



SLO County Farm Bureau Rental Fees & Information

- \$100.00 Room Rental Fee per half day Maximum 4 hours.
- \$150.00 Room Rental Fee for all day use 8:00 a.m. - 4:00 p.m.
 - Days and hours of availability: Monday-Friday, 8 a.m. – 4 p.m. Evening rental may be considered on a case by case basis for an extra fee.
- Weekend meeting rentals may be considered with advance notice
 - Saturday and Sunday meeting fees are \$350.00 per day.
- Seating available in the following styles: Classroom for about 40 people, Stadium for 50-75 people, and various Table Arrangements for 25-35 people.
- A Certificate of Liability Insurance from your insurance company naming San Luis Obispo County Farm Bureau as the certificate holder for the date of the event or meeting must be received before event date.
- Farm Bureau reserves the right to require a security deposit. Farm Bureau reserves the right to cancel any reservation at any time without cause.
- The responsible party must sign and abide by the Room Rental Agreement and the Rental Contract.



SLO County Farm Bureau Rental Contract

Event Date: _____ Set-Up-Time: _____ Event Start Time: _____ Event End Time: _____

Event Name: _____

Estimated Number of Guests: _____ Desired Room Layout: _____

Company Name: _____

Company Address: _____

Contact Name and Title: _____

Phone: _____ Email _____

Contact Address: _____

Note: Rental time is based on eight (8) hours. Additional time, if needed or requested, is subject to additional fees. It is understood that your event may be shorter than 8 hours.

- A signed contract and any security deposit requested by Farm Bureau must be received to confirm your reservation. The room rental fee is due prior to your event.
- A copy of your Special Event Liability Insurance is due prior to your event, naming the San Luis Obispo County Farm Bureau as additional insured.
- Payment should be made to **San Luis Obispo County Farm Bureau**
- **Farm Bureau reserves the right to cancel any reservation at any time without cause.**

Signature of Renter: _____ Date: _____

Farm Bureau Signature: _____ Date: _____



SLO County Farm Bureau Rental Agreement

Thank you for choosing to hold your meeting/event at the San Luis Obispo County Farm Bureau. We hope you'll find the facilities functional and comfortable-and that you will come back again! Guest must agree to the following in order to use our facility:

- Guests are to remain in Board Room meeting area, kitchen, and/or outside area. No guests shall enter private office areas. Guests may, of course, use restroom facilities.
- No alcoholic beverages shall be served without prior permission of the Farm Bureau.
- No decorations or displays will be hung on walls with tape, tacks, or other material.
- All food, beverages and trash will be removed from meeting room and kitchen and disposed of in the outside dumpster. The counter tops will be cleaned of any residue. Any excessive dirt or debris should be vacuumed (vacuum is located in kitchen closet). Please ensure that all appliances used are turned off and/or unplugged.
- If the BBQ area, parking lot, or any outside part of the property is used, it will be cleaned, and all food and trash will be disposed of in the large dumpster outside.
- Chairs and tables will be left in the same arrangement as they were set-up in for the meeting. Please do not place table or chairs against the wall.
- Thermostat will be turned off prior to leaving.
- All doors and windows will be closed and locked upon leaving.
- Gates to the parking lot shall be closed and locked.
- Any damages to walls, carpet or furniture will incur a repair fee.
- A Cancellation Notice shall be given 30 days or more prior to event in order for a refund of any security deposit or room rental fee.

Thank you for holding your event at Farm Bureau. We appreciate your cooperation!

Signed _____
Renter

Date _____

Signed _____
San Luis Obispo Co Farm Bureau

Date _____