Willow | Manzanita

Event time, including set-up and clean-up, may not exceed 12 hours at one time and may end no later than 11pm on Monday-Saturday and 2pm on Sunday.

4-hour rental minimum on Saturday and Sunday. 2-hour rental minimum all other days of the week.

Room Capacities

<table>
<thead>
<tr>
<th></th>
<th>Banquet</th>
<th>Theater</th>
<th>Conference</th>
<th>Classroom</th>
</tr>
</thead>
<tbody>
<tr>
<td>Willow</td>
<td>30</td>
<td>40</td>
<td>34</td>
<td>24</td>
</tr>
<tr>
<td>Manzanita</td>
<td>--</td>
<td>--</td>
<td>20</td>
<td>--</td>
</tr>
</tbody>
</table>

*Room set-ups on back

FEES & RATES

<table>
<thead>
<tr>
<th>Room Rental Fees</th>
<th>PRIVATE</th>
<th>NON-PROFIT</th>
<th>COMMERCIAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>(per hour)</td>
<td>Resident</td>
<td>Non-Res</td>
<td>Resident</td>
</tr>
<tr>
<td>Willow</td>
<td>$52</td>
<td>$54</td>
<td>$47</td>
</tr>
</tbody>
</table>

Required Additional Fees (per day)
- Custodial: $20
- Insurance (can provide own): $125
- Alcohol (if serving): $25

Optional Fees (per day)
- A/V Equipment: $10-$50 per item

Damage Deposit (refundable)
- With Alcohol: $250
- Without Alcohol: $100

Total due on day of booking:
- Damage Deposit + non-refundable Down Payment
  - With Alcohol: $500
  - Without Alcohol: $200

Your Estimate

\[
\text{Room Rate} \times \text{Hours Needed} = \text{Total Room Fee} + \begin{align*}
\text{Required Additional Fees} \\
\text{Optional Fees} \\
\text{Damage Deposit}
\end{align*}
\]

= Total Rental Cost

Finley Community Complex
2060 West College Ave, Santa Rosa CA 95401
General Information (707) 543-3733
Rentfinley@srcity.org
Securing a Facility Use Permit:
To reserve a date at the Finley Community Complex, email rentfinley@srcity.org or call (707) 543-3733. Provide rental details: name, phone number, email, event title, date, and number of people, start/end time, food, alcohol, and any other needs. Requests are accepted on a first-come, first-served basis only and may be made up to one year in advance based on availability. A signed Rental Agreement, non-refundable Down Payment, and Damage Deposit are required to reserve a date. Your date is confirmed when we receive a signed copy of the Rental Permit.

Room Set-ups

![Room Set-ups Diagram]

Banquet Style  Theater Style  Conference Style  Classroom Style

Damage Deposit:
A Damage Deposit is required at time of reservation. This deposit does not apply towards Rental Fees. A full refund can be expected within fourteen (14) days after your event, if:

- All the rental contract guidelines are followed,
- No damage or theft occurs to the property,
- No extra time, room, or cleaning costs are accrued.

The Permit holder is responsible for all costs sustained by the City of Santa Rosa even if the cost exceeds the Damage Deposit.

Down Payment: A Down Payment (equal to the Damage Deposit amount) is also required at time of booking. The Down Payment is non-refundable and will be applied towards Rental Fees.

All remaining fees are due 30 days in advance of the rental date. When reserving facilities within 30 days of event, the Damage Deposit and all Rental Fees are due at the time of reservation. We accept cash, checks, MasterCard, and Visa. Failure to pay the balance of Rental Fees on time may result in the cancellation of the reservation and is subject to Cancellation fees.

Cancellation Requests: Any cancellation by the renter must be received in writing and acknowledged by the Facility staff.

**Cancellation:** Cancellations 30 days in advance of your event will result in forfeiture of the Down Payment.

**Late Cancellation:** Cancellations within 30 days of your event will result in the forfeiture of 100% of Room Rental Fees.

**No Show:** An event “no show” will result in the forfeiture of 100% of Rental Fees including all Extra Fees.

<table>
<thead>
<tr>
<th>Cancellation Period</th>
<th>Damage Deposit</th>
<th>Down Payment</th>
<th>Room Fees</th>
<th>Extra Fees</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cancellation (30+ days before event)</td>
<td>Refunded</td>
<td>100% Forfeited</td>
<td>Refunded</td>
<td>Refunded</td>
</tr>
<tr>
<td>Late Cancellation (30 or less days before event)</td>
<td>Refunded</td>
<td>100% Forfeited</td>
<td>100% Forfeited</td>
<td>Refunded</td>
</tr>
<tr>
<td>No Show</td>
<td>Refunded</td>
<td>100% Forfeited</td>
<td>100% Forfeited</td>
<td>100% Forfeited</td>
</tr>
</tbody>
</table>