



Facility Rental Policy Addendum

POLICY AND CONDITIONS FOR USE OF 131 VENUE OF BIDWELL PRESBYTERIAN CHURCH (BPC) FACILITIES

GENERAL INFORMATION

- Full Strike of the stage is allowed **NOTE:** Speakers, power boxes, and lights must remain. (renters requesting a full strike will incur additional charges of \$75)
- Small stage can be removed, however, the large stage cannot be removed.
- Window coverings can be removed, however, BPC staff is required to remove the window coverings for proper storage (renters requesting to have window coverings removed will incur additional charges).
- Sound System/Projection can be used, however, BPC Technician is required to operate (renters requesting to use BPC Sound System/Project will incur equipment/staff charges).
- Removal of posters, photos, signage in 131 Lobby is allowed (renters need to refer to Decorating in Facility Rental Policy for list of what is allowable) (renters requesting to have window coverings removed will incur additional charges)
- Bartending companies are required to be fully licensed
- Service of Alcoholic beverages is to be contained to Kitchen
- Security is required when renting 131

ALCOHOLIC BEVERAGES

Renter is required to secure a licensed Beverage/Bartending Company. The company must hold liquor liability insurance, provide special daily licenses, and have LEAD certified staff. Their staff must be trained to recognize potential problems, slow down or cut off a guests quietly, check ID's and maintain a safe & legal event.

Persons under the age of 21 are prohibited to consume alcoholic beverages on the premises. If a Person under the age of 21 is in possession of alcohol, that person will be asked to leave the premises immediately.

Alcohol cannot be served at events where the person being celebrated is under 21

Any persons furnishing alcohol to minors will be asked to leave the premises immediately.

No alcoholic beverages may be taken outside of the building by guests.

Bar staff may carry closed containers to and from vehicles.

Renter will be responsible for securing a Special Use Permit with the ABC (Alcoholic Beverage Control) if alcohol will be sold at an event, or if tokens or tickets are sold that can be redeemed for alcoholic beverages. Renter must have Bidwell Pres Office as well as the local police department sign the ABC application. Renter must then provide a copy of ABC permit to Bidwell Pres Office no less than 30 days prior to the event.



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To obtain an application for a permit, contact the Dept. of Alcoholic Beverage Control, 1900 Churn Creek Road, Suite 215, Redding, CA. (530) 224-4830.

Renter must inform Bidwell Pres Office if any alcohol will be present at their event no less than 40 days prior to the event, even if it is not being sold or distributed by the Renter.

Alcohol service must end 30 minutes before the scheduled end of an event, and alcohol consumption must end at the event ending time as required by the City of Chico and/or the ABC.

If alcohol is served or sold at an event, there must be a **licensed or designated** bartender **over the age of 21** who must comply with the following:

The bartender may not drink alcohol while serving to others.

The bartender is the only one who may dispense alcohol, including beer from a keg.

The bartender must check ID's to ensure that those being served are over 21 years of age and that ID's are valid.

The bartender is responsible for monitoring excessive drinking and must not serve to anyone who is inebriated

KEGS

If beer will be dispensed from kegs, Renter must provide a container for kegs to protect the floor. All kegs must be kept in a designated area which will be determined by management.

Drinking games (such as beer pong, keg stands, or other activities that promote the irresponsible use of alcohol) and the use of alcohol paraphernalia (such as funnels) are prohibited on/in the premises. Failure to comply with ABC regulations may result in the immediate cancellation of the policy and/or termination of the event and Renter's loss of Security Deposit and fees paid.

Bidwell Pres has the right to terminate events during the reserved hours if there are minors in possession, or if there are alcohol-related problems at the event.

Security

Those renting the 131 facility must hire a security company for their event. This cost is the renter's responsibility and is not included in your rental agreement with BPC.

All groups are required to provide security from the time they anticipate the first guest arriving until the last guest leaves.

The primary purpose of the security company is to monitor the main door on the street level to ensure that only event guests are allowed entry. The renters are responsible for determining how guests will be identified (example: Guest list, invitation, ticket, etc.)

The security company does not perform physical labor for the renter, such as loading and unloading cars, making coffee, setting tables, decorating, etc.

The security company is not permitted to accept "tips" or other gifts, participate in the event or celebration, or drink alcoholic beverages.



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BPC must be given the security guard contract 30 days prior to the event. (Number for AG Private Protection 530-809-0634)

If the contracted Security Company does not arrive at the event as stated in contract, the event will be canceled OR Alcohol service/sales will be suspended.

I, the undersigned, have read and agree to abide by and enforce all rules and regulations as stated in the above policy.

Applicant's Signature

Date