

SONOMA VETERANS MEMORIAL BUILDING

126 First Street West
 Sonoma, California
 (707) 565-2550

Halls@sonoma-county.org

The Sonoma Veterans Memorial Building is located in the Sonoma Valley, world famous for its California wines. The building was remodeled in 1992 and a retractable theater seating system was added to the auditorium. The lobby, hallways, restrooms and meeting rooms were also renovated. The facility has a large enclosed patio area, which is accessible from the auditorium. The building is a few blocks from downtown Sonoma and provides an excellent location for weddings, dances, concerts, banquets, the performing arts, trade shows, private parties and business meetings.

Rental Application

Name of Event: _____

Event Date(s): _____ Type of Event: _____

- Will event be open to the Public? YES or NO (select appropriate response)
- Is there a fee to attend? YES or NO (select appropriate response)
- Will Food be served or sold? YES or NO (select appropriate response)
- Will Alcohol be served or sold? YES or NO (select appropriate response)
- Is dance space needed? YES or NO (select appropriate response)

Indicate which rooms are needed and the hours needed

Room	Auditorium	Dining Room	Kitchen
# of Hours needed			
Start time/End time			

Expected Attendance: _____ Guest: Arrival Time _____ Departure Time _____

Set-up: Start Time _____ End Time _____ Clean-up: Start Time _____ End Time _____

Organization Name: _____

Contact Person(s): _____ Contact Person at Event _____

Address: _____

Phone: _____ E-mail: _____

RENTAL RATES

ROOM	CAPACITY				HOURLY RATE
	Assembly	Seated	Dining	Dine & Dance	Flat Rate
Auditorium	700	500	300	250	\$75
Dining Rm.	309	240	150	90	\$55
Kitchen					\$30
Auditorium after 1:00 AM					\$150

FEES AND CHARGES

1. **Processing Fee:** There is a non-refundable Processing Fee of \$25 per contract.
2. **Reservation Deposits:** A \$225 payment is required to hold any date requested. This payment is applied toward the rental of the building.
3. **Setup/Cleanup:** Hours of use stated on the application form must include move in/decoration and clean up time.
4. **Staff:** If the Event Supervisor concludes that additional staff is needed due to adjustments in the reservation, reservation requirements, documents, event monitoring or clean-up following an event, additional staff time or personnel will be scheduled and a fee will be charged based upon current hourly wage rates for those persons scheduled.
5. **Room set-up fee:** Room set-up fees are charged for one-time events based on the number of people in attendance.

1 – 100 Attendees	\$100	201 – 500 Attendees	\$300
101 – 200 Attendees	\$200	over 500 Attendees	\$400
6. **Late fee:** A \$50 late fee will apply for 1) failure to pay deposit and processing fee within 10 days of booking, and/or 2) contracts not completed 30 days before event, and/or 3) changes made to contract within 30 days of event.

CLEANING/DAMAGE DEPOSIT

A refundable cleaning and damage deposit of up to \$500 may be required as determined by the Booking Agent. The deposit will be based on type of use, attendance, if alcohol is present, prior experience with group and/or organization and potential for damage to the facilities. The deposit will be refunded if, in the judgement of the Event Supervisor, the facility is left in a clean condition with no damage or missing equipment

ALCOHOL

No alcoholic beverages may be served, sold or given away without prior written permission from the Booking Office and must be stated in the event contract.

For those events in which alcoholic beverages will be served, sold or given away an Alcohol Beverages Service Fee, to be paid to the County of Sonoma, will apply. This is based on attendance as follows:

Less than 250 people in attendance	\$100.
250 or more people in attendance	\$200.

Additionally with more than 100 attendees, if alcohol is to be served, sold or given away, proper permitting/licensing is required. EITHER (in the case of a non-profit organization) an ABC One-Day Event Permit OR (in the case of a private business or individual) services of a licensed caterer/bartender with off-premise license to serve alcohol is required. Approved alcohol service can be no longer than 5 hours total, cannot go beyond 12:00 a.m. and must terminate 1 hour before the event ends. Please contact the Booking Agent for further information.

CANCELLATION POLICY

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

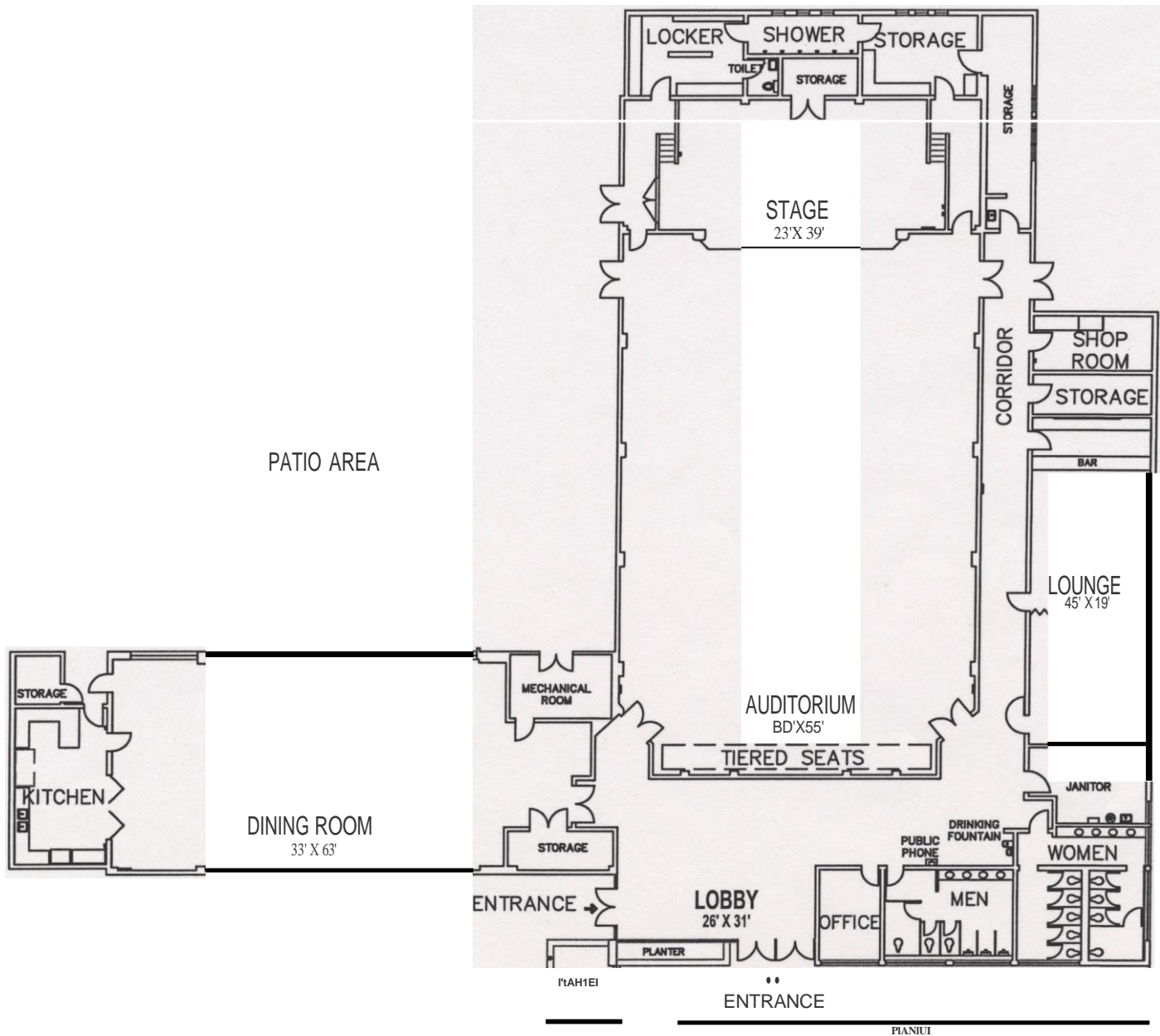
HOLIDAY RATES

Holiday rates apply to New Year's Day, Martin Luther King Jr. Day, Lincoln's Birthday, President's Day, Memorial Day, Independence Day, Labor Day, Veterans Day, Thanksgiving Day and the day after, and Christmas Day. Holiday rates are an additional 50% of the base rent.

CONTACT INFORMATION

Our email address to submit an application is Halls@sonoma-county.org

Booking agent can be reached via email Halls@sonoma-county.org or call [707 565-2550](tel:7075652550) between the hours of 8:00 a.m. and 4:00 p.m., Monday through Thursday, excluding holidays.



FLOOR PLAN
SCALE: NONE



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(707) 938-4105
126 FIRST STREET WEST, SONOMA CA