



WILLOW OAK FIRE PROTECTION DISTRICT

18111 County Road 94B, Woodland, California 95695

Phone: (530) 662-0781 admin@willowoakfire.gov

Hall Location: 17535 County Road 97, Woodland CA 95695

RULES, REGULATIONS AND RATES FOR FACILITY RENTALS

1. **CASH ONLY** deposit must be paid in full to secure your rental date. Payments for rental fees may be made in the form of cash or check.

HALL RENTAL	
District Residents	Non-District Residents
<ul style="list-style-type: none"> • Hall Rental: \$1,400 • Deposit: \$1,200 (CASH ONLY) • Refund: \$800 (\$400 cleaning fee) 	<ul style="list-style-type: none"> • Hall Rental: \$1,800 • Deposit: \$1,400 (CASH ONLY) • Refund: \$1,000 (\$400 cleaning fee)
Total Amount Paid (No Damages): \$1,800	Total Amount Paid (No Damages): \$2,200
PARK RENTAL	
<ul style="list-style-type: none"> • Rental Fee: \$750 • Deposit: \$500 (CASH ONLY) • Refund: \$300 (\$200 cleaning fee) 	
Total Amount Paid (No Damages): \$950.00	

ANY DAMAGES TO THE PROPERTY WILL BE DEDUCTED FROM THE DEPOSIT. RENTER WILL BE FINANCIALLY RESPONSIBLE FOR ANY DAMAGES THAT EXCEED THE DEPOSIT AMOUNT.

2. The completed application, rental fees and any other necessary documents must be submitted at least 30 days before the event.
3. Translations conducted on behalf of the Renter must be carried out by an adult.
4. The facilities are available for use during the following hours:
 - 10 am to Midnight for Hall rentals
 - 10 am to Dusk for Park rentals
5. The maximum permitted group size is 200 people, inside and out.
6. Set-up for Hall rentals:
9:00 am - 5:00 pm the day before the event (if the Hall is available). During this time the Renter and district staff will conduct an initial walk-through.
7. Inside tables and chairs MAY NOT be used outside.
8. NO push-pins/tacks/tape or fixtures of any kind to be used on walls, ceilings and windows. Tack strips are for tacks/push pins only; NO nails or screws.
9. All music must cease by 11 pm.
10. No amplified music is allowed in the park except to facilitate a wedding ceremony, or by prior arrangements with the management.
11. All exterior openings (doors and windows) MUST be closed by 8 pm and remain closed when any music is being played.
12. If the heat or A/C is in use, all doors and windows must remain closed. Tampering with the thermostat will result in forfeiture of deposit.
13. Renter is required to bring trash bags for the event (33-gallon size).



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14. Cancellations made within thirty (30) days of the event will result in forfeiture of all deposits. Exceptions for extenuating circumstances will be at the sole discretion of the management.
15. All renters must obtain liability insurance for the day before (set-up), day of (function/event), and the day after (clean-up). Insurance must cover both the Willow Oak Fire Protection District and the Renter for a minimum amount of \$1,000,000 against property damage, personal injury and wrongful death liability. Proof of insurance must be supplied to the management a minimum of 30 days prior to the event.
16. When alcohol is served, the Renter is required to hire two (2) uniformed security guards from a licensed and bonded security company. The security guards must not drink any alcoholic beverages and must remain on duty for the event if Renter and attendees are on the premises.
17. Hay/straw and animals are not allowed on District property.
18. Vehicles of any kind are allowed in designated parking areas only.
19. The Willow Oak Fire Protection District specifically reserves the right to seek recovery from the Renter(s) for any damage to the facilities, fixtures, furnishings and/or grounds.
20. No structural or electrical modifications are allowed.
21. For safety reasons, NO tables, chairs or other obstructions shall be placed closer than four (4) feet from any EXIT door. A clear passage to these exits must be maintained throughout the building for the duration of the event.
22. Clean up Procedures:
 - All garbage is to be removed from hall, bathrooms, kitchen, park, and parking lot areas.
 - Tables and chairs must be wiped down and stored as originally found. If the tables and chairs are found to be dirty during inspection, the renter will be charged for their cleaning
 - No trash or debris should be left on the grounds overnight. Please ensure that the grounds are picked up after the event concludes for the night.
 - The hall will open at 9:00 am the following day for cleaning, which should be completed by 5:00 pm.
 - When cleaning is completed, a walkthrough with the Renter and district staff will be conducted to address any issues or problems related to cleanup or damages.
23. All fire equipment and buildings are off limits. Absolutely no parking is allowed in areas designated for fire equipment.
24. The Willow Oak Fire Protection District reserves the right to cancel or suspend any event for just cause (i.e., the consumption of alcoholic beverages by minors, disorderly conduct, failure to follow the rules and regulations, etc.).