



Harmony Elementary / Salmon Creek School Facilities

1935 Bohemian Hwy, Occidental, CA 95465
707-874-1205

The Harmony / Salmon Creek School site includes a comprehensive Gymnasium with stage, Kitchen, Cafeteria and Assembly Hall. The facility is available, outside of school hours, for athletic activities, special events, and public meetings. Advance reservation is required.

Facility	Capacity	Capacity		Hourly Rate	
	Min Hrs	Seated	Dining	Non Peak/Recurring	Peak Hours
Gymnasium w Stage	2	500	N/A	\$25	\$50
Assembly Hall	2	120	N/A	\$15	\$30
Cafeteria	2	150	100	\$15	\$30
Kitchen	4	N/A	N/A	\$25	\$50
Hours of Operation: Outside school hours - 11pm					

Occidental Community Center

3920 Bohemian Hwy, Occidental, California
(707) 565-2041

The Occidental Community Center facilities include a 3,700 square foot auditorium/multi-purpose gymnasium with stage, and a small meeting room and kitchen. The center is available for community dinners and dances, private weddings and public meetings.

Facility	Capacity	Capacity			Hourly Rate	
	Min Hrs	Seated	Dining	Dine Dance	Non Peak/Recurring	Peak Hours
Auditorium	1	360	246	110	\$20	\$50
Activity Room	1	45	28	N/A	\$10	\$30
Kitchen	2	N/A	N/A	N/A	\$20	\$50
Hours of Operation: 8am - 10pm				Extended Hours: 10pm - 1am 2x hourly rate		

FEES AND CHARGES

1. **Processing Fee:** Non-refundable processing fee is \$20 per contract.
2. **Reservation Deposits:** Deposits are required to hold any date requested. This deposit is applied toward the rental of the building.
3. **Auditorium Deposit:** A \$200.00 reservation deposit or actual facility rent, whichever is less, is required to hold any auditorium use.
4. **Other Room Deposit:** A \$100.00 reservation deposit or actual facility rent, whichever is less, is required to hold any date requested for use.
5. **Hourly Rate:** Shall include room(s) rented and the use of the tables & chairs.
6. **Use Minimum:** Please refer to the chart above for use minimums of each facility.
7. **Setup/Cleanup:** Hours of use stated on the confirmation form must include move in/decoration and clean up time.
8. **Staff:** If, based on the size and/or type of event planned or changes required, District Staff concludes that additional staff is needed for adjustments to reservation requirements and documents, event monitoring or clean-up following an event, additional staff time or personnel will be scheduled. If additional staff time is required, there will be a fee charged based upon current hourly wage rates for those persons scheduled.
9. **Room set-up fee:** Room set-up fees are charged for one-time events based on the number of people in attendance.

1-100 attendees	\$100
101-200 attendees	\$200
201-500 attendees	\$300
over 500 attendees	\$400

10. **Late fee:** There is a \$50 late fee charged for 1) failure to pay deposit and processing fee within 10 days of booking, and/or 2) contracts not completed 30 days before the event, and/or 3) changes made to the contract within 30 days of the event.

CLEANING/DAMAGE DEPOSIT

Licenseses may be required to pay up to \$500.00 refundable cleaning and damage deposit as determined by the District. Deposits will be based on type of use, attendance, if alcohol is present, prior experience with a group and/or organization, and potential for damage to facilities. The deposit will be refunded if, in the judgment of the division supervisor, the facility is left in a clean condition with no damage or missing equipment.

COMMERCIAL EVENT

The rent of the facility shall be 10% of gross receipts or the base rent, whichever is greater, with a maximum of \$1,200.00 paid per event day. The base rent is to be paid 30 days prior to the event. Percentage of admission fees or collections in excess of the base rent shall be paid to the Harmony Union School District during the business hours of the first business day following the scheduled event.

ALCOHOL

No alcoholic beverages may be served, sold, or given away without written permission from HUSD. Alcoholic beverages are not allowed at the Harmony / Salmon Creek Site.

Alcohol permits will not be issued for youth functions.

1. Sale of Alcoholic Beverages:

For those activities selling alcoholic beverages, the licensee must pay the County of Sonoma an alcoholic beverage service fee, which is based on attendance:

Less than 250 people in attendance	\$100.00
250 or more people in attendance	\$200.00

This fee does not buy you an Alcoholic Beverage Control Authorization. If alcohol is to be sold, authorization must be obtained from CA State Alcoholic Beverage Control, in addition to the County of Sonoma charge. Call (707) 576-2165 for ABC information.

2. Serving of Alcoholic Beverages:

For events when alcoholic beverages are given away the lessee must pay the County of Sonoma an Alcoholic Beverage Service Fee, which is based on attendance:

Less than 250 people in attendance	\$100.00
250 or more people in attendance	\$200.00

CANCELLATION POLICY

- If the customer cancels the event 90+ days before the event date, 50% of the deposit will be retained by the District.
- If the customer cancels event 30-89 days before event date, 100% of the deposit will be retained by the District
- If the customer cancels the event 15-29 days before the event date, 50% of the rental fee will be retained by the District.
- If the customer cancels the event <15 days before the event date, 100% of the rental fee will be retained by the District.

HOLIDAY RATES

Holiday rates apply to New Year's Day, Martin Luther King Jr. Day, Lincoln's Birthday, President's Day, Memorial Day, Juneteenth, Independence Day, Labor Day, Veterans Day, Thanksgiving Day and the day after, and Christmas Day.

Holiday rates are an additional 50% of the base rent.