

SONOMA VETERANS MEMORIAL BUILDING

126 First Street West
Sonoma, California
(707) 565-2158

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 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

- Processing Fee:** Non-refundable processing fee is \$25 per contract.
- Reservation Deposits:** Deposits are required to hold any date requested. This deposit is applied toward the rental of the building.
Deposit: A \$225.00 reservation deposit or actual facility rent, whichever is less, is required to hold any auditorium use.
- Setup/Cleanup:** Hours of use stated on the confirmation form must include move in/decoration and clean up time.
- Staff:** If, based on the size and/or type of event planned or changes required, the Division Manager concludes that additional staff is needed for adjustments to reservation requirements and documents, event monitoring or clean-up following an event, additional staff time or personnel will be scheduled. If additional staff time is required, there will be a fee charged based upon current hourly wage rates for those persons scheduled.
- 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
- Late fee:** There is a \$50 late fee charged 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

Licensee may be required to pay up to \$500.00 refundable cleaning and damage deposit as determined by division manager. Deposits will be based on type of use, attendance, if alcohol is present, prior experience with group and/or organization, and potential for damage to facilities. The deposit will be refunded if, in the judgment of the division supervisor, the facility is left in a clean condition with no damage or missing equipment.

COMMERCIAL EVENT

The rent of the facility shall be 10% of gross receipts or the base rent, whichever is greater, with a maximum of \$1,200.00 paid per event day. The base rent is to be paid 30 days prior to the event. Percentage of admission fees or collections in excess of the base rent shall be paid to the County of Sonoma during the business hours of the first business day following the scheduled event. In addition, a flat \$225.00 parking fee will be charged.

ALCOHOL

No alcoholic beverages may be served, sold, or given away without written permission from department.

Alcohol permits will not be issued for youth functions.

1. Sale of Alcoholic Beverages:

For those activities selling alcoholic beverages, the licensee must pay the County of Sonoma an Alcoholic Beverage Service Fee, which is based on attendance:

Less than 250 people in attendance	\$100.00
250 or more people in attendance	\$200.00

This fee does not buy you an Alcoholic Beverage Control Authorization. If alcohol is to be sold, an authorization must be obtained from CA State Alcoholic Beverage Control, in addition to the County of Sonoma charge. Call (707) 576-2165 for ABC information.

2. Serving of Alcoholic Beverages:

For events when alcoholic beverages are given away, the lessee must pay the County of Sonoma an Alcoholic Beverage Service Fee, which is based on attendance:

Less than 250 people in attendance	\$100.00
250 or more people in attendance	\$200.00

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, the County will retain 100% of the deposit.
- If customer cancels event 15-29 days before event date, the County will retain 50% of the rental fee.
- 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.