Rental Guide for a Successful Event at Historic DeTurk Round Barn

DeTurk Round Barn
Location: 819 Donahue Street, Santa Rosa, CA 95401
Mail: 2060 W College Ave, Santa Rosa, CA 95401

General Information (707) 543-3733
rentdeturkroundbarn@srcity.org
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History

The Historic DeTurk Round Barn was built in 1891 by Santa Rosa Winery owner Isaac De Turk, for his champion trotter horses including Anteeo who was so successful that DeTurk "syndicated" him.

In 1885 Anteeo won a high-stakes ($1,000!) match race in San Francisco against a well-known trotter named Adair. He won all three heats and set a track record, instantly becoming extremely valuable as a stud. Anteeo sired 28 trotters with mile records of 2:30 or better and a number of valuable "Anteeo stallions" that kept his name in the trotting bloodlines for many years. Breeders came to Santa Rosa from all over the state to see and bid for Anteeo colts.

The Barn is now listed on the National Register of Historic Places and is significant as one of very few round barns surviving in Northern California and is the only truly round building open to the public. It is located in the charming West End historic district, then known as Little Italy, and is a moderate walk to hotels and downtown amenities. De Turk’s winery, a brick building with its own unique character, still stands adjacent to the barn, which adds further historic charm to the venue.

The City of Santa Rosa’s recent renovation of the Barn included installation of a caterer’s kitchen, an elevator, ADA accessible restrooms and a top-of-the-line audio visual system. Rentals also include complimentary tables, chairs, a podium, and redwood wine barrel bars. The Historic De Turk Round Barn is a lovely venue to host your wedding, rehearsal dinner, meeting, class or family gathering.

The image above features horse-drawn freight wagons loading grapes onto conveyors on the side of the Isaac DeTurk Winery in Santa Rosa, California, in the 1890’s. Image courtesy of the Sonoma County Library
DeTurk’s red brick winery building adds additional charm and character to the Barn.
Facility Use Guidelines

Santa Rosa Recreation & Parks works diligently to ensure all events at the De Turk Round Barn comply with the buildings Conditional Use Permit (CUP). These Facility Use Guidelines help permit holders meet the terms of the CUP and 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 at the Barn will observe the City’s noise ordinance (chapter 17-16.170) including the use of amplified sound. Amplified sound within the Barn must be kept at appropriate levels and not heard by neighbors.**

- **Maximum number of guests for a standard event is 180. Special events exceeding 180 guests require special approval.**

- **All activities must 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.**

- **Restrooms are available in the facility. However, if event exceeds 100 guests, an additional restroom option must be provided. To comply with this requirement, a port-o-let will be ordered at permit holder’s cost, unless the permit holder is pre-approved by the Facility Coordinator to provide one on his/her own.**

- **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.**

- **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 previously approved vendors who are familiar with the Barn and use guidelines. Confirmation of services and the event day contact information must be provided to the Facility Coordinator no later than the pre-event meeting (pg. 14).

- **Permit holders are advised to secure a parking plan for their guests. Events exceeding 100 guests are required to provide verification of an appropriate parking plan for the event. The Facility Coordinator will approve this plan no later than the pre-event meeting (pg. 14). For 200 guests, a shuttle service such as Rosie the Trolley or securing a nearby parking lot would be appropriate.**
Availability
The DeTurk Round Barn webpage includes a calendar with available dates. The calendar is updated approximately every 2 weeks and due to the delivery and pick up of rentals. If the date requested shows “available,” please follow up with an email to confirm. Only one event is booked each weekend.
Website: www.srcity.org/deturkroundbarn
Email: rentdeturkroundbarn@srcity.org

Viewing the Facility
DeTurk Round Barn Open House
Wednesdays 4:30-6:30p

The DeTurk Round Barn is open to the public once a week. If an open house is cancelled for any reason, it will be listed on the availability calendar found on the DeTurk Round Barn’s webpage at www.srcity.org/deturkroundbarn.

Permit holders should use the open house times to meet with their event planners and vendors on site. To meet with the Facility Coordinator, make a payment, test audio visual equipment, or update permit information - please email deturkroundbarn@srcity.org in advance to make arrangements.

A 360° virtual tour of the facility is available at:
www.srcity.org/deturkroundbarn
Reservation & Fee information

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.

<table>
<thead>
<tr>
<th>Day</th>
<th>Monday-Thursday</th>
<th>Friday</th>
<th>Saturday</th>
<th>Sunday</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>7am-9pm</td>
<td>7am-10pm</td>
<td>8am-10pm</td>
<td>8:00am-9pm</td>
</tr>
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Hourly Use Rate (includes labor)
4-hour minimum on Saturday and 2-hour minimum all other days of the week. (Additional 5% applies to all non-residents. Fee is listed under NR below.)

<table>
<thead>
<tr>
<th>Day</th>
<th>Private</th>
<th>Non Profit</th>
<th>Commercial</th>
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</thead>
<tbody>
<tr>
<td>Mon - Thur</td>
<td>$212-$220</td>
<td>$188-$195</td>
<td>$236-$245</td>
</tr>
<tr>
<td>Fri &amp; Sun</td>
<td>$281-293</td>
<td>$245-255</td>
<td>$316-329</td>
</tr>
<tr>
<td>Sat</td>
<td>$362-378</td>
<td>$315-328</td>
<td>$409-427</td>
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*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. Overtime will be charged for any occupancy of the facility past the ending time specified on the permit.

Multiple Facility Discount
A 10% discount is applied to the hourly rate for ongoing rentals, when booking an additional City facility, or when booking Rosie the Trolley along with the DeTurk Round Barn. The Historic Church of One Tree is a popular ceremony site and Rosie the Trolley is a convenient option when an additional parking plan is required.

Church of One Tree: www.srcity.org/churchofonetree
Rosie the Trolley: http://rentrosie.com

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

Custodial Fee - $236
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 18.

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, as specified on the facility website. Note: Insurance is required for each day alcohol is being served in the facility.

Port-O-Let – Actual Cost (Currently $74.38)
This facility has ADA accessible restrooms. Events exceeding 100 guests require an additional restroom option for their guests. The cost of a port-o-let will be included on the facility use permit and ordered for the event by the Facility Coordinator.

Alcohol Fee - $100
Applies to all events providing alcohol.

Contract Amendments - $25
There is no cost to adjusting the permit according to the changes requested at the pre-event meeting. This fee applies to all other requests to amend the permit.

<table>
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<tr>
<th>Description</th>
<th>Fee</th>
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<tbody>
<tr>
<td>WatchOut 3 Panel Screen</td>
<td>$125</td>
</tr>
<tr>
<td>Overhead Projector &amp; Screen</td>
<td>$30</td>
</tr>
<tr>
<td>AV Adapter</td>
<td>$15</td>
</tr>
<tr>
<td>Microphone</td>
<td>$15</td>
</tr>
<tr>
<td>Sound System (iPod, CD player)</td>
<td>$25</td>
</tr>
<tr>
<td>LCD TV’s</td>
<td>$25</td>
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</table>
Estimate, Deposit, Fees, Refund, Cancellation

Sample Estimate (private event rate):
This estimate is based on 8 hours of use on a Saturday.

<table>
<thead>
<tr>
<th>Service</th>
<th>Cost</th>
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<tbody>
<tr>
<td>$362 per hour x 8 hours (hourly rate &amp; labor)</td>
<td>$2,896.00</td>
</tr>
<tr>
<td>$1 Million Event Insurance</td>
<td>$156.00</td>
</tr>
<tr>
<td>Port-O-Let (for events exceeding 100 guests)</td>
<td>$74.38</td>
</tr>
<tr>
<td>Alcohol Fee</td>
<td>$100.00</td>
</tr>
<tr>
<td>Sound System</td>
<td>$25.00</td>
</tr>
<tr>
<td>Microphone</td>
<td>$15.00</td>
</tr>
<tr>
<td>Custodial Fee (only for disinfecting restrooms and proper care for hardwood floors)</td>
<td>$236.00</td>
</tr>
<tr>
<td><strong>Total ($500 initial down payment is deducted from this balance.)</strong></td>
<td><strong>$3,502.38</strong></td>
</tr>
<tr>
<td><strong>Refundable Damage Deposit</strong></td>
<td><strong>$500.00</strong></td>
</tr>
<tr>
<td><strong>Total Due 30 days before event</strong></td>
<td><strong>$4,002.38</strong></td>
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Securing a Facility Use Permit  To reserve a date at the DeTurk Round Barn, email rentdeturkroundbarn@srcity.org or call (707) 543-3733 with the permit information listed below. Reservations may be made up to two years in advance. The rental is not confirmed until the non-refundable initial down payment of $500 and the $500 refundable damage deposit ($1,000), or the entire amount of your rental fee, whichever is less, is paid and the permit holder returns a signed copy of both the Rental Permit and the Conditions of Use Agreement on page 20 of this guide. The signed copy may be submitted in person or via email. To check availability, go to the Barns website.

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.

A $500 deposit and $500 towards the balance ($1,000) is due at the time of booking. 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 deposit will be refunded approximately two weeks after event date, 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.


Amending the Contract  There is no cost to adjusting the permit according to the changes requested at the pre-event meeting. A $25 fee applies to all other requests to amend the permit.

Cancellation  The $500 initial down payment will not be refunded. Cancellation of a permit must be made at least 30 days prior to the event or permit holder shall forfeit the balance of all rental fees and any pre-paid direct costs.

Payments  Payments are made by cash, check, VISA or MasterCard.

- **Credit card** payments may be made over the phone by calling 543-3737 (ext. 3). Please refer to your permit number. A receipt will be emailed to you.
- Make **Check** payable to: “SRP” (Santa Rosa Recreation and Parks). Mail to: Steele Lane Community Center, Attn: DeTurk Round Barn, 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).
• Ensure that all guests and hired vendors comply with the Conditional Use Permit and Facility Use Guidelines which are outlined in this guide.

• Coordinate delivery of additional equipment with the Facility Coordinator during the pre-event meeting. The Barn is not a staffed facility therefore a specific time is necessary. An additional staff charge may apply. If the company has been given access to the Barn they will 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 moisture as needed.

• Supervise all individuals, including children, at the facility and adjoining property during event. City staff are not responsible for providing supervision.
  
  o Children must be accompanied by an adult while using the elevator.
  o Items may not be placed along the upstairs mezzanine wall for children to stand on and look over.

• Items, including guest drinks, should not be placed on top of the upstairs mezzanine wall as they may drop and cause injury.

• Decorate, set up rental equipment, secure services, and clean up after the event, all within the time listed on the permit.

• Bring supplies needed to decorate and operate the event. City does not supply command hooks, kitchen equipment, office supplies or a laptop for presentations.

• Provide this guide to all vendors and individuals assisting with the event, including decorating, monitoring, moving equipment, providing a service and clean up.

• Provide accurate event information to the Facility Coordinator no later than the pre-event meeting. This includes the 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.

• 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 items will be deducted from the 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. 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 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 tables and chairs in 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 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.

- Provide direction during clean up including oversee 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 by the permit holder after event and email 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 all 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.

- Ensure set up and clean up times are included on the Facility Use Permit.

- Provide supplies such as buss tubs, carafes, towels, extension cords, 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 during a regularly scheduled open house (see “Viewing the Facility” on page 6). City staff will be on site to answer questions.

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

- Dispose of all ice and grey water in sinks, do not dump outside.

Caterer Responsibilities

- 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) or against curtains.

- Set up stations around the exterior which are accessible locations and ADA compliant.

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

- Check with staff regarding power needs in kitchen (to prevent overloading the breaker).

- Cooking equipment may not be used in the kitchen as there is no exhaust system and smoke/steam may set off interior fire alarms/sprinklers.

- Make certain outside stations and tenting do not damage landscape or building, provide receptacle for grease and keep grease off the walkway, the kitchen does not have a grease trap, food and debris is swept up, and comply with all Health Code requirements including disposal of ice and grey water.
Alcohol Policy

• Permit holder may provide beer and wine at the event. It must be delivered to the building prior to guest’s arrival and consumed in the designated event space which does not include sidewalks or street areas.

• All alcohol must be served by an ABC certified bartender or a caterer with a current general license. Two bottles of wine may be set out 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 a hired bartender.

• 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. Two kegs and/or additional wine may be approved for groups expecting between 100 and 200 guests.

• Permit holder provides the tubs or containers to keep beer kegs on ice. City staff provide carpet with rubber matting to be placed under tubs which will protect the floor from damage and moisture. **Any leaks or spills must be dried immediately.** Non-alcohol drinks placed in tubs or coolers are to 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 DeTurk Park, without prior approval from the Department Director or designee. Please communicate with the Facility Coordinator if considering accommodating guests outside the facility in DeTurk Park to ensure compliance. **NOTE:** GLASS IS NOT ALLOWED IN CITY PARKS, please provide an options such as clear plastic cups if guests will be staged on the lawn area.

• 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 unless additional insurance is provided. Youth-oriented events may require security.

• If selling tickets to an event where alcohol will be provided or sold, an ABC license must be secured. Contact the Facility Coordinator for information to secure the permit. 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.

• 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 Barn.**
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. The most effect way to run speaker cords across the Barn is along the bottom of the upstairs mezzanine wall where it will not be visible or a safety issue.

- 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, the building is equipped with sound baffles on the ceiling, sound curtains and sound paneling on the walls. Music must be appropriate for a public setting and kept at a moderate level.

Parking

Limited street parking is available adjacent to the Barn. It is suggested that all permit holders provide a parking plan for their event. Events exceeding 100 guests are required to provide verification of an appropriate parking plan that will lessen the impact on the surrounding neighborhood. The plan must be appropriate for the number of guests and submitted for approval no later than the pre-event meeting.

Examples of approved options:

Up to 100 guests: carpooling and walking from the nearby hotels is appropriate.

100+ Guests: book a shuttle service or secure a nearby parking lot.

Many events book Rosie the Trolley to shuttle up to 25 guests at a time from hotels or other off site locations.
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. Do not hang items directly in front of the projectors or on the projectors as they will no longer be in proper alignment.
- **Not allowed:** Flame, smoke, 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. If setting up the night before, we recommend leaving alcohol or other valuable items in the locked coat/rental closet.
- 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 or the ceiling conduit. Never drag items across the floor or place any metal item directly on the hard wood.
A mandatory **pre-event** meeting will be scheduled 30 days prior to event. The Facility Coordinator will discuss the Facility Conditional Use Permit 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.

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**Pre-Event preparation list:**

- 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 Lawn Area Use
- Insurance (if providing own)
- Security Contract (if required)
- Trash/Recycle Plan
- Parking Plan
- Final payment
- Vendor Information (below)

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**Event Day Contact:**

<table>
<thead>
<tr>
<th>Contact name</th>
<th>Contact cell</th>
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</thead>
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<tr>
<td></td>
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**Catering Company:**

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<th>Contact cell</th>
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**Bartending Service:**

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<thead>
<tr>
<th>Quantity of wine:</th>
<th>Contact cell:</th>
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<tr>
<th>Quantity of beer:</th>
<th>Contact cell:</th>
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**Band/DJ:**

<table>
<thead>
<tr>
<th>Contact name</th>
<th>Contact cell</th>
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**Notes:**

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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. Only City Staff are allowed in the AV closet. At no time are vendors, guests or the public allowed to adjust equipment or audio visual system.

**Facility Layout**

The Barn is truly round, creating a unique layout including two main entrances, a caterer’s kitchenette, restrooms, and a coat/storage closet. Decorators should consider the curved open frame walls and sound curtains when planning an event set-up design. Access to the second floor is provided by 3 stair cases and an elevator. The second floor overlooks the center of the ground floor. There is a concrete path around the exterior with a wide area on each side. This space provides an area for caterers to set up, opposite the entry, regardless of which doorway is selected as the entry.

Preservation of the Barns historic virgin redwood exterior does not allow for central heat and air conditioning. A custom Big Ass Fan™ is suspended in the center of the barn from above the second floor to cool the building. Four additional industrial size portable fans are available upon request. Propane heaters are not allowed in the building, due to fire code.

**Non-City Equipment**

Permit holder is responsible for any facility damage due to outside equipment. Inspect equipment upon arrival to make sure it will not cause damage when used and provide proper floor protection if needed.

**Audio Visual Equipment & Use**

AV assistance is provided by City staff on site when the necessary equipment is listed on the permit as rented. This includes providing microphones, assisting in connection of a PowerPoint presentation, slideshow or music, placing single image banner on the mezzanine screen, and necessary system adjustments. Staff are not authorized to accommodate last minute requests for equipment or work directly for guests/vendors during the event. Staff will assist in setting up:

- Audio connection to surround sound for iPod, laptop, or MP3
- Cordless and corded microphones & stands
- Projector and screen
- Podium w/microphone
- 2 LCD TV’s – One TV on each floor which plays data through a Blue Ray or PC.
- Mezzanine screen to display a WatchOut™ production or image that has been created by City staff. and displayed on the Mezzanine screen using images provided by permit holder no less than thirty days in advance of event.
- Audio Visual Attendant ($21/hr.)

This fee is applicable when City staff are provided specifically to operate audio visual equipment, productions and lighting during the event.

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**Facility Furnishings & AV Equipment**

Complimentary Equipment & Furnishings included with rental:

- Elevator
- Use of Big Ass™ fan
- 4 XL portable fans
- 200 white folding chairs
- 14 five-foot round tables
- 12 six-foot buffet tables
- 2 Redwood wine barrel bars
- 2 Coffee tables
- 4 Cocktail tables
- 1 four-foot sweetheart table
Seating for 200
with additional
rented tables.

Number of seats provided by the 14 five foot round tables.

- 6 chairs per table = 84 guests
- 7 chairs per table = 96 guests
- 8 chairs per table = 112 guests
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.

Monitor the following:

- event timeline
- guests and alcohol consumption in approved areas
- overly intoxicated guests
- uninvited guests
- broken glass
- safety concerns
- floor & building damage prevention
- un-maintained vendor areas
- un-bussed tables
- full garbage
- unattended valuables & equipment
- guests moving equipment
- litter inside and outside
- noise level
- restroom supply level
- harassment
- Smoking
- Spills/moisture on the floor
- Drop hazards from upper mezzanine wall

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.

Kitchen Equipment & Use

- large transport cart
- two-door refrigerator
- two full-height warming cabinets
- hand-washing sink, food rinse sink
- three-compartment dish sink with convertible prep top
- glassware sanitizer
- Small Microwave
- Double well coffee maker with urns

**Kitchen Ventilation** is provided by fan and window. Only City staff may open or close the window as needed. Cooking equipment may not be used in the kitchen due to the lack of an exhaust system and smoke/steam may set off interior fire alarms/sprinklers.

**Event food & equipment:** Remove these items from the building at the end of event. Items with moisture and/or food remnants such as used dishes should be kept in the kitchen until picked up by Rental Company. The kitchen does not have a grease trap.

**Glassware sanitizer** is provided. This is not a dishwasher. It is for sanitizing glassware for reuse. Only glasses free of food remnants may be placed in the sanitizer. Due to extreme heat after the sanitization process, heat gloves are highly recommended. Misuse of sanitizer may cause kitchen flooding and possible damage to the unit.
Outdoor Use Policy & Guidelines

Policy

The lawn area in the park may be used when required permits are in place. If planning to set up or have organized activities on the lawn, pre-approval is required to guarantee compliance with the City’s Park Use Rules. **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
- Barbeques of any kind (contact facility Coordinator for alternate locations)
- 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.)

Guidelines

- 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 Barn, the immediate walkway adjacent to the building and, if permitted, the lawn.
- Glass is not allowed on the lawn.
- 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 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 cannot be granted for inclement weather.
- The permit holder is responsible for damage to the landscape and the building’s exterior 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 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 upstairs and downstairs 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 cloth chairs & curtains as needed.
- Stack rental equipment near west double doors over a carpet to protect flooring where needed. Soiled dishes are to be left in the kitchen.
- Clean spills and remove garbage from restrooms & service hallway.

*Outside*
- Remove decorations and equipment including hay from lawn.
- 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.

*Kitchen*
- Using a rag or rubber scraper, scrape rented dishes clean of food debris over a garbage can before rinsing them in sink. Do NOT scrape food into sinks.
- Once free of remnants, place dishes back in original crates and leave in kitchen until picked up by Rental Company.
- Clean spills and food remnants off all surfaces, including walls, sinks (inside & top), inside/outside refrigerator and inside/outside warming cabinets.
- Clean the kitchen cart.
- Return wire racks to appropriate location in either refrigerator or heating cabinets.
- Remove all food, drink, garbage, boxes and recycling.
- Mop food and water off floor.
- Return all borrowed equipment.
- Wash coffee and creamer urns. Dump ground coffee and rinse the container. Leave urns open to dry.
- Leftover event supplies may be placed in appropriate kitchen cabinet for future events.
- 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.

Please note that the custodial fee is only for Sanitization, restocking of supplies, and treating the hardwood floor with an approved non-damaging solvent.

*Thank you for choosing the DeTurk Round Barn for your special event!*
### Conditions of Use

<table>
<thead>
<tr>
<th>Initials</th>
<th>Description</th>
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<tbody>
<tr>
<td>________</td>
<td>I have received the DeTurk Round Barn Rental Guide listing the use guidelines, policies and procedures of facility rentals and usage.</td>
</tr>
<tr>
<td>________</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 of 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 said will result in the forfeiting of all deposits and fees.</td>
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<tr>
<td>________</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>
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<tr>
<td>________</td>
<td>All fees are to be paid 30 days in advance, or no later than the pre event meeting.</td>
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<td>________</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>
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<tr>
<td>________</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>________</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>
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<td>________</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>
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<tr>
<td>________</td>
<td>I will report any breakage, stoppage, injuries, complaints or concerns to City staff immediately.</td>
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### Agreement and Signature

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

| Note: |
The DeTurk Round Barn is listed on the National Register of Historic Places.

**De Turk Round Barn Historic Renovation Awards**

- **2014**
  - American Institute of Architects, California
    - Merit Award

- **2012**
  - American Institute of Architects, Redwood Empire Chapter
    - Honor Award

- **2014**
  - California Preservation Society
    - Award

- **2013**
  - International Interior Design Association, Northern California Chapter
    - Honor Award

- **2012**
  - Structural Engineers Assoc. of Northern California
    - Award of Merit

- **2011**
  - California Park and Recreation Society
    - Excellence in Design Award