



Town of Yountville  
Community Center  
Facility Users Responsibilities & Policies

1. The renter is responsible for assigning a team to assist in the set-up of tables and chairs. Directions and assistance will be given from Building Attendants.
2. **Furniture Availability:** The Heritage room has the following furniture available for use when rented.
  - 60” Round tables that seat 8 people
  - 6’ and 8’ rectangular banquet tables
  - Banquet style chairs

The Generations room has the following furniture available for use when it is rented.

- 72” Round tables that seat 10 people
- 8’ rectangular banquet tables
- Banquet style chairs

**NOTE: Round table sizes must stay in designated room.**

The Patio has the following furniture available for use when rented.

- White folding chairs with padded seats (130)
- 6’ rectangular outdoor banquet tables **ONLY**

**\*Indoor furniture is not to be used outdoors.**

**\*All rooms have enough furniture for the capacity listed.**

3. All decorations must be removed upon event ending.
4. All equipment and materials need to be removed from the facility at the conclusion of the event. We do not store equipment rented for next day pick up by a party service.
5. All tables must be cleared of linens and table settings at the conclusion of the event.
6. All trash should be put in trash receptacles. Building Attendant(s) will take out trash and recycling to garbage area.
7. If barbeque is rented, user is responsible for putting used barbeque coals into metal safety bucket. All trash should be put into trash receptacles.
8. Building Attendant(s) will be responsible for the set up of outdoor patio tables and chairs with the renter’s assistance. Take down of patio furniture and storage will be the Building Attendant(s) responsibility.
9. It is the renters responsibility to make sure caterer is informed of the following kitchen responsibilities:
  - Wipe stove top of any spills
  - Wipe down kitchen counters
  - Dishwasher should be empty
  - Refrigerator should be emptied of food and beverages
  - Kitchen sinks cleared of food and/or dishes
  - Mop up kitchen floor spills
  - All trash must be put in trash receptacles

10. The janitorial company will take down all tables and chairs and put them away. All cleaning and disinfecting will be performed by the janitorial company.
11. Bar stations should be placed in reception room just off main hall.
12. Alcohol beverage service must stop at 10:00 pm.
13. Once all alcohol has been brought into the facility no further alcohol will be permitted to enter the premises for consumption.
14. No alcohol shall be allowed outside the areas designated by the contract between the Town of Yountville and the Applicant. Alcohol is only allowed on the patio area or Town Square (if rented). Alcohol is not allowed in front of the facilities, on sidewalks, or in the parking lot.
15. California State law prohibits the sale or service of alcoholic beverages to person less than 21 years of age. Minors who are in the possession of alcohol or persons serving alcohol may result in the event being cancelled and closed immediately. Persons serving alcohol to minors during events held at the Community Center are solely responsible for any criminal or civil penalties imposed.
16. Standing on tables and chairs is prohibited.
17. Confetti is not allowed.
18. Rose pedals- Please use only freeze dried or silk rose pedals as decorations. Real rose pedals stain the floor.
19. The following is strictly prohibited:
  - Smoking inside the building or within 20 feet of the facility.
  - Open flame candles. Candles must be votives, floating in water or surrounded by hurricane glass.
  - Pyrotechnics or fireworks
  - Blocking of exits or exit lights with curtains or booths, tables, chairs or other objects.
  - \*Propane or flammable gas cylinders of any type. In the event this is needed by a licensed caterer, prior arrangements and approval by the Community Center Facilities Manager is required.
20. Additional fees will be charged for any time necessary for clean up, caterers, bands, Dj's and guests or renter departing the facility. The hourly rate for any occupancy of the building past the contracted ending time will be charged to the renter.
21. The Town of Yountville shall have the absolute right to enter premises herein specified or any portion thereof at all times.
22. Fights, vandalism or unacceptable behavior during an event may be cause for immediate cancellation of the event and no refund for unused hourly rental rate time will be given.

Concern for the safety of those at an event, participants, public drunkenness, and minors being served alcohol or damage to the Yountville Community Center, equipment and grounds may result in cancelling and closing the event by the Yountville Sheriff Department and/or Town of Yountville Building Attendant Staff.