐ Orland Police Department, 817 Fourth Street, Orland

ENTERTAINMENT PERMIT

Request for a permit to conduct public dances, exhibitions, carnivals and entertainment per applicable code requirements. All organizations holding concerts, dances, political rallies, wedding receptions, birthdays, anniversaries, baptismal, carnivals, etc., are required to obtain an Entertainment Permit from the Willows Chief of Police for Willows Memorial Hall, from the Glenn County Sheriff's Department for the Hamilton City Community Hall or from the Orland Chief of Police for Orland Memorial Hall, no less than 30 days prior to the date of the event.

Name of person and/or
organization conducting event: _____

Representative who may be
contacted: _____

Home telephone: _____ Cellular telephone: _____

Location of event: _____ Date of event: _____

Type of
event: _____ Admission charge: _____

Hours: _____ To: _____ Music (live or
recorded) _____

Size of
crowd: _____ Name of band: _____

Alcohol
served: _____ Amplifiers: _____

Host bar: _____

I have read, reviewed and understand
the conditions of this permit.

PERMIT NUMBER: _____

PERMIT GRANTED: _____

SECURITY AGRMT
ATTACHED: _____

APPLICANT SIGNATURE

LAW ENFORCEMENT SIGNATURE

***THE POLICE/SHERIFF'S DEPARTMENT RESERVES THE RIGHT TO CLOSE DOWN
THE EVENT AT ANYTIME.***

(To be completed by Law Enforcement)

NUMBER OF SECURITY
OFFICERS REQUIRED: _____

COMMENTS: _____

SECURITY SERVICES – WILLOWS MEMORIAL HALL & HAMILTON CITY COMMUNITY HALL

The level of security and provider of security shall be reviewed and approved by local law enforcement. The firms listed below only can be hired for security services when functions are held at the Willows Memorial Hall or Hamilton City Community Hall.

1. A.G. Private Protection

3450 Industrial Drive, Suite 1
Yuba City, CA. 95993
Phone: (530) 809-0634
Fax: (530) 636-4764
CA Lic No. PPO16845 / PPB6447

2. D.W.B. PROTECTIVE SERVICES

Bruce Wiggins - (916) 640-7591
Dean Broussard – (916) 410-1363
PO Box 1431
North Highland, CA. 95660
Phone: (916) 344-9000 or
(530) 214-0376
Fax: (916) 344-9004
Email: bwiggins@dwbservice.com or
dbroussard@dwbservice.com

3. ELITE UNIVERSAL SECURITY

Monte Hecker, Owner
5548 Feather River Blvd
Olivehurst, CA. 95961
Phone: (530) 749-0280
Fax: (530) 741-9194
CA Lic. No. PPO14694

• CHICO OFFICE

35 Heritage Lane #6
Chico, CA. 95926
Phone: (530) 899-3751
Fax: (530) 741-9194
Email: www.eliteuniversalsecurity.com

• REDDING OFFICE

736 Westside Road, Suite 102
Redding, CA. 96001
Phone: (530) 242-8957
Fax: (530) 741-9194
Email: www.eliteuniversalsecurity.com

4. HYLTON SECURITY INC.

David Hylton
1015 2nd Street, Floor 2
Sacramento, CA. 95814
Phone: (916) 442-1000

5. NORTH STATE SECURITY

Craig Free Commander of Security
1242 Oregon Street
Redding, CA 96001
Phone: (530) 243-0295
Email: Cf.nss@shasta.com

6. STONE PROTECTION SERVICES

Juan Ramos – Area Manager
Phone: (530) 415-4562
Email: Jcr40cal@gmail.com
6548 Graylock Lane
North Highlands, CA. 95660
Phone: (916) 612-6299
CA Lic No: PPO 17449
Victor Flores – CEO – Owner
Email: vic.flo14@yahoo.com

SECURITY SERVICES – ORLAND MEMORIAL HALL

The level of security and provider of security shall be reviewed and approved by local law enforcement. The firms listed below ONLY can be hired for security services when functions are held at the Orland Memorial Hall.

1. A.G. Private Protection

3450 Industrial Drive, Suite 1
Yuba City, CA. 95993
Phone: (530) 809-0634
Fax: (530) 636-4764
CA Lic. No. PPO16845 / PPB6447

2. D.W.B. PROTECTIVE SERVICES

Bruce Wiggins
Phone: (916) 640-7591
Dean Broussard
Phone: (916) 410-1363
PO Box 1431
North Highland, CA 95660
Phone: (916) 344-9000 or
(530) 214-0376
Fax: (916) 344-9004
E-Mail: bwiggins@dwbssecurity.com or
dbroussard@dwbssecurity.com

3. ELITE UNIVERSAL SECURITY

Monte Hecker, Owner
5548 Feather River Blvd
Olivehurst, CA 95961
Phone: (530) 749-0280
FAX: (530) 741-9194
CA Lic. No. PPO14694
Email: www.eliteuniversalsecurity.com

○ **REDDING OFFICE**

736 Westside Road, Suite 102
Redding, CA. 96001
Phone: (530) 242-8957
Fax: (530) 741-9194

○ **CHICO OFFICE**

35 Heritage Lane #6
Chico, CA. 95926
Phone: (530) 899-3751
Fax #: (530) 741-9194
Email:

4. HYLTON SECURITY INC.

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1015 2nd Street, Floor 2
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Phone: (916) 442-1000

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vic.flo14@yahoo.com

HOW TO CLEAN THIS BUILDING

Items listed below are the “TENANTS” responsibility prior to leaving the building and/or returning keys. Once you have completed the item listed below you are ready to return the keys.

HALL:

- Renter is responsible for closing the building. The duties involved in closing the building are as follow:
- Returning all furniture and equipment to the original area.
- Clean the refrigerator.
- Securing all windows.
- Turn off all lights.
- Lock all doors.
- Turn off heaters/air conditioning. Doors must be checked from the outside since they may appear locked.
- Cleanup needs to be done during the cleanup time as stated.

RESTROOMS:

- All restrooms must be cleaned.
- Trash emptied.
- Floors clean.
- Toilets and sinks clean.

USE OF THE KITCHEN:

- If caterers are used it is still your responsibility to check for cleanliness.
- Following your event, clean all tables and chairs; counters and appliances. Sweep all floors. Kitchen floor is to be wet mopped. Bag all garbage and debris – remove to dumpster.
- No leftovers are to be left in the refrigerator unless previously agreed by the COUNTY.
- Drains and sinks need to be cleaned and left as found. No food and debris left behind.

KEY RETURN:

- Now that you have completed the items on the check list you can turn your keys in. At the Willows Memorial Hall there are two ways to do this. 1) You can drop your keys into the Veterans Service Office mail slot OR come into the office by 10am the following day.
- Orland Memorial Hall and the Hamilton Community Hall; the keys will need to be returned to the Veterans Service Office in Willows by 10am the following day.

Return of your deposit is at the discretion of the COUNTY staff and is subject to the inspections following your event. The checklist is for the purpose to assist you with your event clean-up and does not guarantee a deposit return.