



WILLOW OAK FIRE PROTECTION DISTRICT

18111 County Road 94B, Woodland, California 95695

Phone: (530) 662-0781 admin@willowoakfire.gov

Hall Location: 17535 County Road 97, Woodland CA 95695

RULES, REGULATIONS AND RATES FOR FACILITY RENTALS

1. **CASH ONLY** deposit is due at booking and must be paid in full to secure your rental date. Payment for rental fees must be paid in full no than 30 days prior to the event. Rental fees may be made in the form of cash or check.

| HALL RENTAL (Includes Park) |
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| <ul style="list-style-type: none">• Hall Rental Fee: \$1,800• Deposit: \$1,400 (CASH ONLY) <i>Partially refundable</i><ul style="list-style-type: none">○ Standard cleaning fee of \$400 is deducted○ \$1,000 Refund after post-event inspection* <p><i>Total Amount Paid, after refund (No Damages): \$2,200</i></p> |
| PARK RENTAL (Excludes Hall) |
| <ul style="list-style-type: none">• Park Rental Fee: \$1,000• Deposit: \$500 (CASH ONLY) <i>Partially refundable</i><ul style="list-style-type: none">○ Standard cleaning fee of \$200 is deducted from the deposit○ \$300 Refund after post-event inspection* <p><i>Total Amount Paid, after refund (No Damages): \$1,200</i></p> |

***ANY DAMAGES BEYOND NORMAL USE WILL BE DEDUCTED FROM THE DEPOSIT. ADDITIONAL CHARGES MAY APPLY IF DAMAGES EXCEED THE DEPOSIT AMOUNT.**

2. The completed application, rental fees, proof of insurance, and all other necessary documents must be submitted at least 30 days prior to the event.
3. Any translations conducted on behalf of the Renter must be performed by an adult.
4. The facilities are available for use during the following hours:
 - **Hall rentals: 10:00 am to Midnight**
 - **Park rentals: 10:00 am to Dusk**
5. The maximum permitted group size is 200 people, including both indoor and outdoor attendees.
6. Set-up for Hall rentals may occur between 9:00 am - 5:00 pm on the day before the event, if the Hall is available. During this time, the Renter and district staff will conduct an initial walk-through.
7. Inside tables and chairs **MAY NOT** be used outdoors under any circumstances.
8. **NO** push-pins, tacks, tape, nails, screws, or other fixtures are allowed on walls, ceilings, or windows. Tack strips may be used for tacks and push-pins only.
9. All music must cease by **11:00 pm**.
10. Amplified music is not permitted in the park, except to facilitate a wedding ceremony or with prior approval from management.
11. All exterior doors and windows **MUST** be closed by 8:00 pm, and must remain closed whenever music is being played.
12. If heating or air conditioning is in use, all doors and windows must remain closed. Tampering with the thermostat will result in forfeiture of the security deposit.
13. Renters are required to bring 33-gallon trash bags for use during the event.
14. Cancellations made within thirty (30) days of the event will result in forfeiture of all deposits.



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Exceptions for extenuating circumstances may be granted at the sole discretion of management.

15. All renters must obtain liability insurance covering the day before the event (set-up), the day of the event, and the day after the event (clean-up). Insurance must name both the Willow Oak Fire Protection District and the Renter as insured parties, with a minimum coverage \$1,000,000 for property damage, personal injury and wrongful death liability. Proof of insurance must be submitted to management at least 30 days prior to the event.
16. When alcohol is served, the Renter is required to hire two (2) uniformed security guards from a licensed and bonded security company. Security guards must not consume alcoholic beverages and must remain on duty for the duration of the event when the Renter and attendees are on the premises.
17. Hay, straw and animals are not permitted on District property under any circumstances.
18. Fireworks, fire pits, and any other open flames are strictly prohibited on District property at all times.
19. Vehicles of any kind are allowed only in designated parking areas. Driving or parking on lawns, walkways, or other non-designated areas is not permitted.
20. The Willow Oak Fire Protection District reserves the right to seek recovery from the Renter(s) for any damage to the facilities, fixtures, furnishings and/or grounds.
21. No structural or electrical modifications are permitted on District property.
22. For safety reasons, NO tables, chairs or other obstructions may be placed within four (4) feet of any EXIT door. A clear passage to all exits must be maintained throughout the building for the duration of the event.
23. Clean up Procedures:
 - All garbage must be removed from the hall, bathrooms, kitchen, park, and parking lot areas.
 - Tables and chairs must be wiped down and returned to their original storage location. If found dirty during inspection, the renter will be charged for cleaning.
 - No trash or debris may be left on the grounds overnight. Please ensure the grounds are cleaned up after the event concludes on day of the event.
 - The hall will open at 9:00 am the following day for cleaning, which must be completed by 12:00 pm.
 - Upon completion of cleaning, a walkthrough with the renter and district staff will be conducted to address any issues related to cleanup or damages.
24. All fire equipment and buildings are strictly off limits. No parking is allowed in areas designated for fire equipment.
25. The Willow Oak Fire Protection District reserves the right to cancel or suspend any event for just cause, including but not limited to:
 - Consumption of alcoholic beverages by minors
 - Disorderly conduct
 - Failure to comply with District rules and regulationsIn such cases, the event deposit will be automatically forfeited and will not be refunded.