

Stanislaus County Department of Agriculture and Weights & Measures  
3800 Cornucopia Way, Suite B  
Modesto CA 95358  
Stanislaus County, State of California  
Telephone: (209) 525-4730 Fax: (209) 525-4790

## Harvest Hall Rental Agreement

Name of Renting Organization: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Contact's Name: \_\_\_\_\_

Co-sponsor (if applicable): \_\_\_\_\_

Do we have a current copy of your insurance?  Yes, from a previous event  No, we will send one

Phone #: \_\_\_\_\_ Fax #: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Meeting Date: \_\_\_\_\_ Rental Time: \_\_\_\_\_ to \_\_\_\_\_

Number of People Attending: \_\_\_\_\_ Room Set Up: (see attached sheet) \_\_\_\_\_

Title of Meeting: \_\_\_\_\_

The purpose of this meeting: \_\_\_\_\_

The rental fee plus a security/cleaning deposit of \$200.00 must be submitted in full within 24 hours of approval to use facility. **Please submit a separate check for the security/cleaning deposit.** The security/cleaning deposit will be returned if no damages result from the use of the facility. All fees are waived for Stanislaus County Department Renters.

Rooms Needed:

East Hall    \_\_\_ A        \_\_\_ B        \_\_\_ C        \_\_\_ Kitchen        \$ 0.00

West Hall    \_\_\_ D        \_\_\_ E        \_\_\_ G Computer Room        \$ 0.00

\_\_\_\_\_ with partition

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Rental Fee: \_\_\_\_\_ Check # \_\_\_\_\_ \$ 0.00

Security/Cleaning Deposit Fee: \_\_\_\_\_ Check # \_\_\_\_\_ \$ 200.00

Additional Fees: \_\_\_\_\_ Check # \_\_\_\_\_ \$ \_\_\_\_\_

Checks made payable to: **Stanislaus County Ag Commissioner**

# Alcohol Policy

Will alcohol be served at your event? Yes: \_\_\_\_\_ No:

If "Yes", then the following 3 items must be completed with renter's initials:

Initials: \_\_\_\_\_ 1. You must have at least two security guards at the event.

Initials: \_\_\_\_\_ 2. You must submit a written request to the County Chief Executive Officer asking permission to have alcohol on County premises. (County Chief Executive Officer, 1010 10<sup>th</sup> Street, Modesto, CA 95354)

Initials: \_\_\_\_\_ 3. You must apply to the Department of Alcoholic Beverages Control, 31 E. Channel St., Rm. 168, Stockton, CA 95202, (209) 948-7739, for a temporary Liquor License. (In order to qualify for a temporary Liquor License, your organization must be non-profit).

OR

Initials: \_\_\_\_\_ If your organization uses a caterer for your event who has a valid Liquor license, (you need not apply for a temporary Liquor License).

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## Rental Agreement (Renter)

I have read and understand the Facility Use Guidelines.

Executed on \_\_\_\_\_ at Modesto, California

"Renter(s)" \_\_\_\_\_ (Title) \_\_\_\_\_ (Signature)

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## Rental Agreement (Co-Sponsor)

I have read and understand the Facility Use Guidelines. I agree to become the official co-sponsor of the above renter's event and assume responsibility for the care and oversight of the facility during the event.

Please describe (specifically) how this event promotes my department's mission and purpose.

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Executed on \_\_\_\_\_ at Modesto, California

Stanislaus County Representative:

\_\_\_\_\_ (Name) \_\_\_\_\_ (Title and Dept)

\_\_\_\_\_ (Signature) \_\_\_\_\_ (Phone)

## I. Facility Use Guidelines

Use priority and occupancy of Agricultural Center Harvest Hall and ground property shall be for **agricultural, Agri-business, agricultural education purposes, exhibiting and advertising farming, agriculturally related manufacturing, livestock raising and other resources of the county.**

Governmental organizations may use the facilities and grounds for official purpose. Groups would also be allowed to use the facility for special events if officially co-sponsored by a County department. Official co-sponsorship of an event by a department implies that the event promotes the department's mission and purpose, and that the department assumes responsibility for the care and oversight of the facility during the event. The following guidelines apply to all the users of the facility.

1. The rental fee plus a security/cleaning deposit is to be paid in full within 24 hours of approval to use facility. The security/cleaning deposit will be returned if no damages result from the use of the facility. Any repair costs not covered by the security/cleaning deposit will be charged to the responsible renter. Checks must be made out to the Stanislaus County Ag Commissioner.
2. Basic rental fees include cost of normal staffing, utilities, and maintenance and custodial. Rental agreements are considered an estimate of costs. If the facility manager determines additional personnel are needed to operate or clean after an event, the renter is responsible for these additional costs.
3. Waiving of rental fees will be limited to governmental and non-profit organizations conducting an event that is officially co-sponsored by a county department. Non-profit organizations that are requesting fee waivers must provide their tax-exempt number.
4. Cancellation shall be made 10 working days prior to the first day of use and shall be made with the administrator in charge of the facilities.
5. Any group or individual requesting the use of any portion of the Stanislaus County Agricultural Center must have **general liability insurance in the amount of \$1,000,000 for each occurrence.** A certificate of insurance naming the County as optional named insured must be attached to each request to use the facility. Groups who do not carry their own insurance must secure Special Events' Coverage and pay fees and deposits as required by CEO Risk Management Division.
6. All users of the facility shall be required to sign a rental agreement prior to using such facilities and grounds.
7. The person signing the rental agreement must be at least 18 years of age and an authorized representative of the organization.
8. Any user planning to sell alcoholic beverages must submit a written request to the County Chief Executive Officer, 1010 10<sup>th</sup> Street, Modesto CA 95354, asking permission to have alcohol on the premises. Sales of drinks or tickets must meet the Department of Alcoholic Beverages Control requirements for temporary licenses. You must then have at least two Security Guards at the event.
9. All buildings are "non-smoking" facilities. Smoking is prohibited within 20 feet of main entrances, exits and operable windows. All users must comply with current smoking laws.
10. Stanislaus County reserves the right to require users of the facility to provide professional security agents as deemed necessary.
11. Decorations must not be attached to the buildings by using nails, staples, tacks or cellophane tape. Masking tape is permitted.
12. Everything brought into the building or onto the grounds by user (food, beverages, decorations and trash) must be removed at the conclusion of the event.
13. Youth groups must have adult chaperones present.
14. Use of the Stanislaus building conference rooms (H & I) are for the county departments and tenants located in the Stanislaus and Tuolumne buildings.

## II. Facility Fees

### Harvest Hall East Rooms (ABC)

Priority use is for agricultural organizations. This is the largest room in Harvest Hall. The room is 3240 sq. ft. and is host to the kitchen facilities. It seats 216 people. Maximum occupancy with tables is 150. The room breaks into 3 smaller rooms 24' x 45'. You can use one, two or all three rooms depending on how large your event is.

Three rooms A, B & C	*Half Day...\$125.00	*Full Day...\$250.00
Two rooms	Half Day...\$100.00	Full Day...\$150.00
One room	Half Day...\$ 50.00	Full Day...\$ 75.00
Kitchen	Half Day...\$100.00	Full Day...\$100.00

### Harvest Hall West Rooms (DE)

Priority use is for county departments. This is the West side of Harvest Hall we call the Training Center. It seats 180 people and breaks into 2 rooms 45' x 30'. Maximum occupancy with tables is 120.

Two rooms D & E	Half Day...\$150.00	Full Day...\$200.00
One room	Half Day...\$ 75.00	Full Day...\$150.00

### Computer Room (G)

It seats 20 people in addition to the 10 seats at the IBM computers lining the wall. The room size is 37' x 22'. Microphones are not available in this room.

Half Day...\$100.00	Full Day...\$150.00
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### Grounds

Half Day...\$125.00	Full Day...\$225.00
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\*Half Day – up to 5 hours

\*Full Day – greater than 5 hours

\*No facility fee for county departments and Agricultural Center tenants

## III. Room Setups

Room setup sheets must be filled out and sent to the Facility Coordinator at least one week before the meeting.

## IV. Contact Information

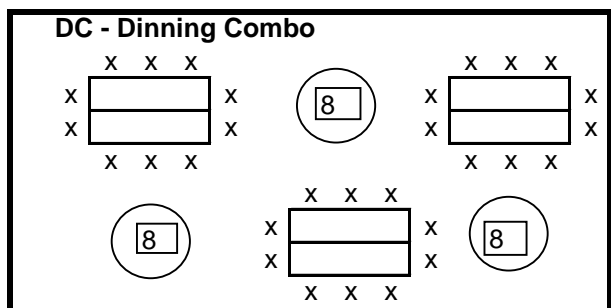
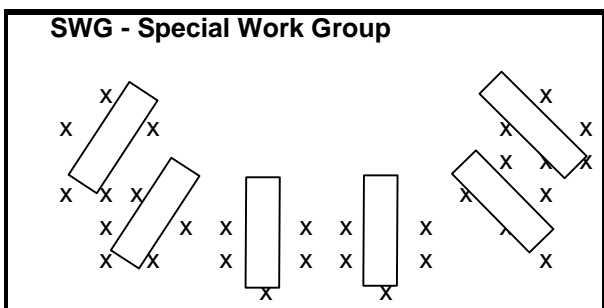
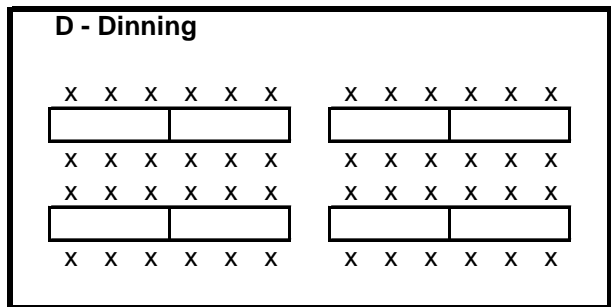
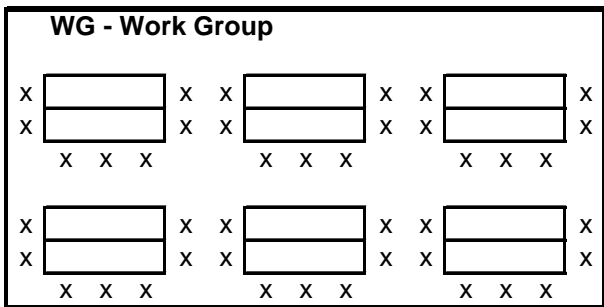
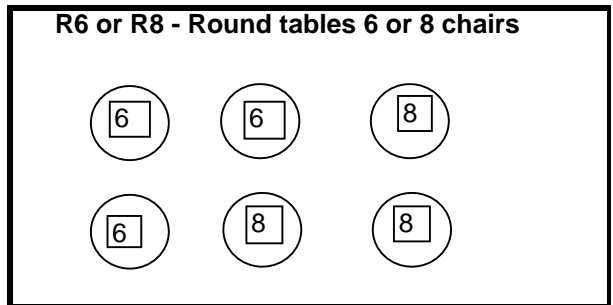
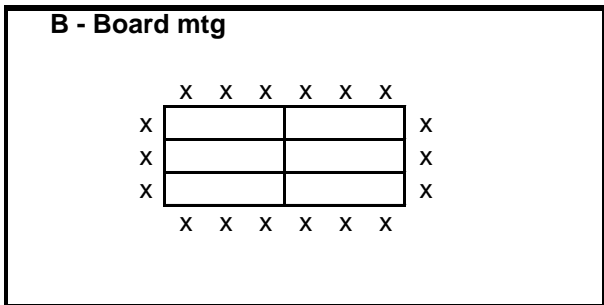
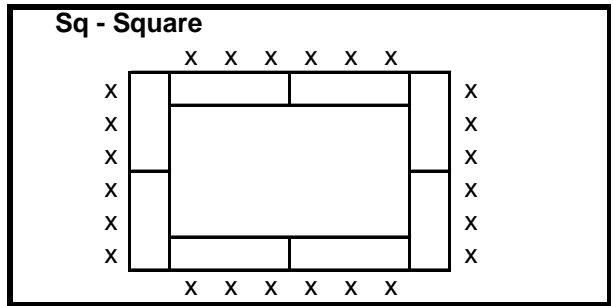
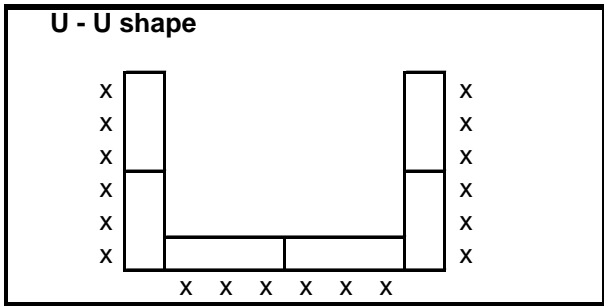
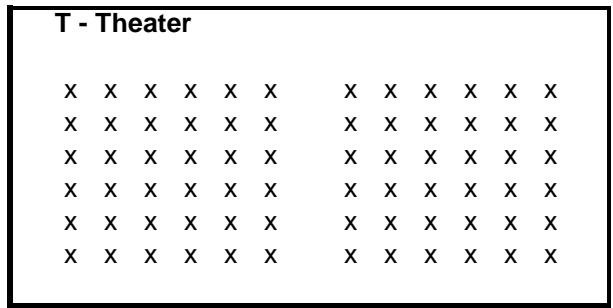
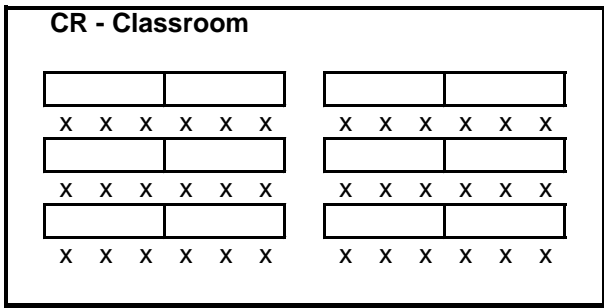
Mike Sise  
Agricultural Facility Coordinator  
Stanislaus County Department of  
Agriculture and Weights & Measures  
Telephone: 209.525.6845  
Fax: 209.525.4790  
[michaels@stancounty.com](mailto:michaels@stancounty.com)

# Room Set up Sheet (circle one)

Number of people \_\_\_\_\_

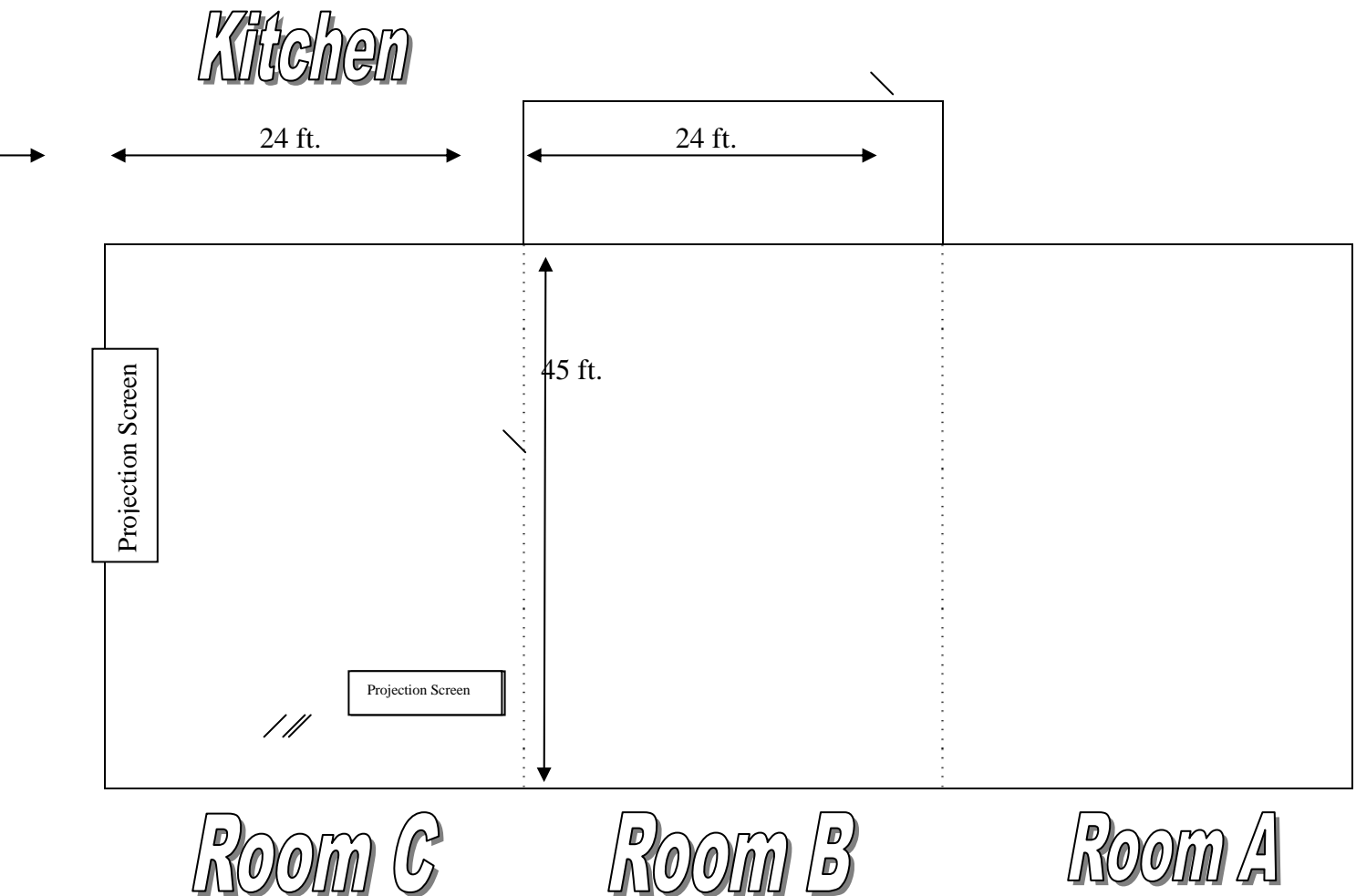
Microphone Yes /  No

Podium Yes /  No



## Custom Room Set Up Diagram for Harvest Hall Rooms A,B,C and Kitchen

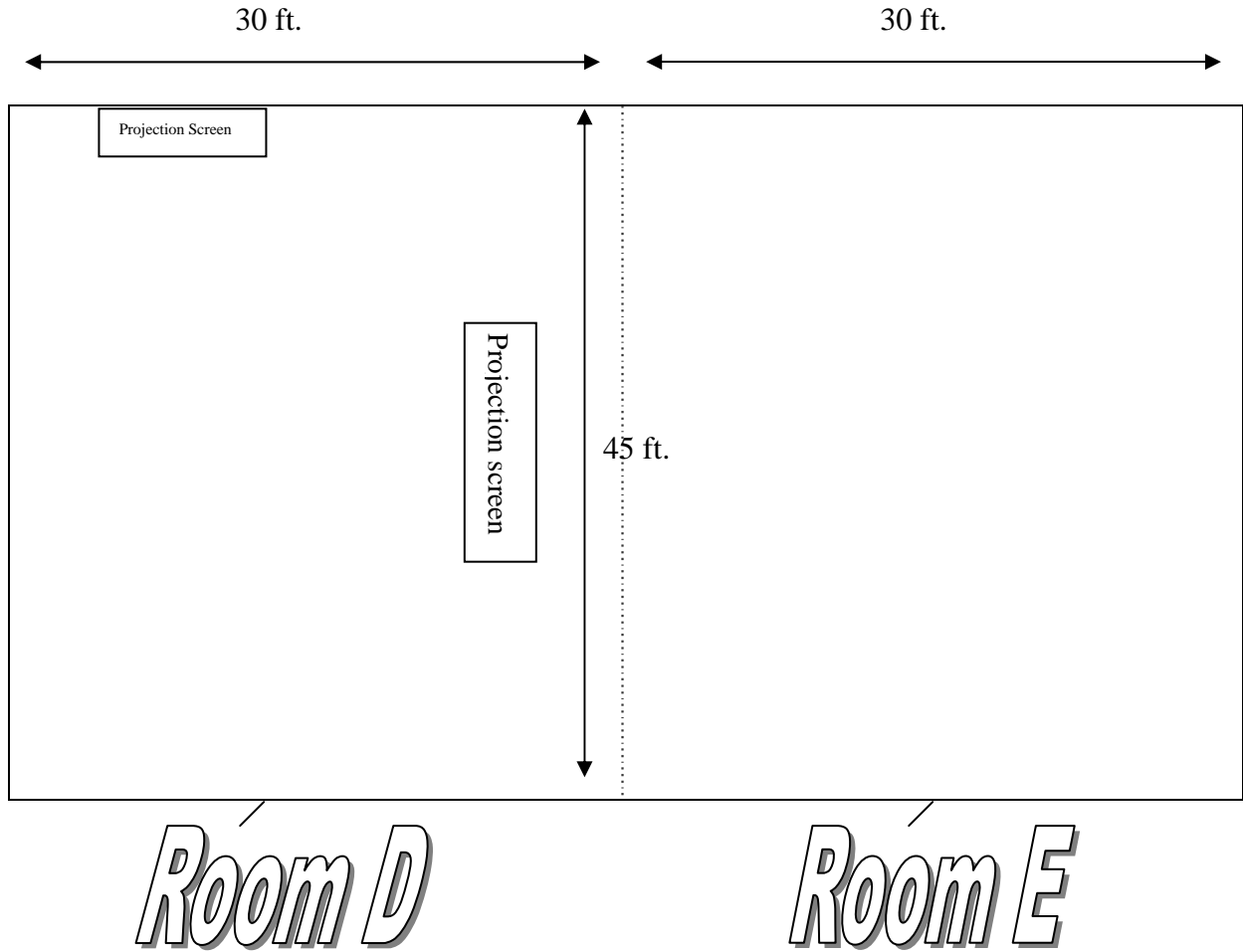
Maximum Occupancy: 216  
Max Occupancy with tables: 150  
Each room is 1080 square ft.



Name of Organization:		
Contact:	Phone number:	
Meeting Date:	Arrival Time:	Depart Time:
Number of Round Tables:	Rectangle Tables:	Chairs:
<b>Podium: YES / NO   PA System: YES / NO   Partition: YES / NO   Which Partition(s): A B C</b>		

## Custom Room Set Up Diagram for Harvest Hall Rooms D and E

Maximum Occupancy: 180  
 Max Occupancy with tables: 120  
 Each Room is 1350 Square ft.



Name of Organization:		
Contact:	Phone number:	
Meeting Date:	Arrival Time:	Depart Time:
Number of Round Tables:	Rectangle Tables:	Chairs:
<b>Podium: YES / NO   PA System: YES / NO   Partition: YES / NO   Which Partition(s): D C</b>		

## Frequently Asked Questions

### 1. Can I rent the Harvest Hall facility?

Yes if: Your organization is agriculturally related, a Stanislaus County department, or government agency OR a non-agriculturally related organization with a Stanislaus County co-sponsor (a renters agreement must be signed by the co-sponsor).

No if: Your organization is non-agriculturally related without a co-sponsor.

### 2. Do I need to pay a rental fee?

Yes if: You are a for-profit organization, or governmental organization or non-agriculturally related organization without a co-sponsor.

No if: Your organization is from a Stanislaus County department, or a government agency or a non-profit organization with a Stanislaus County sponsor.

### 3. Do I need to provide a copy of our general liability insurance?

Yes if: You are any group or individual who is not from a Stanislaus County Department.

No if: Your organization is a department from Stanislaus County.

### 4. Do I have to fill out and submit the rental agreement form and room set up sheet?

Yes if: You are requesting the use of Rooms A, B, C, D, E, G or Kitchen.

No if: You are a requesting the use of Room H or I and your organization is from a department on the campus at 3800 Cornucopia Way, Modesto, CA 95358.

### 5. Can I serve alcohol at our event?

Yes if: Permission has been granted from the Stanislaus County CEO's office, **and** You have hired two security guards for the event, **and** Your event caterer has a liquor license, **or** you are a non-profit organization with a liquor license

No if: You are from a Stanislaus County department, **or** You don't have permission from the Stanislaus County CEO's office, **and** hold a valid liquor license, **and** have two security guards working at the event.