

OFFICERS CLUB/TEMPLE CENTER

(Military Contract)

**CAMP SAN LUIS OBISPO
10 SONOMA AVE, BLDG C-5-3
SAN LUIS OBISPO, CA 93405
OFFICERS CLUB – USE GUIDELINES**

DECORATING:

- Use push pins and 3-M removable mounting products (no nails, staples or tape).
- To ensure safety, please do not stand on tables or chairs.
- Candles are permitted as centerpieces on the 60” round tables and on the mantle or in the fire place. Candles on the head table, appetizer or buffet tables are not safe for your guests and therefore not allowed.
- Please note: Sparklers or any other form of fireworks are prohibited on Camp San Luis Obispo.

CLEAN UP:

Clean up must be completed at the end of your event. Please discuss in advance any items that must be left for pick up on a later day (linen, dishes, glassware, tents, extra tables or chairs). We can direct you to a place outside for you to leave these items. Oftentimes there is an event the next day so this needs to be arranged in advance.

The \$150.00 Cleaning fee covers the cleaning of bathrooms, vacuuming of ballroom, foyer and fireplace rooms, and mopping of the lounge area respectively. Cleaning fee also covers the removal of any/all garbage.

Decorations/Tables/Chairs:

- Remove all decorations (including tacks) immediately following your event.
- All food items must be removed and trash placed in the proper dumpster outside the facility.
- Floral arrangements must be removed; the floor must be clean of all objects that cannot be vacuumed.
- All furniture must be put away and/or replaced to the designated areas as directed by the Officers Club agent.
- All tables must be cleaned of linen and service items and chairs stacked on top of tables (all unused or unneeded tables and chairs should be returned to respective storage areas.)

Food Service Areas:

- The kitchen and BBQ area must be cleaned and **ALL** trash removed.
- The kitchen must be mopped, refrigerators wiped out, and trash dumped.
- Place all food service rental items outside the kitchen door for pickup on a later date.

Building Exterior:

- The outside parking lot and front veranda must be picked up and cleaned of any trash and cigarette butts.
- All signs must be removed from anywhere on Camp San Luis Obispo.

Parking pass

All non-military drivers will need to receive a pass from the main gate. To receive a pass, you must have a valid and current driver's license, proof of insurance and auto registration (or rental contract).

Champagne

Please let us know whether or not you plan to toast with champagne. We will ensure enough champagne is on hand for your event. Please let us know if we are to provide one champagne bottle per table or if your caterer is pouring tableside and up to how many additional bottles are to be opened if on tables? Let us know if you will use our disposable plastic glasses or you have rented glass flutes (or if you need our help to rent).

Alcohol

Please let us know if you would like for the bar service to have a full bar service, just wine and beer, or just wine. Signature drinks can be served if advance notice is received. Also, let us know what drinks will be hosted and what will not. If you would like any bottles of wine on the tables, please let us know how many. Where would you like the bar to be located? It can either be the permanent one in the lounge area or we can use a portable bar. We serve drinks in plastic disposable glasses. If you would like actual glassware, you will need to rent them. (if you require our assistance to rent glassware, please let us know).

Caterer timeline

Please let us know when your caterer plans to arrive so that we can advise the front gate and to make arrangements to be there to let them in. Also let us know if anyone will need access the day before the event (when available) and the time for additional set up.

Time of event and guest count

Please let us know the time of your event at the Officers Club and the approximate guest count so that we can make sure to provide adequate bar staffing and supplies and that security knows

when the attendees will be coming through the gate. Also let us know what time you would like the key if setting up early so that we can arrange a time to review the Officers Club and start chilling any white wine/champagne you are paying corkage on.

China/flatware/glassware

As a reminder, the Officers Club bar only provides plastic disposable glassware and does not provide any dishes or silverware. If you would like real glassware or need help obtaining dishes or silverware, you will want your caterer to add those onto your rentals.

Tables/Furniture

Let us know if you need a current inventory list of tables/furniture and their sizes that are available for you to use.

Set-Up Notes

- **Chairs:** As you face the stage, chairs are stored in the left closet.
- **Tables:** As you face the stage, banquet and large round tables are stored in the right closet. High and low cocktail tables and a 48” round cake table are stored in the back center of the stage.
- **Set up:** It is recommended that you put the DJ to the left of the stage in front of the chair storage closet as there is lots of power there and easy access for equipment loading as they can pull their car easily up to the back door. It is also recommended if you are having coffee to put that table along the back wall of the ballroom, closest to the lounge so that there is an outlet.
- **Please LIFT UP (don't drag) all tables/chairs when moving to keep our carpets from ripping and our floors from scratching.** There are dollies in the chair and table storage room to help move things easier.
- **Signage:** You are welcome to borrow the O Club sandwich boards with the arrows on them. Be sure to bring a dry erase pen in your color scheme to write the name of your event on them. Write your event name on the side with the left arrow and “gate” on the side with the right arrow. Security guards can flip them for you prior to your guest departure. You may also bring your own signage. No balloons or signs for your event may be displayed off of Camp San Luis Obispo property, as in no signs outside front gate. Please be sure to remove/return any signs used for your event prior to your final departure.
- **Lights:** String lights on the walls of the ballroom can be turned on/off at the breaker box to the left of the office door using Circuit 9. Also by the office door there are several dimmer switches. Only two work. They go to the flood lights you will see on the ceiling. The chandelier switch/dimmer and the stage twinkle lights plug is to the left of the stage, next to the closet with the chairs.

- Ceiling fans in ballroom are on individual remotes. The fans closest to the stage are #1 and the ones closest to the kitchen are #5. Each side of the ballroom has fans #1-#5 (left and right). Push one of the green buttons and the light comes on. If you hold the button down the light will dim. Fans are lo-med-high. “Rev” reverses the fan directions. The “Red” button turns the fan off. Push the green button and it turns the light off.
- Lights for the stage (as you face the stage) are on the left stage behind curtains.
- Lights for out back are on the building (three). They are grey flip covers to the left of the windows.
- Refrigerator: The white refrigerator in the kitchen is available for you and your caterer. The large walk-in remains locked as this is alcohol storage for the Club.
- Heat: Heat for the stage and area of the ballroom near the stage may be turned on/off by the circuit breaker box in the chair storage room. It is breaker #13. For heat for the main ballroom you will find a timer next to the office door that will turn on the heat.

If you have any questions during set up, give our director Major Mark Johnson a call at (805) 594-6505 and he will be happy to walk you through any questions or have someone come out to assist. We're here to make your event amazing!

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**CAMP SAN LUIS OBISPO
10 SONOMA AVE, BLDG C-5-3
SAN LUIS OBISPO, CA 93405**

This RENTAL AGREEMENT is entered into by and between The Officers Club/Temple Center at Camp San Luis Obispo (hereinafter "OFFICERS CLUB") and _____
_____ (hereinafter "RENTEE").

The purpose of this RENTAL AGREEMENT is to articulate the terms and conditions for the rental of the Officers Club/Temple Center.

Purpose of Your Event: _____

Estimated Attendance: _____

Proposed date(s) and times of use:

Set up: _____

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**CAMP SAN LUIS OBISPO
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SAN LUIS OBISPO, CA 93405
(805) 594-6505**

CampSanLuisObispoClubs@hotmail.com

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_____ (hereinafter "RENTEE").

The purpose of this RENTAL AGREEMENT is to articulate the terms and conditions for the rental of the Officers Club/Temple Center.

Purpose of Your Event: _____

Estimated Attendance: _____

Proposed date(s) and times of use:

Set up: _____

Event: _____

Tear down: _____

Unit or Organization: _____

Point of Contact: _____

Address: _____

City: _____ State: _____ Zip: _____

Work Phone: _____ OK to call at work? Yes: ___ No: ___

Home Phone: _____ Cell Phone: _____

E-Mail: _____

Event: _____

Tear down: _____

Unit or Organization: _____

Point of Contact: _____

Address: _____

City: _____ State: _____ Zip: _____

Work Phone: _____ OK to call at work? Yes: ____ No: ____

Home Phone: _____ Cell Phone: _____

E-Mail: _____

Please "X" the box that best describes your organization:

Military

Service Member and Public Safety

Community and Nonprofit

All Others

DEPOSIT:

Your organization may be required to provide a five hundred dollar (\$500.00) security deposit to secure the date of your event. The security deposit, less cleaning, damage, cost recovery, and other deductions will be returned in approximately 45 days after your event. If you cancel within two weeks of your event, the deposit is non-refundable. Initial: _____

Violation of Policy Memorandum 2015-01 or this RENTAL AGREEMENT may result in the loss of your entire security deposit and fees paid to the Officers Club/Temple Center.

Initial: _____

Once your security deposit has been received, you will be officially booked for your event. To meet its **mission military training, military mobilizations, and emergency obligations**, Camp San Luis Obispo expressly reserves the right to reclaim or reoccupy O'Club/Temple Center, with minimal notice, consistent with Policy Memorandum 2015-01. In no event will CSLO be responsible for any consequential damages such as, for example, lost revenue, profits, deposits, or food arising out of reclamation or reoccupation. Initial:_____

Security deposit refund to be sent to:

NAME_____

AGENCY_____

ADDRESS_____

CITY/STATE_____ ZIP CODE_____

OBLIGATIONS:

RENTEE shall comply with all applicable statutes, laws, ordinances, rules and regulations adopted by the federal, state, county or city government or the body politic and which pertains to the said use of premises or any provisions of the contract. Initial:_____

RENTEE shall indemnify and save harmless the Board of Directors, the Adjutant General, the State, and their officers, agents, independent contractors, and employees against any and all loss, damage, injury or liability that may be suffered or incurred by the Board, The Adjutant General, the State, or their officers, agents, independent contractors, or employees caused by, arising out of, or in any way connected with the use by the RENTEE of the above premises or any part thereof or the exercise of the rights or privileges herein granted. Initial:_____

RENTEE is solely responsible for the actions of self, invited and uninvited guests and all persons associated with RENTEE or with the purpose to which the RENTEE is using the premises. RENTEE is solely responsible for injury to any person or for any loss or damages to any property or for the acts of any person or persons for which RENTEE has responsibility. Initial:_____

For any personal Military event (not sponsored by an official Military organization) such as retirement dinners, RENTEE shall provide a certificate of insurance, with a separate liquor liability addendum, demonstrating liability coverage for the event. A separate liquor liability addendum is required only when bar service is requested. The State Contracting Manual Volume 1, paragraph 7.40 requires a limit of liability of not less than \$2,000,000 per occurrence for bodily injury and property damage liability combined. The certificate of insurance must include the following provisions: *The State of California, its officers, agents, employees, and independent contractors are included as additional insured, but only with respect to the use of the facility and related activities under this RENTAL AGREEMENT.* The period of coverage shall include the set-up day prior to the event. Said certificate shall be submitted up to 30 days prior to the event. Failure to provide said certificate will result in cancellation of the event. Initial:_____

Federal, State, and local governmental agencies to include school districts are required to provide evidence of insurance or self-insurance. Initial: _____

RENTEE agrees to allow the Officers Club agents to use any photos from their event for advertising and promotional materials. Initial: _____

RENTEE agrees to allow the Officers Club agents to show the facility to potential clients during the set-up period prior to the actual event start time. Initial: _____

In the event that any legal action or proceeding is brought to enforce this RENTAL AGREEMENT or for any breach hereof, the prevailing party in such action or proceeding shall recover, in addition to all other relief, reasonable attorney fees and court costs, including service of notices as provided for herein. Initial: _____

BAR AND LIQUOR:

The Officers Club will provide a bar and bartender for a nominal fee if you wish to serve alcohol at your event (bar set-up cost \$150 military and \$175 non-military respectively). **All alcohol consumed at your event must be served by an employee of the officers club. Alcohol may not be brought into the Officers Club or consumed in the parking lot, BBQ area or in the kitchen.** No person(s) under the age of 21 may consume any alcoholic beverage on premises. Bar service is provided for 4 hours. Additional service may be requested and will be determined by an employee of the Officers Club on a case by case basis. Initial: _____

If you are hosting the bar, arrangements will be made to pay immediately after the event. All hosted bars will have a 20 % gratuity added to the final invoice. Initial: _____

BILLING

All fees/deposits due for the Officers Club must be paid in full sixty (60) days prior to your use. Initial: _____

SET-UP/TAKE-DOWN:

If you require set up or take down prior to or after your event, there is an additional pro-rated fee. No signs or balloons are allowed outside of Camp property (e.g. signs on Highway 1). Initial: _____

CATERERS:

Due to the unique operational requirements of hosting an event on a military installation, caterers are required to complete a two hour training (club guidelines) two weeks prior to the event. If your caterer has been at Camp San Luis Obispo within the last two years, this training requirement may be waived. In addition, caterers are responsible for returning the facility back to its original state. Initial: _____

FEES:

See Camp San Luis Obispo Policy Memorandum 2015-01 for detailed rates, fees, and deposits.

In addition, you need to decide if you are going to clean the facility after your event or have Camp San Luis Obispo clean for \$150.00. If you choose to have Camp San Luis Obispo do the cleaning, it will be deducted from your security deposit. Initial:_____

- I DO / DO NOT (circle your response) intend to pay \$150.00 to have the Club cleaned upon completion of event Initial:_____

Make checks payable to: OFFICERS CLUB, CAMP SAN LUIS OBISPO.

ATTACHMENTS:

This RENTAL AGREEMENT also includes, by this reference, the following attachments:

1. Policy Memorandum 2015-01
2. Officers Club Use Guidelines

EXECUTION:

I have had an opportunity to review and ask questions regarding the terms and conditions of this RENTAL AGREEMENT. On behalf of my organization and myself, I hereby agree to the terms and conditions in this RENTAL AGREEMENT, by:

SIGNATURE DATE