

Information, Guidelines & Rental Rates
McFarland Living History Ranch

GALT AREA HISTORICAL SOCIETY, INC.
P.O. Box 782
Galt, CA 95632

Ida Denier, Reservation Specialist (209) 745-1477 1oldgoat@att.net

RENTAL FEES

Classification	Daily	Hourly	Deposit	Security
A. Historical Society Program	0	0	0	Current Rate
B. Govt. Sponsored Programs	\$250	\$30	\$500	Current Rate
C. Resident Non-profit Org. 501 (3) status	\$250	\$30	\$500	Current Rate
D. Resident Private Party	\$250	\$30	\$500	Current Rate
E. Non-Resident Non-Profit	\$300	\$40	\$550	Current Rate
F. Non-Resident Private Party	\$400	\$45	\$550	Current Rate
G. High Risk Events	\$600	\$100	\$650	Current Rate
H. Co-Sponsorship, maximum	0	0	0	Current Rate

CLASSIFICATIONS

Classification: A Galt Area Historical Society, Inc. programs: Any program by any project chairperson including society meetings, or museum training.

Classification: B Government sponsored Events: Any tax based agency which includes: a school class (up to 36 students), special districts, and State and Federal programs.

Classification: C Resident non-profit organizations: Included in this group is any community group that exists within the boundaries of the Galt Area Historical Society, Inc., and whose by-laws or governing charter establishes the groups as a not for profit group. The State and the City recognizes these groups within the public resource code as having a 501 (c) (3) tax rating.

Classification: D Resident - Private Party: General public that resides within the boundaries of the Galt Area Historical Society, Inc. for parties, wedding receptions, dances, outdoor seminars, lectures, classes.

Classification: E Non resident-non profit organizations: Included in this group or any community group not residing in the boundaries of the Galt Area Historical Society, Inc., and/or whose by-laws or governing charter establishes the groups as a not for profit group. The State and the City recognizes these groups within the public resource code as having 501 (c) (3) tax rating.

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Classification: F Non-resident - private party: General public who reside outside the Galt Area Historical Society, Inc., boundaries for parties, wedding receptions, dances, outdoor seminars, lectures, classes, etc.

Classification G High Risk Events: Youth parties 14 to 21 years of age including birthday, graduation, parties, dances, and quiceñeras; parties serving any quantity or type of alcoholic beverage.

GENERAL INFORMATION

FACILITY HOURS

Closed on Mondays

Daily Rental Hours Tuesday - Sunday 9:00 a.m.- 11:00 p.m.

Special Rental Packages Every Day 9:00 a.m.- 11:00 p.m.

VISITATION INFORMATION

UNSCHEDULED WEEKDAY VISITATION - Please call our Reservation Specialist (209) 745-1477, for availability

Tuesday through Thursday (9:00 a.m. - 5:00 p.m.) admission is regular price - children 50¢; adults and seniors \$1.00. Children 3 and under are free.

A. No buildings open and no docents available

B. No special programs - static displays only

C. Picnicking permitted

SCHEDULED SPECIAL RENTAL VISITATIONS - See rental fees for classification and call the Reservation Specialist - (209) 745-1477

Additional Rental Fees for Groups:

If Applicable:

Rental fee for tables \$5 and chairs are \$1. Set up fee \$100 per hour

\$250.00 Cleaning and Damage Deposit.

\$400.00 Certain High Risk” events. See “High Risk” section of packet.

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FEE & DOCUMENT SCHEDULE

1. A **facility use agreement** must be signed at the time of reservation confirmation.
2. The cleaning and damage deposit is required to be paid at the time of Facility Use Agreement issuance.
3. Facility rental fees are due according to the following schedule:
 - 100% of rental fees is due 30 days prior to the rental date (if applicable)
 - 100% of security fees is due 30 days prior to the rental date (if applicable)
4. Proof of insurance is due 30 days prior to the rental date.

Cancellation Period	Amount of Refund
Anytime after deposit is paid and prior to 60 days before event	100% of Security/ Cleaning Deposit
Within 59-30 days before event	50% of Security/Cleaning Deposit
Within 30 days of the event	0% of Security/Deposit and Cleaning Deposit

Cancellation fees pertain to both cancellation by rental group, and cancellation by the Galt Area Historical Society, Inc. due to the rental party's failure to fulfill Facility Use Agreement.

Facility Use Agreements which are not fully paid according to this schedule shall be considered void. The date and time of the scheduled activity shall be removed from the rental schedule and applicant's deposit and fees shall be forfeited according to the cancellation schedule. Applicant is responsible for keeping the payment schedule.

APPLICATION FOR FACILITY USE AGREEMENT

1. Forms must be signed by an adult 21 years of age, or older, accepting all responsibility as an individual or as a representative for a group.
2. Any amendments or revisions to the application may result in an increase of the rental fees, additional stipulations or requirements, denial or revocation of the permit.
3. Applications will be processed on first come, first serve basis, and will be approved according to the availability of the facility.
4. The McFarland Living History Ranch Board will review all applications, and upon approval, a Facility Use Agreement will be issued. Facility Use Agreements will be returned to renter after approval.

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HIGH RISK EVENTS

Certain events are deemed high risk. These events include, but are not limited to:

- Youth parties 14 years of age to 21 years of age including birthday parties, quinceñeras, graduation parties, fraternity parties, sorority parties, dances and concerts.
- Parties serving any quantity or type of alcohol.

The Galt Area Historical Society, Inc. reserves the right to deem an event "high risk" and the following items will apply:

Security officers, Proof of Insurance, and additional Cleaning and Damage Deposits are required for High Risk Events.

1. Security - security guards are required of renters for all events deemed high risk. Only security under contract with the Galt Area Historical Security, Inc. will be used. Each event will be quoted on an individual basis. No outside security agency or officers will be accepted.
2. Cleaning and damage Deposit - The deposit amount for high-risk rentals is \$600.00.
3. Insurance - Liability insurance is required for all rentals. A written insurance endorsement from a reputable insurance company rated A or better naming the Galt Area Historical Society, Inc. of Galt as "other named insured" is required from either the client and/or caterer. For individuals, a written endorsement from your homeowners or renters insurance company will suffice. No event will be allowed without this insurance requirement being met. Written proof of insurance endorsement is required at least 30 days prior to your event, or your event will be canceled and forfeiture of your security deposit and rental fees will occur.

INSURANCE REQUIREMENTS

This checklist may help you and your insurance representative when analyzing your policy:

- policy is an occurrence form; occurrence limit: \$300,000 (minimum), aggregate limit: \$500,000 (minimum)
- public entity as additional insured, date and location of event are stated
- coverage is primary and not contributory
- liability includes premises, broad form property damage, personal injury, blanket contractual, hot liquor/liquor (if applicable)
- products and completed operations
- participants are not excluded
- 30-day notice of cancellation

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CLEANING & DAMAGE DEPOSIT CLEANING

A security and cleaning deposit is required to confirm a reservation date. This deposit is not applied towards the rental fees of the facility. The deposit is due at the time of issuance of the Facility Use Agreement. The deposit secures your date and binds you to the rental policies contained in the rules and guidelines.

Within four (4) weeks after the event, assuming that the facility has been left clean and that there are no outstanding issues, the deposit reimbursement check will be mailed, minus any appropriate deductions, to cover cleaning costs and/or facility repair. The deposit reimbursement check will be mailed to the address indicated on the Facility Use Agreement.

COMMON QUESTIONS AND REQUESTS

Q= Common Questions, A= Answer

Q: Can my caterer come in early to cook or drop off equipment?

A: Only during the hours specified on the Facility Use Agreement.

Q: Can I hold a rehearsal the night before?

A. If there are no other scheduled activities, the area may be used for rehearsal.

Q: Can I store tables/chairs/etc. at the facility the night before, or the night after the rental?

A: Personal items may only remain at the facility during rental times.

Q: Can I come in early to decorate?

A: You may only enter the ranch during the hours stated on the Facility Use Agreement.

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McFARLAND LIVING HISTORY RANCH GROUNDS rules

The Galt Area Historical Society, Inc. and its Executive Board hereby establishes the following rules and regulations governing the administration, operation, and maintenance of the McFarland Living History Ranch grounds.

1. The person or organization using this Galt Area Historical Society, Inc. facility must maintain order, observe rules, and will be held responsible for damages done to the Society's property. The Society has the authority to close down the facility if a group does not adhere to the rules and regulations. The renter will be billed for damages over and above the rental fee.

2. Rental must be paid within thirty (30) days prior to the reservation date. Certificate of Insurance must also be received (30) days prior to the function, listing the Galt Area Historical Society, Inc. as "additionally Insured". Deposit to cover damages (see page 11) is required for rental. The deposit will be refunded. Renter will be billed for damages over and above the rental fee in accordance with the cancellation schedule on page 2.

3. Alcohol is not permitted **without prior approval** from the Galt Area Historical Society, Inc. Additional insurance is required (See High-Risk information page 2.) Alcohol is not permitted to leave the facility during the event, under any circumstances. In addition, when alcohol is sold, organizations' or groups' ABC Daily Sale Permit must be submitted to the Galt Area Historical Society, Inc., and approved by the Sacramento County Sheriff's Department, no later than 48 hours prior to function.

4. SECURITY IS REQUIRED AT ALL functions that serve alcohol. In addition security may be required as deemed necessary by Galt Area Historical Society, Inc. Security will be provided at the current hourly rate per officer, minimum three (3) hours. NO ALCOHOL IS TO BE SERVED UNTIL SECURITY HAS ARRIVED. (One (1) security officer is required for every fifty (50) guests.) A security officer obtained through the Galt Police Department will cost the renter the prevailing rate per hour.

Additional security may be required for larger functions or types of function when alcohol is served or at the discretion of the Galt Area Historical Society, Inc. when there is an element of risk. The Galt Area Historical Society, Inc. will schedule the security officers. The applicant will pay for the cost in advance with the facility fees.

5. **BY LAW, SMOKING IS NOT PERMITTED IN ANY AREA OF THIS GALT AREA HISTORICAL SOCIETY, INC. FACILITY.**

6. The Galt Area Historical Society, Inc. will not be held responsible for any lost or stolen items.

7. Foreign substances i.e., rice, confetti, etc. are not to be used on the premises. Bird seed is acceptable in the outside area.

8. OPEN FLAMES, INCLUDING CANDLES MUST BE USED WITH CAUTION.

Candles or other open flames may not be used inside the McFarland house. Open flames are approved only in the designated fire-controlled areas and upon the approval of the McFarland Advisory Committee.

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9. RESPONSIBILITIES: APPLICANT IS RESPONSIBLE FOR CLEAN-UP. The facilities must be restored to the condition in which found, within the time specified on the Agreement.

The applicant/organization is solely responsible for any damages, accidents, or injuries to persons or property resulting from the use of the McFarland Living History Ranch. Any applicant obtaining a permit shall be responsible for the control and supervision of attendees during the use of the grounds. Applicant shall be responsible for any damage to the existing buildings, improvements, furniture or fixtures. Any violation of these provisions can result in a replacement of the damages or loss upon demand.

10. DEPOSIT: The deposit is due at the time of reserving applicant's date of the facility. The deposit secures your date and binds you to the rental policies contained in the rules and regulations. Check the deposit table of fees for the proper amount.

Deposit refund: The deposit refund (if applicable), will be mailed up to four (4) weeks after the event.

11. An authorized member of the Galt A Historical Society, Inc. will be on hand to facilitate the installation of additional lighting, public address system, or any other electrical or mechanical units.

12. All functions will conclude at 10:30 p.m., so renters can start cleaning up after the event.

The Caretaker locks up the facility at 11:00 p.m. SHARP!

REGULATIONS

1. It is the responsibility of the applicant to;

a) Remove all decorations, but removal of any Galt Area Historical Society, Inc. fixtures is prohibited.

b) Put all garbage in trash container(s) provided.

c) Wipe off with damp sponge (and soap, if needed) all tables, chairs, and kitchen counters used. Any spillage should be wiped or mopped up.

d) Clean stove, refrigerator, and all other equipment or areas used in the McFarland House.

e) Remove all personal equipment and articles from the facility.

f) Pick up all trash in the bathrooms and the kitchen area.

g) Pick up all trash in parking lot and grounds left by your group.

h) Return all rented or loaned tables and chairs to their storage place.

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i) See that all decorations are approved by the McFarland Living History Ranch Committee. ABSOLUTELY NO scotch tape, electrical tape, tacks, nails, staples, and duct tape are permitted. Only masking tape and string may be used.

2. Cleaning and damage fee will be deducted from the deposit for the following:

I. Any damage to the facility or facility furnishings.

Any special cleaning conditions or problems that are needed as a result of the event.

Any damages in excess of the deposit will be billed the renter.

Fees can only be waived by the McFarland Living History Ranch Advisory Board. Request for a waiver must be made in writing and submitted to the Board at their regular meeting.

LAWS TO CONSIDER

Every person who sells or serves alcohol at these facilities should be aware of the following information:

Section 25602, Business & Professional Code, states; "Every person who sells, furnishes, gives, or causes to be sold, furnished, or given away, any alcoholic beverage to any habitual or common drunkard or to any obviously intoxicated person, is guilty of a misdemeanor."

Section 25658, Business & Professions Code; states; "(a) Every person who sells, furnishes, gives, or causes to be sold, furnished, or given away any alcoholic beverage to any person under age of 21, is guilty of a misdemeanor."

Please be aware that you are responsible for the actions of your guests in the facility and outside the area. Guests should be aware that the Sacramento County Sheriff's Office may inspect the premises at any time, and those found in violation of the law are subject to arrest.

Your cooperation in the safe and proper use of this facility is greatly appreciated.

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GENERAL INFORMATION

Application for Agreement

1. Contract use agreement may be obtained from the Reservation Specialist by calling (209) 745-1477.
2. Forms must be signed by an adult 21 years of age, or older, accepting all responsibility as an individual or as representative for an applicant.
3. Forms may be submitted up to one (1) year in advance of the date required.
4. Any amendments or revisions to the application may result in an increase of the rental fees, additional stipulations or requirements, denial or revocation of the application. This must be given Reservation Specialist in writing one (1) week in advance.
5. Applications will be processed on a first come, first serve basis and will be approved according to the activity schedule of the facility.
6. All applications will be reviewed by the McFarland Living History Ranch Committee. Upon approval, a Facility Use Agreement will be issued.

APPROVED AGREEMENTS

1. For just cause, the Galt Area Historical Society, Inc., Executive Board reserves the right to disapprove any agreement or revoke any approved agreement, based upon additional information which will substantially effect the risk circumstances of a rental.
2. The use of the grounds at the McFarland Living History Ranch are available to applicants upon approved application filed with the Reservation Specialist upon payment of the application fee.
 - a) A permit to use the facility will be issued, provided:
 - b) Issuance will not obstruct or interfere substantially with any Historical Society scheduled event.
3. The date and time requested have not been previously assigned to other functions.
4. Open parties are not allowed to be conducted at the McFarland Living History Ranch. Rentals are restricted to written invitation events and all events that are charging participants.
5. It will be necessary for you to obtain the required insurance as specified by for your activity/event and the completed rental agreement before you make any further arrangements. Do not take your tentative date as an absolute confirmation that you will be able to hold your activity/event, until the required insurance coverage has been approved and filed with the Reservation Specialist.

If you make further arrangements such as, invitations, catering services, bands, etc., before your insurance forms are approved and filed with the Reservation Specialist, the Galt Area Historical Society,

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Inc., Executive Board or the Society members will not be held liable if your tentative date for your activity/event cannot be granted to you due to the lack of insurance coverage.

INSURANCE COVERAGE REQUIREMENTS

Applicant shall procure, at their own expense, and maintain for the duration of this agreement, insurance coverage on the facility that meets the following requirements:

1. Broad Form comprehensive Liability Insurance.
2. Each insurance policy required shall be endorsed to state that coverage shall not be suspended, voided, canceled, reduced in coverage or in limits, except after thirty (30) days prior written notice be certified mail, return receipt requested, mailed to the Galt Area Historical Society, Inc.
3. General Liability endorsement, signed by an authorized representative of the applicant's insurance company, in the minimum amount as set forth below.

ACTIVITY I Activities that will offer, sell or allow alcoholic beverages shall file a Certificate of Insurance in the minimum amount of \$2,000,000.00 and a General Liability endorsement naming the Galt Area Historical Society, Inc. as additionally insured.

ACTIVITY II Activities such as marathons, races, etc., that do not sell, offer or allow alcoholic beverages but do involve some type of active physical participation shall file a Certificate of Insurance in the minimum amount of \$500,000.00 and a General Liability Endorsement naming the Galt Area Historical Society, Inc. as additionally insured.

ACTIVITY III Any activity which does not clearly fall into any of foregoing classes, or an activity including unique, unanticipated or unusual events or circumstances will be assigned to a class by the Galt Area Historical Society, Inc., Executive Board.

FILING: The applicant must supply the Galt Area Historical Society, Inc. with a Certificate of Insurance in the amount required and the General Liability Endorsement in order to hold the activity. These documents must be on file at least two (2) weeks prior to the activity with the Galt Area Historical Society, Inc.

OTHER: Should the Galt Area Historical Society, Inc.'s insurance carrier recommend differently, the requirements addressed in this document will be altered accordingly. Should the Galt Area Historical Society, Inc. insurance coverage be conditioned, reduced or canceled, any reservations or use is subject to cancellation immediately upon the Galt Area Historical Society, Inc. being notified of such action by the insurance carrier.

NOTE: If the required Certificate of Insurance and General Liability endorsement are not filed as indicated, THE ACTIVITY WILL BE CANCELLED. The Galt Area Historical Society, Inc. will deny any claims for losses.

To get the complete contract, contact Ida Denier, Reservation Specialist (209) 745-1477, or email to 1oldgoat@att.com