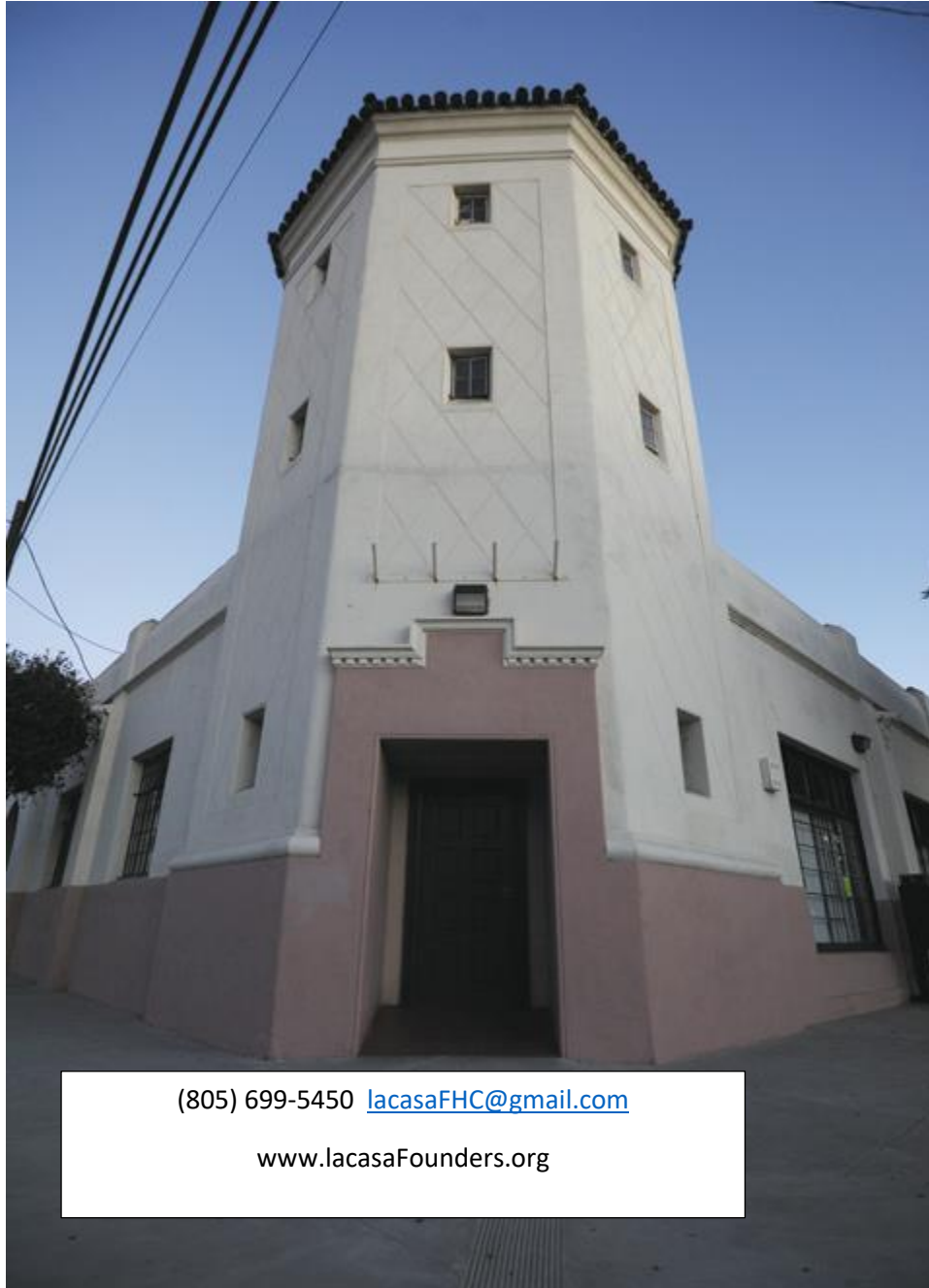


# La Casa F.H.C. RENTAL APPLICATION



(805) 699-5450 [lacasaFHC@gmail.com](mailto:lacasaFHC@gmail.com)

[www.lacasaFounders.org](http://www.lacasaFounders.org)

Name of Event: \_\_\_\_\_

DATE: \_\_\_\_\_

# ABOUT

The Historical building has acted as a Hispanic heritage building since its purchase in 1972. The Community Center is located on the eastside of Santa Barbara. The center has several options for room rentals. With its multipurpose rooms, the venue is an excellent space for private events such as weddings receptions, birthday parties, corporate events, professional trainings, workshops, conferencing, fundraisers, faith-based services, and neighborhood meetings or community forums. Amenities include a full kitchen, Alcohol (beer and wine) permitted, and the option of amplified music until 12:00am daily.

## General Rental Fees

**RESERVATION FEES:** A rental reservation fee of \$200 is due at the time you submit your application. This rental reservation is nonrefundable and is considered to reserve your date, as well as, a donation to the organization. You may choose to move your date and transfer your reservation fee to the moved date, upon written approval of the date change. Only two date changes are allowed in the reservation fee. If you move your date a third time, your original reservation fee will be lost and processed as a donation to the nonprofit.

**APPLICATIONS DUE:** All rental applications must be submitted, no later than 60 days from the event date, unless an exception is granted.

**SECURITY DEPOSIT:** The deposits is due within 30 days of the application submission, which is 20% of your total due balance for the rental of the event. Any damages to the building or extra costs accrued, per the checklist of services provided, will be deducted from the security deposit prior to the full return of the deposit. Deposits will be returned 30 days from the completion of the event. If you choose to cancel your event, the security deposit is non-refundable. You may change your date up to 2 times before the deposit is kept.

### **PAYMENTS ARE DUE ON:**

EVENTS: **Reservation fees** are due upon application submissions.

EVENTS: **All pre-approved contract balances** are due 4- weeks prior to the date of your rental, or within 90 days of the event, if booking more than 90 days in advance.

EVENTS & OFFICE/SPACE LEASES: All groups collecting fees during the rental of a space must provide a copy of a business license or umbrella agency agreement in order to rent the space and secure profit of the use in any way.

OFFICE/SPACE LEASES: **All rental fees are due on the first of each month.** A fine of 2% of the regular monthly rental will be imposed if the balance is not paid off by the 10<sup>th</sup> of each month.

**SETUP/ASSEMBY COSTS:** We **charge \$80.00 per hour** for the amount of time you identify in your application as your set-up time.

**OTHER CHOSEN FEES:** You may choose an array of services aside from the rental of the location for your event. Each of these has an additional cost. These include cost of services for choosing vendors outside of our approved vendor list (food, cleaning, and DJ) and fees associated with contracting our LA CASA security teams.

## General Rules

**ALCOHOL:** The only alcohol allowed is monitored and produced by La Casa. The only alcohol you are allowed to bring is for use of a special toast. Any special toasting glass bottles must be served by La Casa's servers and will be stored by La Casa's staff until the moment of the toasting.

**OTHER DRINKS:** non-alcoholic drinks are allowed, as long as they are not in glass bottles. You must not bring in any glass bottles of any kind, unless there is a special toast drink. If you have a special toasting, our staff will keep it secured within the confines of the kitchen and will bring it out when you are ready for that special moment.

**LIVE MUSIC:** all live music must end by 11pm. You may continue your event until midnight without amplified or live music. You will be given an approved DJ list to choose from. You must choose from the approved list. **If you decide to secure a DJ outside of our approved list, you will be charged a fee of 400.00.**

**SMOKING:** There is not outdoor smoking area outside of the property. If smoking is approved, with a fee of 100.00, you and your guests will be assigned a smoking area. A fine of 200.00 dollars will be imposed if smokers are witnessed outside the assigned smoking area. Please advise all of your guests of this rule. It is your responsibility to inform your guests prior to event arrival. No smoking inside the building.

**SECURITY:** If you are holding a private event, you must hire La Casa security teams. If you choose to hire your own team, they must provide a certificate for the event. **The certificate must indicate that they will be present 30 minutes prior to the event start time and a full hour past the event end time.** If you are holding a public event, you must contract a licensed security agency and provide the certificate with the same guidelines listed above. You will need one officer per every hundred adults you invite.

**CATERING:** You must choose from the designated approved catering companies given. If you choose a separate catering company, you will need to pay our kitchen rental fee, listed on the La Casa fee scale.

**DECORATIONS:** all decoration companies must contact La Casa to review and understand decoration policies prior to the event, 5 days prior to start date. Any wall decorations cannot be pinned to the walls or taped.

**ILLEGAL DRUGS or SUBSTANCE USE:** No illegal drugs are allowed. If someone is found using drugs, the event will be shut down without notice. Any person intoxicated without the ability to function without assistance, we be removed from the property and an uber fee will be subject to be collected from your security deposit.

**POLICE INVOLVEMENT:** If an incident occurs that involves injury of any kind, your event will be closed upon incident and all deposits will be kept. We reserve the right to call the local authorities when any dangerous situations occur in or around the area of the building.

**INSURANCE:** you must provide insurance for your one-day event. This can be purchased at any insurance vendor. If you need help with securing a one-day insurance policy, we can help you get one. **You must list "La Casa Founders Holding Company, its agents, and service providers" within your policy.**

**CLEANING:** You must turn in the space as it was given to you. All areas of use by your party, including hall, bathrooms, and common areas are your responsibility during the event. You may choose to pay for our cleaning services at an additional cost prior to your event. If the spaces are not cleaned to standard, you will be charged the cleaning fee and an additional fee for not securing the cleaning service prior to your event. This will be taken from your deposit.

	<i>FEE SCALE*</i>		
	<i>Standard</i>	<i>Member</i>	<i>Nonprofit</i>
<b>Main Hall</b> Capacity 560 Monday – Friday only with a 2-hour minimum (excludes amenities) Amenities provided at separate charge =====	100 Per Hour	50 Per Hour	55 Per Hour
<b>Weekend Fees:</b> Saturdays, and Sundays Six-hour minimum =====	400 Per Hour	300 Per Hour	350 Per Hour
<b>Performing Arts Stage TEATRO</b> Capacity 100 2-hour minimum weekdays <b>Lighting and Stage Equipment Extra</b> =====	32 Per Hour	10 Per Hour	15 Per Hour
<b>Weekend Fees:</b> Saturdays, and Sundays Six-hour minimum =====	120 Per Hour	80 per hour	85 per hour
<b>Kitchen</b> For events, you may choose an inhouse caterer to wave kitchen costs.  <b>Weekdays (Monday – Friday)</b> =====	150 Per Hour	60 Per Hour	75 Per Hour
<b>Weekends (Saturday – Sunday)</b> 4-hours minimum =====	220 Per Hour	160 Per Hour	170 per hour
<b>Commercial Use Contracts</b> <b>Not for Casa events or Festivals</b> =====	32 Per Hour	10 Per Hour	15 Per Hour
<b>Youth Center</b> Capacity 200. Amenities provided at separate charge  <b>Weekday 2-hour minimum</b> =====	20 Per Hour	5 Per Hour	10 Per Hour
<b>Weekend Fees:</b> Saturdays, and Sundays Six-hour minimum =====	160 Per Hour	100 Per Hour	140 Per Hour

<p><b>Historical Library Meeting Room</b>  Capacity 150  Amenities provided at separate charge  Weekday 2-hour minimum</p> <p>=====</p> <p>Weekend Fees:  Saturdays, and Sundays  <b>Six-hour minimum</b></p>	<p>20 Per Hour</p> <p>=====</p> <p>140 Per Hour</p>	<p>5 Per Hour</p> <p>=====</p> <p>100 Per Hour</p>	<p>10 Per Hour</p> <p>=====</p> <p>120 Per Hour</p>
<p><b>Small Conferencing Rooms</b>  Weekday fees</p> <p>=====</p> <p>Weekend Fees:  Saturdays, and Sundays  <b>4-hour minimum</b></p>	<p>20 Per Hour</p> <p>=====</p> <p>40 Per Hour</p>	<p>5 Per Hour</p> <p>=====</p> <p>10 Per Hour</p>	<p>10 Per Hour</p> <p>=====</p> <p>20 Per Hour</p>
<p><b>Office Lease / retail lease</b>  Month-to-month contracts</p> <p>Amenities include:  Utilities, Bathroom maintenance, and  Wifi. Must provide your own in-office  janitorial, own office line, and must not  change locks of the office space.</p>	<p>2.5 dollars a  square foot</p>	<p>2 dollars a  square foot</p>	<p>1.5  dollars a  square  foot</p>

**\*All prices are subject to change**

**RENTALS WILL NOT BE RENTED OUT TO FOR PROFIT ENTITIES THAT DO NOT HAVE A CITY BUSINESS LICENSE**

**Sponsorships are available upon request  
for full sponsorship of costs or partial waver of fees.**

## Rental *ADDITIONAL FEES*

SETUP FEES	\$80 per hour
Tables and Chairs (use fee)	\$100.00
Tablecloths	\$ 10.00 (per)
Table setup and Takedown (we set-up and take-down for you)	\$60.00
Cleaning Fee	\$450.00
Screen and Projector	\$100.00
Setup time cost per hour	\$80.00
PA system (small)	\$150.00
Cost of contracting a caterer outside the approved LA CASA list	kitchen fee
Cost for contracting a DJ outside our approved LA CASA list	\$400.00
Security (must hire a licensed company and show proof of certificate before getting event lease if securing your won company or if you host a public event). Security must be contracted 30 minutes prior to event opening and 1 hour post event. You will need one uniformed officer per every 100 people.	\$80/per hour
SBPD Special Event – Handling fee for La Casa filing You may file this on your own directly with the entity for a lesser charge. Must be filed 30 days prior to the event	\$60.00
Fire One Day Assembly Permit – Handling fee for La Casa filling You may file this on your own directly with the entity for a lesser charge. Must be filed 30 days prior to the event	\$300.00
Health One Day TFF Permit – Handling fee for La Casa filling You may file this on your own directly with the entity for a lesser charge. Must be filed 30 days prior to the event	\$200.00
One Day Vendor Permits – Handling fee for La Casa filling You may file this on your own directly with the entity for a lesser charge. Must be filed 30 days prior to the event	\$15 per vendor

# APPLICATION for use of space

Organization or patron: \_\_\_\_\_ Date of meeting (or first of series) \_\_\_\_\_

Mon  Tues  Wed  Thurs  Fri  Sat  Sun

Contact Person: \_\_\_\_\_ Contact Person: \_\_\_\_\_

Phone: \_\_\_\_\_ Phone: \_\_\_\_\_

Email: \_\_\_\_\_ Email: \_\_\_\_\_

Address: \_\_\_\_\_

Estimated Number Individuals Attending: \_\_\_\_\_

Time to Set-up: \_\_\_\_\_ to \_\_\_\_\_ (cost is \$80 per hour)

Time of the Event - START: \_\_\_\_\_ END: \_\_\_\_\_

Time to Clean-up: \_\_\_\_\_ to \_\_\_\_\_

TOTAL RENTAL HOURS: \_\_\_\_\_

I would like the following information to be displayed in the Public Event Listings and Calendars of *the center*. \_\_\_ Phone \_\_\_ email \_\_\_ website

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I am requesting about the following spaces:

\_\_\_ Main Hall \_\_\_ Office Space \_\_\_ Small Meeting Space \_\_\_ Kitchen \_\_\_ Teatro \_\_\_ Youth Center

I will be charging people in the following ways:

\_\_\_ Food \_\_\_ sales of merchandise \_\_\_ ticket sales \_\_\_ Vendor fees

\_\_\_ Sponsor fees \_\_\_ collected donations \_\_\_ ABC sales \_\_\_ class(meeting/session) fee

\_\_\_ Other fees: \_\_\_\_\_

I hold a business license in the city of Santa Barbara and am estimating a profit loss of: \_\_\_\_\_ with a net gain of: \_\_\_\_\_ out of this event.

My estimated obligations based on this application:

Reservation Fee Required and non-refundable	
Set up costs: Total number of hours: _____ Cost per hour: _____	
Event rental cost: VENUE _____ Total number of hours: _____ Cost per hour: _____	
Security: you must contract a security company unless contracting with LA CASA. There must be 1 uniformed licensed officer per every hundred persons invited to your event. Your contract must state that security teams will be in attendance 30 minutes prior to your event and one full hour after your event closure. (\$80 per hour for full LA CASA team)	
Tables and Chairs (these are set out in a pile for you to set up)	
Tablecloths	
Table setup and Takedown (we will set up the tables based on your design prior to your event)	
Cleaning Fee	
Screen and Projector	
PA system (small)	
Cost of choosing a caterer outside the LA CASA approved list	
Cost of choosing a DJ outside the LA CASA approved list	
Insurance Certificate cost, if LA CASA team secured event certificate for your event.	
SBPD Special Event – Handling fee for La Casa filing You may file this on your own directly with the entity for a lesser charge. Must be filed 30 days prior to the event	
Fire One Day Assembly Permit – Handling fee for La Casa filling You may file this on your own directly with the entity for a lesser charge. Must be filed 30 days prior to the event	
Health One Day TFF Permit – Handling fee for La Casa filling You may file this on your own directly with the entity for a lesser charge. Must be filed 30 days prior to the event	
One Day Vendor Permits – Handling fee for La Casa filling You may file this on your own directly with the entity for a lesser charge. Must be filed 30 days prior to the event	
TOTAL estimated cost of event based on preliminary application requests	
Security Deposit (20% of the application fees crewed)  Required; refundable if venue is left in good condition, upon 30 days of your event.	





# SPONSORSHIP REQUESTS

We understand that space for building community resilience is scarce in this city. We offer Sponsorships that cover some of the fees associated with rentals. Any organization or group may request a sponsorship two weeks prior to an event or as soon as an application is submitted.

We ask that you submit in writing the following information in order to be considered for a sponsorship of fee reductions or wavers.

- 1) The name of the group or project and if you are a 501.c3, a political action group, or for-profit entity
- 2) Your current organizational budget or project budget
- 3) If your event is closed to the public or for profit
- 4) Please tell us in two or three sentences what you seek to accomplish and why you think it is important for the community.

We will not consider a full sponsorship of any event that seeks to make profit for a cause but may choose to reduce the fees if the cause is for charitable purposes.

If you are charging fees of any kind, you must have a business license (nonprofit, for profit, or registered association).

seeks to allow space for people to gather regardless of resources, as long as the gatherings are to create resilience in our community. As such, we will attempt to accommodate space for any working group that helps to further the mission of the la Casa F.H.C.

Request:

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Approval notes:

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Authorized Signature: \_\_\_\_\_ DATE: \_\_\_\_\_