Santa Rosa’s Landmark Destination
Location: 490 Sonoma Ave, Santa Rosa, CA 95401
Mail: 415 Steele Lane, Santa Rosa, CA 95403

General Information (707) 543-3737
rentchurchofonetree@srcity.org
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1873
The First Baptist Church cobbled together the funds needed to construct a new home for their congregation and placed a lumber order with Murphy Saw Mill located in Stumptown, CA (now Guerneville). A sum of $4,000 was paid to the mill for 78,000 feet of clear redwood and the First Baptist Church of Santa Rosa was built.

It was not until after construction was completed that Mr. Rufus Murphy, owner of Murphy Saw mill, disclosed that the lumber for the Church had been milled entirely from one redwood tree. The First Baptist Church was unaware of Mr. Murphy’s idea to promote his mill until the local newspaper ran a story on the “Church Built from One Tree”. According to sworn affidavit from a mill worker, the tree used to construct the Church stood 275 high and was 18 feet in diameter.

Originally, the Church of One Tree stood on the corner of B and Ross Streets, featuring a steeple (70 feet high), parlor (30 x 30) and pastor’s study (20 x 16), in addition to the main auditorium (60 x 37).

Reverend N.A. Bailey led the first service for the Baptist Church on December 1, 1873.

1906
The big earthquake partially demolished the steeple (later rebuilt), however the rest of the church received minimal damage.

1873-1959
The Church of One Tree was used as the main church for the First Baptist Church of Santa Rosa.

1959
The Church of One Tree was going to be destroyed but was given to the City and saved from the wrecking ball by public and private donations. The main auditorium and steeple of the church were moved to 492 Sonoma Ave adjacent to Juilliard Park, however the parlor and pastor’s study were destroyed.

1959-1969
The Church of One Tree remained vacant.

1970-1998
Robert Ripley, founder of Ripley’s Believe it or Not... repurposed the Church of One Tree as the Ripley Memorial Museum. He was a Santa Rosa native and brought special attention to the Church through his cartoons and museum. The Church of One Tree/Ripley Memorial Museum housed Ripley’s memorabilia, oddities and other “Believe it or Not” memorabilia.

1998-2008
The Church of One Tree remained vacant.

2008-2010
With the help from volunteers and funding from the Proposition 40 – Per Capita grant the Church was repaired, repainted, stain glass windows were releaded and renovations were completed. The Church of One Tree will be utilized and enjoyed for many generations to come.

2011-Current
The Church of One Tree became available to rent for public and private events and will be enjoyed for many generations to come.

A 360° virtual tour of the facility is available at: www.srcity.org/churchofonetree
Location & Map of Downtown
490 Sonoma Ave, Santa Rosa CA

A – DeTurk Round Barn
B – DeTurk’s Winery Building
C – Historic La Rose Hotel
D – Hyatt Vineyard Creek
E – Courtyard Marriott
F – Downtown Amenities
G – Hwy 101 Exit North
H – Hwy 101 Exit South
X – The Church of One Tree
Facility Use Guidelines

These Facility Use Guidelines help permit holders design a memorable event without impeding on the neighborhood or historic preservation of the facility. Non-compliant events are subject to cancellation. Guidelines are as follows:

- All activities will observe the City’s noise ordinance (chapter 17-16.170) including the use of amplified sound. Amplified sound must be kept at appropriate levels and not heard by neighbors.

- **Maximum number of guests is contingent on the type of rental and the layout.** Banquet style events accommodate 130 guests. Theater style events may accommodate 200 guests. Special events exceeding 200 guests require special approval.

- All activities will be managed by City staff.

- Event hours end no later than 10pm on Friday and Saturday and 9pm Sunday – Thursday. By that time, guests must exit facility, music must be turned off and all alcohol must be put away. Facility may be reserved up to one hour past these imposed end times if needed for cleanup.

- Two restrooms are available in the facility. However, if event exceeds 100 guests, an additional restroom option may be required.

- All youth activities require a minimum ratio of one adult to every 15 children, and security is required if serving alcohol.

- **Hard liquor is not allowed.** Alcohol service is to end one hour before the event end time.

- There is no kitchen or food prep areas at this facility. Cooking is not allowed inside the building.

- Event services such as bartending and catering are to be provided **by professional vendors.** Although the City does not have a preferred list, upon request, the facility Coordinator will provide a list of vendors that are familiar with the building’s use guidelines, and have current Health Permits, Insurance, and Business Licenses on file. Confirmation of services are to be provided to the Facility Coordinator no later than the pre-event meeting (pg. 13).

- Permit holders are to secure an appropriate parking plan for their guests as **there is no onsite parking.**
Reservation, Fees, Availability & Viewing

**Hours of Operation**
Event hours, not including set-up and clean up, may not extend past 10pm on Friday and Saturday, and 9pm Sunday through Thursday.

Monday-Thursday: 7am-9pm  
Friday: 7am-10pm  
Saturday: 8am-10pm  
Sunday: 8am-9pm

**Hourly Use Rate (includes labor)**
4-hour minimum on Saturday and 2-hour minimum all other days of the week.

<table>
<thead>
<tr>
<th>Day</th>
<th>Private R</th>
<th>NR</th>
<th>Non Profit R</th>
<th>NR</th>
<th>Commercial R</th>
<th>NR</th>
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<tbody>
<tr>
<td>Mon - Thu</td>
<td>$125 - $129</td>
<td>$118 - $121</td>
<td>$136 - $140</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>Fri</td>
<td>$135 - $139</td>
<td>$127 - $131</td>
<td>$148 - $153</td>
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<tr>
<td>Sat</td>
<td>$175 - $181</td>
<td>$163 - $169</td>
<td>$194 - $201</td>
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<tr>
<td>Sun</td>
<td>$145 - $150</td>
<td>$136 - $140</td>
<td>$164 - $114</td>
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</tbody>
</table>

*R=City of Santa Rosa Resident  NR=Non-Resident

The hourly rate applies to any use of the facility requested by permit holder. This includes vendor set-up, decorating, rehearsal, the actual event and clean up. When calculating ending time, include any time necessary for caterers, bands, DJs, and/or guests to vacate. The hourly rate and staffing will be charged for any occupancy of the facility past the ending time specified on the permit.

**Simple Ceremony/Service (Best Value)**
$375 (non-resident rate is $393)
2 hour event includes 30-minute set up & 30-minute clean up. The Simple Ceremony/Service package is perfect for either a wedding ceremony or memorial service. Chairs, wedding arbor, tables, microphone, colored LED lighting, and Bose sound system with CD player and audio adapter for your iPod, laptop or MP3 are provided. This package is for events without alcohol, dancing, or food service. Light refreshments may be approved. Events outside of these guidelines are subject to the appropriate facility rate and additional fees.

**Additional Fees**
Additional fees are contingent upon the type of rental and number of guests.

**Alcohol fee - $50**
Applies to all events providing alcohol.

**Custodial Fee - $119**
Custodial fee is **ONLY** for sanitary cleaning, restocking supplies, and for treating the hardwood floors with an approved solvent. The permit holder is responsible for cleaning all areas impacted by the event (inside & outside) as detailed on page 17.

**Insurance - $156**
The rate varies with the number of guests and type of event. The insurance rate for an average event costs around $125 and is ordered by the Facility Coordinator. The permit holder may provide their own liability insurance providing it meets the required guidelines and lists the City as additional insured. Contact the Facility Coordinator for more information. Note: Insurance is required for each day alcohol is being served in the facility.

**Audio Visual**
Microphone $15  
iPod Cable/CD Player $25

**Availability & Viewing the Facility:**
To check availability and schedule a viewing please email rentchurchofonetree@srcity.org or call (707) 543-3295.
Sample Estimate (private event rate):
This estimate is based on 8 hours of use on a Saturday.

<table>
<thead>
<tr>
<th>Description</th>
<th>Cost</th>
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<tbody>
<tr>
<td>$125 per hour x 8 hours</td>
<td>$1,000</td>
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<tr>
<td>$25 per hour each staff (2 required) $50 x 8 hours</td>
<td>$400</td>
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<tr>
<td>$1 Million Event Insurance</td>
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</tr>
<tr>
<td>$50 Alcohol Fee</td>
<td>$50</td>
</tr>
<tr>
<td>$15 Microphone</td>
<td>$15</td>
</tr>
<tr>
<td>$25 IPod Cable/CD Player</td>
<td>$25</td>
</tr>
<tr>
<td>$119 Custodial Fee (only for disinfecting and restocking restrooms and proper care for hardwood floors)</td>
<td>$119</td>
</tr>
<tr>
<td><strong>Total Rental Payment</strong> ($500 initial down payment is deducted from this balance)</td>
<td><strong>$1,765</strong></td>
</tr>
<tr>
<td>Refundable Damage Deposit</td>
<td>$500</td>
</tr>
<tr>
<td>Total Due 30 days before event</td>
<td><strong>$2,265</strong></td>
</tr>
</tbody>
</table>

Securing a Facility Use Permit
To reserve a date at the Church of One Tree, email rentchurchfonetree@srcity.org with the event details listed below or call (707) 543-3295. Reservations may be made up to two years in advance. The rental is not confirmed until the $500 refundable deposit and a non-refundable initial down payment of $500, or the entire amount of your rental fee, whichever is less, is paid ($1,000) and the permit holder returns a signed copy of both the Rental Permit and the Conditions of Use Agreement on page 19 of this guide. The signed copy may be submitted in person or via email.

Permit Information
Organization name (if applicable), contact name to list on the permit, date of event, type of event, times (times must include all hours needed for set up, the event time, and clean up), mailing address, phone number, email address, if you plan to serve beer and/or wine, and number of guests expected.

The balance of all fees on the permit is due 30 days before the event.
Any remaining balance of rental/extra fees and the refundable facility deposit must be received 30 days prior to the date of facility use. If the event occurs within 30 days of booking, all rental fees plus the refundable facility deposit are due at the time of booking. The entire facility deposit will be refunded approximately two weeks after the event, barring any facility or equipment damage, insufficient cleanup, occupancy exceeding time listed on permit, or additional accrued fees. Refunds are mailed to the address listed on permit with the permit holder as payee. If a credit card was used, the refund will be refunded to the same card, providing it hasn’t expired. If expired, a check will be mailed.

Multiple Facility Discount
A 10% discount is applied to the hourly rate when booking an additional City facility, or Rosie the Trolley. The Historic DeTurk Round Barn is a popular reception site and Rosie the Trolley is a convenient parking plan.

Cancellation
Before 30 days, lose the initial nonrefundable down payment.
Within 30 days, lose all rental fees. Facility deposit and extra fees will be refunded.

Payments
Payments are made by cash, check, VISA or MasterCard.
- **Credit card** payments may be made over the phone by calling (707) 543-3737 (ext. 3) or (707) 543-3282 (ext. 1). Please refer to your permit number. A receipt will be emailed to you.
- **Check** payable to: “SRRP” (Santa Rosa Recreation and Parks). Mail to: Steele Lane Community Center, Attn: Church of One Tree, 415 Steele Lane, Santa Rosa, CA 95403.
- **Pay in person** at Steele Lane Community Center, 415 Steele Lane, Santa Rosa, CA 95403 (8am-5pm Monday-Friday) or Finley Community Center, 2060 West College Ave, Santa Rosa 95401 (8am-6pm, Monday-Friday and 9-11am on Saturdays).
Permit Holder Responsibilities

- Ensure that all guests and hired vendors comply with the Facility Use Guidelines which are outlined in this guide.
- Coordinate delivery of additional equipment with the Facility Coordinator during the pre-event meeting. The facility is not a staffed facility therefore a specific time is necessary. Additional staff charges may apply. If the company has been given access to the facility they may deliver on Friday and pick up on Monday.
- Inspect non-City equipment brought into the facility (personal, rental, decorative, band & DJ) upon arrival and provide proper floor protection from abrasions and moisture as needed.
- Supervise all individuals, including children, at the facility and adjoining property during event. City staff are not responsible for providing supervision.
  - Children must be accompanied by an adult at all times.
- Decorate, set up of rental equipment, vendor set up, and clean up after the event, must happen within the time listed on the permit.
- Provide supplies needed to decorate and operate the event. City does not supply command hooks or office supplies.
- Provide this guide to all vendors and individuals assisting with the event, including those decorating, monitoring the event, moving equipment, those providing any service and helping during clean up.
- Provide accurate event information to the Facility Coordinator no later than the pre-event meeting. This includes the preferred layout of facility equipment. Not providing an equipment layout or changing the layout after the pre-event meeting may impact the amount of time needed for set up and decorating.
- Act as the event contact the day of the event, or provide a responsible contact person that will monitor the event and communicate directly with City staff on facility requests as well as issues, including removing unruly guests if necessary.
- Secure individuals to maintain the facility during the event which includes: busing tables, cleaning spills and removing trash.
- Be present during entire event until all guests and vendors have left the building and staff have confirmed that each area has been cleaned appropriately, or provide a responsible contact person.
- Report any personal injuries or property damage that occurs during use of the facility and adjoining property to the onsite staff immediately.
- Check with vendors and others who assist with the event to make sure all City supplies and equipment are returned to City Staff before leaving. (Cost of replacing missing items will be deducted from the facility deposit.)
- Clean up all event remnants including spills and smears on the building or facility equipment and outside.
- Pick up and bag all trash generated by event as well as removing all glass from facility after the event. Leave all fixtures clean and in good working condition.
- Check in with staff at the conclusion of clean up to confirm exit time. Unused permit time of 30 minutes or more may be refunded providing the permit holder requests it no later than the next business day following the event. Exit time must be validated by onsite City event staff.
- Permit holder is responsible for securing and paying for security officers if required.
City Staff, Caterer, Vendor Responsibilities

City Staff Responsibilities

City staff are responsible for the following:

- Set up tables, chairs, bars and other equipment requested by the permit holder. This is done in advance of the rental time on the permit. If facility requires a change in setup during the event, (i.e. from the ceremony layout to the reception layout), staff will assist permit holder in configuring the tables and chairs but will not be solely responsible for the turnover. It is the permit holder’s responsibility to secure sufficient and capable assistance needed to lift and move all non-city equipment as well as lift & move tables and chairs for a room setup change.

- Enforce department policies, rules and guidelines and ensure the event stays within the permitted times.

- Work with the permit holder (or assigned contact) to dismiss guests displaying inappropriate or disruptive behavior and any trespassers without an invitation to the event.

- City staff reserve the right to shut down the event if false information was provided during the reservation process; or if at any time City staff feel the event is inappropriate for a public venue or unsafe for patrons or staff; or if there is blatant disregard for the facility use guidelines.

- Provide direction during clean up including the closedown of all vendor areas. Provide approved cleaning supplies, put away City equipment once cleaned, and provide assistance as needed.

- Confirm each area is sufficiently cleaned with the permit holder after event and submit an event report to the Facility Coordinator, which includes the actual event end time and the final exit time after clean up.

Vendor Responsibilities

The permit holder will ensure vendors comply with the City policies, rules and guidelines, including the following:

- Inspect equipment (decor, furniture, band equipment, etc.) upon arrival to ensure it will not damage the floor. Provide proper floor protection if needed.

- Adhere to the set up and clean up times listed on the Facility Use Permit.

- Provide their own supplies such as bus tubs, carafes, towels, extension cords, floor protection, etc.

- Place carpet over cords and under equipment as needed to protect floor. (Tape may NOT be used on any surface including walls, posts, doors, tables, chairs and floor.)

- Become oriented with the facility by coordinating a time with the facility coordinator.

- Maintain a clean station and collect belongings throughout facility for duration of event.

- Have knowledge of and follow proper food safety guidelines and comply with policy set by Environment Health & Safety.

- Provide facility coordinator with requested documents such as current health permit, insurance and business tax license.

- Ensure the only flame used is the sterno for chafing dishes, which must be monitored at all times.

- Ensure that heating elements are not placed against the building wall (interior or exterior).

- Set up in pre-designated area outside which are both ADA and fire code compliant.

- Keep walkways accessible or when required use proper barricades around station for safety.

- Make certain outside stations and tenting do not damage landscape or building, provide receptacle for grease and keep grease off the walkway and that food and debris is swept up.
Alcohol Policy

- Permit holder may provide beer and wine (no hard alcohol) at the event. No alcohol may be provided during a Simple Ceremony and Simple Service rental. Alcohol must be delivered to the building prior to guest’s arrival and consumed in the designated event space which does not include sidewalks, street areas or the park.

- Insurance is required for EACH DAY alcohol is consumed in the building.

- The equivalent of one full size keg (165 beers) and 2 bottles of wine per table are allowed at events up to 100 guests. Additional alcohol will be considered for groups exceeding 100 guests.

- All alcohol must be served by an ABC certified bartender (RBS or LEAD) or a caterer with a current general license. Two bottles of wine may be placed on each table during dinner service only. Family or friends are not authorized to serve alcohol as they will be unable to provide the essential services of an experienced bartender.

- Facility has limited rubber backed carpets required under the bar area to protect the floor from damage and moisture. Permit holder is to secure additional floor protection if needed. Any leaks or spills must be dried immediately. Non-alcohol drinks placed in tubs or coolers must be served by the bartender to avoid excessive moisture on the floor. Leak proof dispensers may be placed appropriately for guests to self-serve.

- Alcohol is prohibited in neighborhood parks, including Juilliard Park, without prior approval from the Department Director or designee. Please communicate with the Facility Coordinator if considering accommodating guests outside the facility in Juilliard Park to ensure compliance. Additional permits and fees may apply. NOTE: GLASS IS NOT ALLOWED IN CITY PARKS. Please provide an options such as clear plastic cups if guests will be outside.

- Guests are not allowed to arrive with alcohol or leave with open alcohol during the event.

- Alcohol service must end at the last call (time is designated during the pre-event meeting) which is contingent upon the event end time. Last call will be no later than 8:15pm Sunday through Thursday, and 9:15pm Friday and Saturday.

- For youth-oriented events, alcohol service may not exceed four hours. Youth-oriented events may require security.

- If selling tickets to an event at which alcohol will be provided or sold, an ABC license must be secured. Contact the Facility Coordinator for information to secure the license. The approved ABC license must be on site during the event.

- City staff will not check IDs, monitor guest intoxication levels or be responsible for underage drinking. The permit holder is responsible for following all regulations regarding the serving of alcohol.

- Bar area must be maintained and supervised during the event. Bar tops, back bar and floor are to be kept clean, organized and dry at all times. At no time should the bar be without a bartender while alcohol is accessible or the bar will be closed down.

- Glass bottles are to be placed back into the boxes they came in and renter is to take all glass off site after the event. Glass may not be placed in trash cans, inside or outside the Church.
Security
The Facility Coordinator determines the number of security guards required at each event. Licensed security is required at any youth-oriented event providing alcohol. The permit holder is responsible for procuring and paying for licensed security guards. The Facility Coordinator will provide security company contacts upon request.

DJs & Bands

• DJs or Bands may not connect to or adjust the pre-set audio visual system. An improper connection, wattage calculation, equipment surge or adjustment may cause damage to the system. The permit holder may be liable for damage resulting from any unauthorized adjustments to this system.

• Cords may not be taped to the floor, regardless of the type of tape. Carpet should be placed over cords and under equipment.

• Equipment should be checked for exposed metal and missing sliders and if needed placed on a carpet to protect the floor.

• To ensure events do not disrupt neighboring residents’ music must be appropriate for a public setting and kept at a moderate level.

Parking
Parking is limited. All permit holders will need to provide a parking plan for their event. The plan should be appropriate for the number of guests and submitted for approval no later than the pre-event meeting.

Examples of approved parking options:
• Carpooling and walking from the nearby hotels and/or City parking garages is appropriate.
• Book a shuttle service such as Rosie the Trolley to shuttle up to 25 guests at a time from hotels or other off site locations.

Monitoring the Event:
One or more individuals are required to monitor event and stay in contact with City staff. This will keep the facility maintained and provide the opportunity to address situations before they become issues.

Something as simple as un-bussed tables or unmaintained vendor areas can affect the outcome of expensive event photos, or leave unnoticed moisture on the floor causing damage.

If the permit holder is unable to act as the monitor, they must provide an alternate “event-day contact” during the pre-event meeting. It should be someone most familiar with the event details and trusted to make decisions when needed. This person will be expected to monitor the event for the permit holder.

Monitoring Tasks include:
• event is following the approved timeline
• guests and alcohol consumption stay in the approved event area
• contend with overly intoxicated guests and uninvited guests
• broken glass is cleaned immediately
• safety concerns are dealt with and/or reported to staff
• floor & building damage prevention
• un-maintained vendor areas
• un-bussed tables
• full garbage
• unattended valuables & equipment
• guests moving equipment appropriately
• remove litter inside and outside
• noise level is appropriate
• restroom supply needs
• handle harassment issues
• no smoking on site
• Spills/moisture on the floor is cleaned immediately
Decorating

In an effort to preserve the Historic venue, it is the permit holder’s responsibility to make sure all those assisting with set-up and decorating adhere to the following:

- Permit holder’s decorations and set-up plans require pre-approval by the Facility Coordinator.
- Permit holder may begin decorating and/or set-up based upon the time indicated on the Facility Use Permit.
- Floral arrangements and plant matter must be clean and pest-free, and may not be set directly on the hardwood floor.
- Décor left in building overnight, such as pipe and drape, tulle, and loose napkins are to be secured as the breeze coming through the entry door gaps may cause them to move which will initiate a false burglar alarm.
- **Not allowed:** Straw, Flame, smoke, fog machines, confetti, glitter, rice, birdseed, helium balloons or bubbles.
- **Do not use:** Nails, tacks, push pins, regular pins, staples, screws, glue, or any type of tape on any surface, including walls, floors, doors, chairs or tables. Contact your Facility Coordinator for approved options.
- Alcohol may not be consumed by anyone who is assisting with set-up of equipment or assisting with cleaning up at the end of the event.
- The City is not responsible for valuables left in the facility overnight.
- Permit holder is responsible for checking equipment to make sure nothing will damage the floor and must communicate this to all individuals assisting with the event. Table legs should have appropriate sliders. Protection such as felt should be placed under items where needed. Beer kegs and/or any liquid and ice are to be placed in leak-proof containers on protective rubber matting to prevent damage to floors. Avoid allowing guests to pull beverages from the tubs, which will saturate the floor. Items may not be hung off light fixtures, speakers, sound curtains or the stain glass windows. Never drag items across the floor or place any metal item directly on the hard wood.
### Pre-Event Meeting & Checklist

- **A mandatory pre-event meeting will be scheduled 30 days prior to event.** The Facility Coordinator will discuss the Guidelines and City policies to make sure each aspect of the event is in compliance.

- Permit holders should bring key individuals, such as caterer, DJ, and the event-day contact to the pre-event meeting. This allows the permit holder to enjoy their special day, while assuring that everyone providing services or helping with the event is aware of the guidelines.

- The permit holder provides the Facility Coordinator with the **final event details such as the timeline, layout, AV needs, vendor information and the event day contact.** The City cannot guarantee facility equipment availability or placement if changes to the layout are made after this point. Last minute changes to the layout may cause additional and/or unnecessary staff time which will be charged to the permit holder.

- **This is the final opportunity to make adjustments to the dates and times listed on the permit and make the final payment.** Staff are scheduled based on this information. Changes requested to the permit within 30 days of event might not be accommodated due to staff unavailability or the facility schedule. Changes that can be accommodated and result in an additional charge must be paid by credit card at the time of the request.

- **To schedule the pre-event meeting,** the permit holder is to confirm availability with key people involved with the event and email the Facility Coordinator with several date options, preferably 8 weeks in advance of the event.

### Pre-Event preparation list:

<table>
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<tr>
<th>Event Day Contact:</th>
<th>Catering Company:</th>
<th>Bartending Service:</th>
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<tbody>
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<table>
<thead>
<tr>
<th>Band/DJ:</th>
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</thead>
<tbody>
<tr>
<td>Contact name:</td>
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<tr>
<td>Contact cell:</td>
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</table>

<table>
<thead>
<tr>
<th>Notes:</th>
</tr>
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| Event 8 weeks before event – confirm availability with attendees and email facility coordinator date options for the pre-event meeting. |
| Event Layout         |
| Event Timeline       |
| Final Guest Count    |
| Permit Date & Time Adjustments |
| Audio Visual Requests & Images |
| Outside Use          |
| Insurance (if providing own) |
| Security Contract (if required) |
| Trash/Recycle Plan   |
| Parking Plan         |
| Final payment        |
| Vendor Information (below) |
City-owned property and equipment may only be maintained or altered by City staff or authorized outside vendors. Use of equipment is available by request. Approval is based on availability and appropriate use. Equipment may not be removed from facility to decorate in advance of event. City equipment damaged at event will be repaired by the City and charged to permit holder. At no time are vendors, guests or the public allowed to adjust the audio system.

Facility Layout

The Church of One Tree includes two main entrances. The main entrance is located at the top of the stairs with doors that open into the Redwood Grove in beautiful Juilliard Park. An ADA accessible ramp entrance is located on the west side. Upon entering the main doors facing Juilliard Park one enters a small lobby area before entering the main hall. From the lobby one can access two restrooms as well as a bridal dressing room. There is a paved path from Sonoma Ave. along both sides of the Church providing access to the patio area and Juilliard Park. The unpaved area between the Redwood grove and patio provides an area for caterers to set up.

The Church of One Tree does provide central heat and air conditioning. There is no kitchen on site. Propane heaters are not allowed in the building, due to fire code.

Complimentary Equipment & Furnishings included with rental:

- White wood folding wedding chairs
- White wedding arbor
- 16 six foot rectangle tables (seats 6 ea)
- 2 bars that fold and double as podiums
- 2 six foot rectangle Mighty Lite back bars

Equipment & Furnishings – Additional Fees:

<table>
<thead>
<tr>
<th>Equipment</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Microphone</td>
<td>$15</td>
</tr>
<tr>
<td>iPod Cable/CD Player</td>
<td>$25</td>
</tr>
</tbody>
</table>

Trash & Recycle Management

Numerous trash cans are provided. The liner is pulled from full cans and placed in the outside receptacle. Staff will provide replacement liners. Glass is to be placed back in the original box or another receptacle provided by the permit holder. Glass may not be placed in facility trash cans and must be taken off site after the event. The outside receptacles offer limited trash space. Boxes are to be flattened and placed in the recycling receptacle. Do not leave boxes in the facility. After event, the permit holder is responsible for the removal of all glass, empty boxes and any trash or recyclables that do not fit.
Outdoor Use Policy & Guidelines

Policy

The patio area may be used. If planning to set up organized activities or have alcohol in the park pre-approval is required to guarantee compliance with the City's Park Use Rules. This will require approval of a Park Special Use Permit and additional fees will apply. The permit holder is to disclose planned outside use no later than the pre-event meeting.

Not allowed in the park:

- Alcohol (Unless alcohol permit has been issued)
- Amplified Sound (Unless sound permit has been issued)
- Glass
- Smoking
- Personal barbeques
- Horses
- Motorized models (gas or electric)
- Firearms
- Stakes in the ground more than 8"
- Conducting business/Vendor sales (Unless a vendor permit has been issued.)
- Guests are to stay within the event area. Alcohol is prohibited on the sidewalk, near parked cars and the street. The event area includes the Church of One Tree, the immediate walkway adjacent to the building and patio/Redwood Grove.
- Glass is not allowed in Juilliard Park.
- No smoking in City parks. Cigarette butts left on the ground or in planter areas will be considered when determining amount of deposit refund.
- The lawn in Juilliard Park is off limits when wet. Recreation & Parks will not offset the cost of unused rental equipment due to wet weather.
- Refunds for Park Special Use permits (Juilliard Park rented in conjunction with the Church of One Tree) cannot be granted for inclement weather.
- The permit holder is responsible for damage to the landscape, the facility, or City equipment that is a result of their event. This includes tenting, concrete blocks, hay, heat damage from cooking or décor, discarded hot grease, food debris, misplaced wood chips (dumping water and/or ice over them), garbage, broken glass, and more.
Clean Up Responsibilities

To ensure a full refund of deposit, please address the following items:

Event space
- Remove decorations and materials such as string and zip ties affixed to facility.
- Crush all boxes and place with recycling.
- Spot mop hardwood floor where needed to remove all moisture.
- Dust mop hardwood floor to remove debris. The floor along the walls should be dust mopped first to allow for placement of facility chairs and tables during clean up.
- Remove garbage and recyclables.
- Remove all items brought into facility.
- Wipe down all tables, bars, white chairs, doors, and other surfaces as needed.
- Spot clean food/drink off chairs & curtains as needed.
- Stack rental equipment ADA entrance on a carpet to protect flooring where needed. Soiled dishes are to be wiped clean first.
- Clean spills and remove garbage from restrooms, dressing room and lobby.

Outside
- Remove decorations and equipment.
- Pick up trash and cigarette butts.
- Do not dump leftover ice, grease, juice, charcoal or other liquids outside.

Before Leaving
- Before vendors leave, check with staff for a list of borrowed equipment and return items to staff.
- Notify staff when each area is clean so they can confirm it has been cleaned appropriately.
- Notify staff at final departure so they can lock all exterior doors. This is the official event end time that will be reported to the Facility Coordinator.

NOTE: The Custodial Fee is ONLY for sanitizing, restocking of supplies and for proper cleaning of the hardwood floor once clear of equipment and clean of debris. Permit holder is responsible for the items listed above in order to receive a full deposit refund.

Thank you for choosing the Church of One Tree for your special event!
## Conditions of Use

<table>
<thead>
<tr>
<th>Initials</th>
<th>I have received the Church of One Tree Rental Guide listing the use guidelines, policies and procedures of facility rentals and usage.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Initials</td>
<td>I have provided true and correct information regarding my event. City staff may shut down my event for providing Facility Coordinator with false information, inappropriate conduct by me or my guests, violation of any City, County, State or Federal rules, regulations, codes or laws, or disregard of rules listed in this rental guide. In addition, violations of the above will result in the forfeiting of all deposits and fees.</td>
</tr>
<tr>
<td>Initials</td>
<td>I understand that the time listed on my permit includes all access needed for my event. The City does not provide free use of the facility.</td>
</tr>
<tr>
<td>Initials</td>
<td>All fees are to be paid 30 days in advance.</td>
</tr>
<tr>
<td>Initials</td>
<td>I understand the pre event meeting is for informing all pertinent parties of final event plans including the event layout. I will come to the meeting prepared and not use City staff or vendor time to discuss ideas and possible set ups with my colleagues.</td>
</tr>
<tr>
<td>Initials</td>
<td>I understand my event is not to impede on preservation of the Historic facility and it is my responsibility to provide a copy of this rental guide to all pertinent individuals and vendors assisting with my event, including those helping to decorate and clean up, monitor and provide a service. It is my responsibility to secure the professional vendors and the necessary number of individuals to complete these tasks efficiently during the time listed on my permit.</td>
</tr>
<tr>
<td>Initials</td>
<td>I have read the alcohol policy and will provide the required bartending service. It is my responsibility to secure and ABC license if selling alcohol, selling tickets to the event that includes alcohol, or including alcohol in an auction.</td>
</tr>
<tr>
<td>Initials</td>
<td>I will remove all glass, excess trash, and boxes from the facility after my event and leave the facility in a presentable condition.</td>
</tr>
<tr>
<td>Initials</td>
<td>I will report any breakage, stoppage, injuries, complaints or concerns to City staff immediately.</td>
</tr>
</tbody>
</table>

### Agreement and Signature

<table>
<thead>
<tr>
<th>Print Name:</th>
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<tbody>
<tr>
<td>Signature:</td>
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<tr>
<td>Date:</td>
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### For office use only

<table>
<thead>
<tr>
<th>Note:</th>
<th></th>
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