



## Sonoma County Veterans Memorial Buildings

2300 County Center Drive., Suite A220

Santa Rosa CA 95403

(707) 565-2158 - Tel / (707) 565-3240 - fax

### CONFIRMED

Customer	Reservation:	12958
Gary Padgett	Event Name:	Eric Padgett Celebration of Life
120 W. MacArthur Street	Status:	Confirmed
Sonoma, CA 95476	Phone:	707-548-7814
	Event Type:	Memorial

Bookings / Details	Quantity	Price	Amount
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*CHEWING GUM, GLITTER, CONFETTI, CANDLES, AND SHOES ON THE WALL(S) ARE NOT PERMITTED IN OUR FACILITIES AT ANY TIME.*

*HOURS RESERVED MUST INCLUDE DECORATION, SET-UP AND CLEAN-UP.*

*CHANGES TO THIS RESERVATION MAY BE MADE UP TO 30 DAYS PRIOR TO THE EVENT DATE*

*ADDITIONAL CHARGES WILL BE INCURRED IF YOUR EVENT RUNS BEYOND CONTRACTED HOURS.*

*A \$50.00 FEE WILL BE CHARGED IF CONTRACT REQUIREMENTS ARE NOT MET 30 DAYS PRIOR TO EVENT DATE OR IF CHANGES OF ANY KIND ARE REQUESTED LESS THAN 30 DAYS BEFORE EVENT DATE*

*FAILURE TO PAY DEPOSIT ON TIME WILL RESULT IN CANCELLATION OF YOUR RESERVATION - THE REINSTATEMENT FEE IS \$50.00*

#### Wednesday, November 17, 2021

##### **6:00 PM - 7:00 PM Eric Padgett Celebration of Life (Confirmed) Sonoma Auditorium ((none))**

Room Charge: (1 hours @ \$75.00/hr)	1	\$75.00	\$75.00
Less 50% Discount			-\$37.50

#### Thursday, November 18, 2021

##### **11:00 AM - 6:00 PM Eric Padgett Celebration of Life (Confirmed) Sonoma Auditorium ((none))**

Room Charge: (7 hours @ \$75.00/hr)	1	\$525.00	\$525.00
Less 50% Discount			-\$262.50

#### Set-up Notes (notes included):

Customer must adhere to Public Health Officer's current orders mandated at the time of event. Refer to county website at [SoCoEmergency.org](http://SoCoEmergency.org) or call the Booking office.

ESTIMATED ATTENDANCE: 300

ACTUAL TIME OF EVENT: 1pm to 4pm

SET-UP: Please call event staff at 707 321-6526 to discuss your set-up needs

ALCOHOL: Will be served at this event. must have a 1 day ABC permit to serve the alcohol in the building

SECURITY: Will not be needed at this event.

CLEANING/DAMAGE DEPOSIT: This deposit is fully refundable within thirty (30) days following the event, only if the following requirements are met: 1) Renter must check in with building staff on the day of the event before the event begins and after the event ends and 2) The rooms/equipment are returned in the same condition as received. Not doing so may result in loss of cleaning/damage deposit. Overtime use will be deducted from this deposit. Overtime use and/or damage costs exceeding the deposit will be billed to the customer.

## Bookings / Details

## Quantity

## Price

## Amount

INSURANCE REQUIRED: Event Liability Insurance is required. Customer to provide own commercial liability, or purchase ours.

ALCOHOL: Served or Sold - More than 100 attendees. With more than 100 attendees proper permitting/licensing is required - EITHER an ABC one-day event permit OR licensed caterer/bartender with off-premise license to serve alcohol. Service or sale can last no longer than 5 hours total, cannot go beyond 12:00am, and must terminate 1 hour before event's end.

FLAMMABLE MATERIALS: No flammable materials such as bunting, tissue paper, etc., shall be used for decorations. All materials used for decorative purposes must be treated with flame proofing and approved by the local Fire Department. No fireworks, open flame, nor device prohibited by local police or fire jurisdictions shall be permitted

PARKING LOTS: Our "No Trash Left Behind" policy is strictly enforced. Customer will be billed staff time for any clean-up needed.

## Equipment:

Son. - Microphone (Cordless)	1	\$40.00	\$40.00
Son - Portable Bar	1	\$30.00	\$30.00

## Room Set-up Fee:

Son. Room Set-up Fee (201-500)	1	\$300.00	\$300.00
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## Ref. Cleaning/Damage:

Sonoma Ref. Cleaning/Damage	1	\$200.00	\$200.00
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## Serving Alcoholic Beverages:

Son. Serving Alcoholic Bev. (250+)	1	\$200.00	\$200.00
Less 50% Discount			-\$100.00

## Fee Adjustment:

Sonoma Fee Adjustment	1	\$90.00	\$90.00
<i>Covid Cleaning</i>			

## Event Insurance:

Sonoma Class 1 Insurance ( 101 - 500)	1	\$119.00	\$119.00
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## Event Insurance Processing Fee:

Sonoma	1	\$50.00	\$50.00
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## Event Alcohol Insurance:

Sonoma	1	\$63.00	\$63.00
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## Processing Fee:

Sonoma Processing Fee	1	\$25.00	\$25.00
Less 50% Discount			-\$12.50

**12:00 PM - 4:00 PM Eric Padgett Celebration of Life (Confirmed) Sonoma Dining Room ((none))**

Room Charge: (4 hours @ \$55.00/hr)	1	\$220.00	\$220.00
Less 50% Discount			-\$110.00

**12:00 PM - 4:00 PM Eric Padgett Celebration of Life (Confirmed) Sonoma Kitchen ((none))**

Room Charge: (4 hours @ \$30.00/hr)	1	\$120.00	\$120.00
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Equipment	\$70.00
Event Alcohol Insurance	\$63.00
Event Insurance	\$119.00
Event Insurance Processing Fee	\$50.00
Fee Adjustment	\$90.00
Processing Fee	\$12.50
Ref. Cleaning/Damage	\$200.00
Room Charge	\$530.00
Room Set-up Fee	\$300.00
Serving Alcoholic Beverages	\$100.00

**Bookings / Details****Quantity****Price****Amount**

Subtotal

\$1,534.50

Grand Total

\$1,534.50

GRAND TOTAL MAY NOT REFLECT ALL POSSIBLE CHARGES

THE SIGNED/DATED TENTATIVE RESERVATION FORM MUST BE RETURNED WITHIN 2 WEEKS OF THE DATE ON THE COVER LETTER OR THIS REQUESTED RESERVATION WILL BE CANCELLED WITHOUT FURTHER NOTICE.

PLEASE REVIEW THIS TENTATIVE RESERVATION. If any of the information is incorrect, or if you have questions or concerns, please call us at 707-565-2158. Otherwise, to hold your reservation, SIGN, DATE AND RETURN ONE COPY OF THIS FORM.

Thank you for scheduling your event with us. We look forward to working with you.

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Sign

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Date

**CANCELLATION:**

If the event is cancelled 90 days or more from the date held, 50% of the deposit shall be retained by the County (General Services Department).

If the event is cancelled between 30-90 days of the date held, the entire deposit shall be retained.

If the event is cancelled 15-30 days of the date held 50% of the Rental Fee will be retained.

If the event is cancelled within 15 days of the event 100% of the Rental Fee will be retained.

**CLEANING/DAMAGE DEPOSITS:**

The entire cleaning/damage deposit will be forfeited if ANY of the following occur:

GUM IS FOUND IN THE FACILITY (FLOOR, ETC.)

GLITTER IS FOUND IN THE FACILITY

ALCOHOL IS BROUGHT INTO FACILITY DURING A "NON-ALCOHOL" EVENT