



GLENN COUNTY PLANNING & PUBLIC WORKS AGENCY

John F. Linhart, Director
P.O. Box 1070
777 N. Colusa Street
Willows, California 95988
(530) 934-6545 FAX 934-6533



HALL RENTAL CHECK LIST

Please utilize the following check lists when submitting applications for hall rental in Glenn County. **INCOMPLETE** submittals will not be accepted.

TO RESERVE YOUR DATE PLEASE SUBMIT THE FOLLOWING:

- Signed Application and Building Regulations to Reserve County-Owned Hall.
- Deposit Payment

THE FOLLOWING ITEMS ARE TO BE SUBMITTED ALTOGETHER NO LATER THAN 30 DAYS PRIOR TO EVENT:

- Entertainment Permit
- Copy of Security Contract
- Certificate of Insurance and Endorsement (with liquor liability if applicable)
- Rent Payment
- Copy of Alcoholic Beverage Control (ABC) License (if applicable)

List of "Emergency Call-Out" Personnel For Willows or Orland Memorial Hall Rental

The following staff members will be available to handle emergency service for customers renting any of the County Memorial Halls during their event:

Ricardo Valdez, Facilities Maintenance Supervisor	624-1365
Larry Olsen, Facilities Electrician	624-0606

In the event that you are unable to reach any of the persons listed above, please call Annette Chavez, Planning & Public Works Agency Deputy Director for assistance at 624-0256 or 824-2525.

NOT ONLY ARE YOU RESPONSIBLE FOR CLEANING THE HALL AND GROUNDS FOLLOWING YOUR SCHEDULED EVENT, BUT BE ADVISED THAT YOU WILL ALSO BE HELD RESPONSIBLE FOR ANY DAMAGES TO THE HALL, GROUNDS OR EQUIPMENT CAUSED AS A RESULT OF YOUR SCHEDULED EVENT.

DO NOT BLOCK ANY PUBLIC ACCESS (DOORWAYS, DRIVEWAYS, ELEVATOR, ETC.)



GLENN COUNTY PLANNING & PUBLIC WORKS AGENCY

John F. Linhart, Director
P.O. Box 1070
777 N. Colusa Street
Willows, California 95988
(530) 934-6545 FAX 934-6533



APPLICATION TO RESERVE COUNTY-OWNED HALL

INSTRUCTIONS: Fill out application completely. Sign and date Application and Building Regulations. Please return both forms with the required deposit. This will confirm your reservation. **Incomplete application submittals will not be accepted.**

- Check One:**
- Orland Memorial Hall 320 3rd Street, Orland
 - Willows Memorial Hall 525 West Sycamore Street, Willows
 - H.C. Community Hall 300 Broadway Avenue, Hamilton City

(check all that apply)

Rooms Needing Reserved: Auditorium Kitchen

Name of Organization _____ **Type of Event** _____

Responsible Representative _____ **Telephone** _____
(Number to be reached between 8AM-5PM)

Mailing Address _____ **email** _____
Street City State Zip

NOTE: Deposit refunds will be mailed to the responsible representative listed above.

EVENT DATES	Set Up _____	Time _____
	Event _____	Time _____
	Clean up _____	Time _____

NUMBER OF PERSONS EXPECTED TO ATTEND: _____

(check all that apply)

- WILL YOU BE SERVING:**
- Alcoholic Beverages (Security Guards Required)
 - Food
 - Drinks

The undersigned applicant declares under "penalty of perjury" that all information is true and correct. The undersigned further agrees to abide by all conditions and regulations as provided herein and will be held responsible for all damages. NOTE: Cleaning deposit refunds may be retained by the County if any provision is violated.

SIGNATURE: _____ **DATE:** _____

KEYS CHECKED OUT BY: **Print Name:** _____

KEY #: _____ **Signature:** _____ **Date:** _____

OFFICE USE ONLY

Deposit: _____ Check #: _____ Receipt #: _____ Date: _____

Rent: _____ Check #: _____ Receipt #: _____ Date: _____

Keys Returned - Date: _____ **CONFIRMATION #** _____

Application Received _____

Vets Emailed (WMH only) _____

Vets Approved (WMH only) _____

Rent Paid _____

Deposit Paid _____

Entertainment Permit _____

Copy of Security Contract _____

Insurance received _____

Deposit Refunded _____

BUILDING REGULATIONS

CERTIFICATE OF INSURANCE

Proof of insurance shall be provided to this office and must include: (1) a copy of the endorsement naming Glenn County as additional insured; (2) \$1,000,000.00 minimum liability coverage; (3) Specify Liquor legal liability if applicable; and (4) Specify on the certificate, the name of hall being rented and the event's date(s) for which coverage is provided. The County's insurance company can provide this coverage. Contact: Golden State Risk Management Authority, 247 West Sycamore St., Willows; (530) 934-5633.

SECURITY

When a Class II and/or Class III function is scheduled (as defined on the following page) or when alcohol is being served, the applicant will be required to obtain an "**Entertainment Permit**" from the appropriate law enforcement agency. When renting the **Orland Memorial Hall**, contact the City of Orland Police Department, 817 4th St., Orland (530) 865-1616; for the **Willows Memorial Hall**, contact the City of Willows Police Department, 201 North Lassen, Willows (530) 934-3456, or for the **H.C. Community Hall**, contact the Glenn County Sheriff's Department, 543 West Oak St., Willows (530) 934-6441. When alcoholic beverages are served on the premises, adequate security must be hired during the event. A copy of the signed contract between the applicant and the security firm hired must be furnished to this office prior to the event.

When alcoholic beverages are going to be sold on the premises, your application must be accompanied by an ABC permit. Call the Alcoholic Beverages Control Office in Yuba City at (530) 751-8570. A copy of the signed and approved license shall be provided to this office prior to event date.

KEYS

Keys for all halls are to be picked up and returned to the Planning & Public Works Agency Office located at 777 North Colusa Street in Willows. **Keys shall be returned by 5:00 p.m. the next day or Monday after a weekend or a \$5.00 charge will be levied against the cleaning deposit for each calendar day thereafter, until keys are returned.**

EQUIPMENT

(Not transferable between locations)

(Orland) ±136 stack chairs and some folding chairs. In addition, a maximum of ten 9' tables are available.

(Willows) ±249 stack chairs available. A maximum of ten 9' tables are available.

(Hamilton City) ±52 chairs available. There are Eight 9' Tables, One 7' Table, and Four 3'x3' Card Tables.

For additional information regarding equipment contact Glenn County Planning & Public Works Agency Office at (530) 934-6545.

CLEANING

Consists of cleaning any areas your group has occupied, or caused to be occupied, i.e., rest rooms, foyers, auditorium, stage, kitchen, etc. Take down and put away all chairs and tables, pick up trash inside and outside (including cigarette butts), and kitchen areas are to be thoroughly cleaned, all floors swept, vacuumed or mopped. All cleaning is to be completed either the following day or before two hours prior to the next scheduled use, whichever is sooner or the cleaning deposit will **NOT** be refunded. Please be advised that should cleaning and damages exceed the amount of your deposit you will be responsible to pay any difference. Remember you will be held accountable for the condition of the building and grounds area. Should you fail to leave the building and grounds in an acceptable condition, the county will use all remedies allowed by law to rectify the situation.

Please ask County staff about lighting, heating/cooling, and cleaning supplies. Decorations shall be coordinated with the County's staff. All tape, crepe paper, etc., must be removed. **Do not hang anything from or on the light fixtures.** You are responsible should any damages occur to walls, floors, furniture, etc. Remember to turn off heating/cooling before you leave. **Lock up all doors used in the building. No candles, incense or other open-flame-producing devices are permitted in the buildings (or Halls or Memorial Halls). Willows Memorial Hall - No loading or unloading from the front of the building. You must use the ramp @ back of the building only.**

PUBLIC DANCES

Juveniles must be chaperoned. Provide chaperon list and contact information to this office. Upon request, notify your local law enforcement agency. Security guards must be on duty during event if alcoholic beverages are served.

Some areas within the hall are for "designated groups" (Veterans of Foreign Wars, War Mothers, American Legion, etc.) and cannot be reserved unless written authorization is obtained from the Veterans prior to the event and a copy submitted to the Willows Office. No animals are allowed. Smoking is prohibited in all County-owned facilities.

The County shall not be held responsible for any items lost, stolen, or forgotten on the premises.

Signature: _____

Date: _____

RATING GUIDE
PER PERFORMANCE / PER DAY / PER EVENT

CLASS I:
LOW HAZARD

CLASS II:
MODERATE HAZARD

CLASS III:
HIGH HAZARD

Seminars

Concerts, other than rock

Rock Concerts

Picnics

Dances & Dinner/Dances

Rodeos

Meetings

Political Rallies

Circuses

Social Gatherings

Garage Sales

Carnivals

Theatrical Performance

Weddings/Receptions

Dinners

Birthday Parties

School Assembly
 (Except dances)

Anniversary Parties

Baptismals

Church Events

Pageants

Informational Faires

<u>CLASS</u>	<u>HAZARD</u>	<u>ATTENDANCE</u>	<u>DEPOSIT</u>	<u>RENT</u>
I	Low	100 or under 101 and over	\$100.00 \$100.00	\$100.00 \$125.00
II	Moderate	100 or under 101 and over	\$450.00 \$450.00	\$300.00 \$400.00
III	High	Board Approval Necessary		
Additional Fees When Alcohol Is Served			\$300.00	\$150.00
TOTAL HALL RENTAL FEES			_____	_____
Hourly Fee, When Applicable:			\$25.00 / Hr. (minimum charge)	



GLENN COUNTY PLANNING & PUBLIC WORKS AGENCY

John F. Linhart, Director
P.O. Box 1070
777 N. Colusa Street
Willows, California 95988
(530) 934-6545 FAX 934-6533



TO: Larry Jones, Glenn County Sheriff 934-6429 (Fax)
William "Bill" Spears, Willows Chief of Police 934-4964 (Fax)
Paula A. Carr, Orland Chief of Police 865-1626 (Fax)

FROM: Jackie Billings, Development Manager

DATE: July 30, 2010

SUBJECT: HALL SECURITY POLICY REVISED

Listed below are the standard requirements for security at the County-owned halls.

Security policy for rental of the County-owned building to be implemented:

- There will be a minimum of 8 security guards at any event where alcohol is available.
- Two guards will work the exterior of the building to ensure there is no drinking outside. No loiters shall be allowed outside around the building or in parking areas.
- Two guards at the entrance to the building to ensure uninvited guests do not enter.
- Two guards will work the inside dance area for crowd control.
- One guard will work the area where alcohol is being served to ensure no one under 21 years of age consumes alcohol.
- One guard will work by the delivery door (Orland-north side by kitchen, Willows-north side at ramp, Hamilton City-basement at kitchen) to control people coming in and out of the building.
- Security must be on duty ½ hour before the event and remain on duty until the end of the event when everyone in the rental party has exited the building and the doors are locked.
- Security firm must be licensed and guards in uniform.
- In the interest of safety, based on the size and type of event, even with the absence of alcohol, private security may be required.

- Please Take This Form To:** Willows Police Department, 201 N. Lassen Street, Willows
 Glenn County Sheriff's Department, 543 W. Oak Street, Willows
 Orland Police Department, 817 Fourth Street, Orland

ENTERTAINMENT PERMIT

Request for a permit to conduct public dances, exhibitions, carnivals and entertainment per applicable code requirements. All organizations holding concerts, dances, political rallies, wedding receptions, birthdays, anniversaries, baptismal, rodeos, circuses, carnivals, etc., are required to obtain an Entertainment Permit from the Willows Chief of Police for Willows Memorial Hall, from the Glenn County Sheriff's Department for the Hamilton City Community Hall or from the Orland Chief of Police for Orland Memorial Hall, not less than one month prior to the date of the event.

Name of person and/or organization conducting event: _____

Representative who may be contacted: _____

Home telephone: _____ Cellular telephone _____

Location of event: _____ Date of event: _____

Type of event: _____ Admission charge: _____

Hours: _____ To: _____ Music (live or recorded) _____

Size of crowd: _____ Name of band: _____

Alcohol served: _____ Amplifiers: _____

Host bar: _____

I have read, reviewed and understand the conditions of this permit.

PERMIT NUMBER: _____
 PERMIT GRANTED: _____
 SECURITY AGRMT ATTACHED: _____

 APPLICANT SIGNATURE

 LAW ENFORCEMENT SIGNATURE

THE POLICE/SHERIFF'S DEPARTMENT RESERVES THE RIGHT TO CLOSE DOWN THE EVENT AT ANYTIME.

(To be completed by Law Enforcement)

NUMBER OF SECURITY OFFICERS REQUIRED: _____

COMMENTS: _____

SECURITY SERVICES

(Only the firms listed below can be hired for security services when functions are held at the Orland Memorial Hall, Willows Memorial Hall or Hamilton City Community Hall.)

1. TEHAMA PRIVATE SECURITY

64 St.Francis Drive
Chico, CA 95926
(530) 894-8503
CA Lic. # PPO-013701

2. ELITE UNIVERSAL SECURITY

Monte Hecker, Owner
5548 Feather River Blvd.
Olivehurst, CA 95961
(530) 749-0280 FAX 741-9194
CA Lic. No. PPO-14694

REDDING OFFICE
736 Westside Road, Suite 102
Redding, CA 96001
(530) 242-8957
Fax (530) 741-9194

CHICO OFFICE
35 Heritage Lane #6
Chico, CA 95926
(530) 899-3751
Fax (530) 741-9194
www.eliteuniversalsecurity.com

3. D.W.B. PROTECTIVE SERVICES

Dean Broussard, Owner
Daniel Garza, Contact
1103 Butte House Rd, Suite F
Yuba City, CA 95991
(530) 763-4163
Cell (530) 763-4163
Fax (530) 763-4164
E-Mail- www.dwbsecurity.com
CA Lic. No. PPO-5963

HOW TO CLEAN THIS BUILDING

- 1. Make sure no gum is on the carpet or wood floor.**
- 2. Do not use any detergents or wax on wood floor. Use warm water only and change water frequently.**
- 3. Make sure rest rooms are cleaned.**
- 4. Vacuum carpets.**
- 5. Do not use dust mops on wet floor.**
- 6. Empty all trash cans from inside the building.**
- 7. If wood floor is sticky, mop again.**
- 8. Make sure lights are off when you leave the building.**
- 9. Make sure outside doors are locked before you leave.**
- 10. Do not leave any garbage outside of dumpster, any extra garbage, leave inside the gate/fenced area.**

**THANK YOU
MANAGEMENT**

INSTRUCCIONES PARA LIMPIAR ESTE EDIFICIO

- 1. Revise que no esten chicles pegados en el piso y carpeta.**
- 2. No use nignun limpiador de piso ni wax. Use solamente agua tibia y cambiela frecuentemente cuando limpie el piso.**
- 3. Este seguro de limpiar los baños.**
- 4. Aspire las carpetas.**
- 5. No use mapeadores para polvo en el piso mojado.**
- 6. Tire toda la basura del edificio.**
- 7. Si el piso esta pegajoso debe trapearlo otra vez.**
- 8. Este seguro de apagar todas las luces cuando termine.**
- 9. Antes de irse revise que todas las puertas esten cerradas.**
- 10. No deje basura afuera del basurero, si esta lleno deje la basura adentro del clerco.**

GRACIAS