



GLENN COUNTY VETERAN SERVICES

Brandon Thompson
525 W. Sycamore Street, Suite A5
Willows, California 95988
(530) 934-1678 FAX 934-6355



HALL RENTAL CHECK LIST

Please utilize the following check lists when submitting applications for hall rental in Glenn County. **INCOMPLETE** submittals will not be accepted.

TO RESERVE YOUR DATE PLEASE SUBMIT THE FOLLOWING:

- Signed Application and Building Regulations to Reserve County-Owned Hall.
- Deposit Payment

THE FOLLOWING ITEMS ARE TO BE SUBMITTED ALTOGETHER LATER THAN 30 DAYS PRIOR TO EVENT:

- Entertainment Permit
- Copy of Security Contract
- Certificate of Insurance and Endorsement (with liquor liability if applicable)
- Rent Payment
- Copy of Alcoholic Beverage Control (ABC) License (if applicable)

List of "Emergency Call-Out" Personnel For Willows or Orland Memorial Hall Rental

The following staff members will be available to handle emergency service for customers renting any of the County Memorial Halls during their event:

Ricardo Valdez, Facilities Maintenance Supervisor (530) 624-1365
Rebecca Jarman, Lead Custodian (530) 720-4559

In the event that you are unable to reach any of the persons listed above, please call Cindy Holley, Veteran Services for assistance at 517-0003.

NOT ONLY ARE YOU RESPONSIBLE FOR CLEANING THE HALL AND GROUNDS FOLLOWING YOUR SCHEDULED EVENT, BUT BE ADVISED THAT YOU WILL ALSO BE HELD RESPONSIBLE FOR ANY DAMAGES TO THE HALL, GROUNDS OR EQUIPMENT CAUSED AS A RESULT OF YOUR SCHEDULED EVENT.

**DO NOT BLOCK ANY PUBLIC ACCESS (DOORWAYS, DRIVEWAYS, ELEVATOR, ETC.)
DO NOT PARK IN THE FRONT OF MEMORIAL HALL BY THE FLAG POLES.**



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APPLICATION TO RESERVE COUNTY-OWNED HALL

INSTRUCTIONS: Fill out application completely. Sign and date Application and Building Regulations. Please return both forms with the required deposit. This will confirm your reservation. ***Incomplete application submittals will not be accepted.***

- Check One:** Orland Memorial Hall - 320 3rd Street, Orland
 Willows Memorial Hall - 525 West Sycamore Street, Willows
 H.C. Community Hall - 300 Broadway Avenue, Hamilton City

(check all that apply)

Rooms Needing Reserved: Auditorium Kitchen

Organization/Group _____ **Type of Event** _____

Responsible Representative _____ **Telephone** _____
(Number to be reached between 8am-5pm)

Mailing Address _____ **email** _____
Street City State Zip

NOTE: *Deposit refunds will be mailed to the responsible representative listed above.*

EVENT DATES	Set Up _____	Time _____	
	Event _____	Time _____	
	Clean up _____	Time _____	

NUMBER OF PERSONS EXPECTED TO ATTEND: _____

(Check all that apply)

- WILL YOU BE SERVING:** Serving Food and/or Beverages
 Serving Alcoholic Beverages – Security Guards Required
 Selling Alcoholic Beverages – Security Guards Required

The undersigned applicant declares under “penalty of perjury” that all information is true and correct. The undersigned further agrees to abide by all conditions and regulations as provided herein and will be held responsible for all damages.
NOTE: Cleaning deposit refunds may be retained by the County if any provision is violated.

SIGNATURE: _____ **DATE:** _____

KEYS CHECKED OUT BY: **Print Name:** _____
KEY #: _____ **Signature:** _____ **Date:** _____

OFFICE USE ONLY

Deposit: _____ Check #: _____ Receipt #: _____ Date: _____
Rent: _____ Check #: _____ Receipt #: _____ Date: _____
Keys Returned - Date: _____ **CONFIRMATION #** _____

Application Received	_____
Vets Emailed	_____
Vets Approved	_____
Rent Paid	_____
Deposit Paid	_____
Entertainment Permit	_____
Copy of Security Contract	_____
Insurance received	_____
Deposit Refunded	_____

BUILDING REGULATIONS

CERTIFICATE OF INSURANCE

Proof of insurance shall be provided to this office and must include: (1) a copy of the endorsement naming Glenn County as additional insured; (2) \$1,000,000.00 minimum liability coverage; (3) Specify Liquor legal liability if applicable; and (4) Specify on the certificate, the name of hall being rented and the event's date(s) for which coverage is provided. The County's insurance company can provide this coverage. Contact: Golden State Risk Management Authority, 247 West Sycamore St., Willows; (530) 934-5633.

SECURITY

When alcohol is being served, the applicant will be required to obtain an "**Entertainment Permit**" from the appropriate law enforcement agency. When renting the **Orland Memorial Hall**, contact the City of Orland Police Department, 817 4th St., Orland (530) 865-1616; for the **Willows Memorial Hall**, contact the City of Willows Police Department, 201 North Lassen, Willows (530) 934-3456, or for the **H.C. Community Hall**, contact the Glenn County Sheriff's Department, 543 West Oak St., Willows (530) 934-6441. When alcoholic beverages are served on the premises, adequate security must be hired during the event. A copy of the **signed** contract between the applicant and the security firm hired must be furnished to this office 30 days prior to the event.

When alcoholic beverages are going to be **sold** on the premises, your application must be accompanied by an ABC permit. Call the Alcoholic Beverages Control Office in Redding at (530) 224-4830. A copy of the signed and approved license shall be provided to this office 30 days prior to event date.

CANCELLATION POLICY

The reservation may be canceled without penalty if confirmed in writing to the Glenn County Veteran Services Office (120) days prior to the date of the event. Reservations that are cancelled with less (120) days' notice will forfeit a minimum of \$50.00 up to 100% of the deposit. Reservations cancelled less than (30) days in advance will forfeit 100% of the deposit. Reservations cancelled less than (90) days in advance will forfeit (50%). Reservations cancelled between (90) and (120) days shall forfeit a minimum of \$50.00.

KEYS

Keys for all halls are to be picked up and returned to the Glenn County Veteran Services Office located at 525 W. Sycamore Street, Suite A5 in Willows. **Keys shall be returned by 9:00 a.m. the next day or Monday by 9:00 a.m. after a weekend or a \$5.00 charge will be levied against the cleaning deposit for each calendar day thereafter, until keys are returned.**

EQUIPMENT

(Not transferable between locations)

(Orland) ±136 stack chairs and some folding chairs. Thirty 8' tables are available.

(Willows) ±249 stack chairs available. Thirty 8' tables are available.

(Hamilton City) ±52 chairs available. There are Eight 9' Tables, One 7' Table, and Four 3'x3' Card Tables.

For additional information regarding equipment contact Glenn County Veteran Services Office at (530) 934-1678.

CLEANING

Consists of cleaning any areas your group has occupied, or caused to be occupied, i.e., rest rooms, foyers, auditorium, stage, kitchen, etc. Take down and put away all chairs and tables, pick up trash inside and outside (including cigarette butts), and kitchen areas are to be thoroughly cleaned, all floors swept, vacuumed or mopped. All cleaning is to be completed following the scheduled rental time or the cleaning deposit will NOT be refunded. Please be advised that should cleaning and damages exceed the amount of your deposit you will be responsible to pay any difference. Remember you will be held accountable for the condition of the building and grounds area. Should you fail to leave the building and grounds in an acceptable condition, the county will use all remedies allowed by law to rectify the situation.

Please ask County staff about lighting, heating/cooling, and cleaning supplies. Decorations shall be coordinated with the County's staff. All tape, crepe paper, etc., must be removed. **Do not hang anything from or on the light fixtures.** You are responsible should any damages occur to walls, floors, furniture, etc. Remember to turn off heating/cooling before you leave. **Lock up all doors used in the building. No candles, incense or other open-flame-producing devices are permitted in the buildings, Halls or Memorial Halls. Willows Memorial Hall - No loading or unloading from the front of the building. You must use the ramp @ back of the building only.**

PUBLIC DANCES

Juveniles must be chaperoned. Provide chaperon list and contact information to this office. Upon request, notify your local law enforcement agency. Security guards must be on duty during event if alcoholic beverages are served.

Some areas within the hall are for "designated groups" (Veterans of Foreign Wars, War Mothers, American Legion, etc.) and cannot be reserved unless written authorization is obtained from the Veterans prior to the event and a copy submitted to the Willows Office. No animals are allowed. Smoking is prohibited in all County facilities.

Applicant Guarantees that all information provided herein is a true and correct representation of the intended event. Falsification of any Disclosure for the purpose of avoiding the hiring of security personnel, manipulating the costs of rental fees or deposits or circumventing any of the other requirements of the rental agreement VOID with forfeiture of any portion of the security deposit as deemed necessary.

The Assistant Veteran Service Officer will have the authority to execute the Rental Agreement on behalf of the County. Variances from this fee schedule and typical uses shall be reviewed and approved by the Veterans Service Officer

The County shall not be held responsible for any items lost, stolen or forgotten on the premises.

Signature: _____

Date: _____

(Must be 21 years of age or older.)

RENTAL FEES PER DAY

Public Rate

Facility	Deposit - Alcohol	Daily Rate - Alcohol	Hourly Rate
Willows	\$450 - \$850	\$665 - \$800	\$65
Oriand	\$450 - \$850	\$665 - \$800	\$65
Hamilton	\$450 - \$850	\$300 - \$450	\$30

Hourly fee, when applicable

\$65/hr. Monday thru Thursday

Available on Friday when added to a weekend rental

Contact (530) 934-1678

Government/Other Agencies Rates



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TO: Richard Warren, Glenn County Sheriff 934-6429 (Fax)
Jason Dahl, Willows Chief of Police 934-4964 (Fax)
J. C. Tolle, Orland Chief of Police 865-1626 (Fax)

FROM: Cindy Holley, Assistant Veterans Service Officer

DATE: September 2016

SUBJECT: HALL SECURITY POLICY REVISED

Listed below are the standard requirements for security at the County Halls.

Security policy for rental of the County - building to be implemented:

- Security Guards are **REQUIRED** if selling or serving alcoholic beverages. The number of Security Guards is determined by law enforcement.
- A copy of the paid **SECURITY AGREEMENT** must be received 30 days prior to the event.
- In the interest of safety, based on the size and type of event, even with the absence of alcohol, private security may be required.
- One guard will work the area where alcohol is being served. Alcoholic beverages shall not be served, sold or consumed by anyone **UNDER THE AGE OF 21** on the premises.
- All alcoholic beverages served or sold **MUST REMAIN ON PREMISES**.
- Security must be on duty ½ hour before the event and remain on duty until the end of the event when everyone in the rental party has exited the building and the doors are locked.
- Security firm must be licensed and guards in uniform.
- Use of alcoholic beverages on the premises must be **IN COMPLIANCE WITH THE REGULATIONS OF THE STATE OF CALIFORNIA DEPARTMENT OF ALCOHOLIC BEVERAGE CONTROL, ABC**.

- Please Take This Form To:** Willows Police Department, 201 N. Lassen Street, Willows
 Glenn County Sheriff's Department, 543 W. Oak Street, Willows
 Orland Police Department, 817 Fourth Street, Orland

ENTERTAINMENT PERMIT

Request for a permit to conduct public dances, exhibitions, carnivals and entertainment per applicable code requirements. All organizations holding concerts, dances, political rallies, wedding receptions, birthdays, anniversaries, baptismal, carnivals, etc., are required to obtain an Entertainment Permit from the Willows Chief of Police for Willows Memorial Hall, from the Glenn County Sheriff's Department for the Hamilton City Community Hall or from the Orland Chief of Police for Orland Memorial Hall, no less than 30 days prior to the date of the event.

Name of person and/or organization conducting event: _____

Representative who may be contacted: _____

Home telephone: _____ Cellular telephone _____

Location of event: _____ Date of event: _____

Type of event: _____ Admission charge: _____

Hours: _____ To: _____ Music (live or recorded) _____

Size of crowd: _____ Name of band: _____

Alcohol served: _____ Amplifiers: _____

Host bar: _____

I have read, reviewed and understand the conditions of this permit.

PERMIT NUMBER: _____
 PERMIT GRANTED: _____
 SECURITY AGRMT ATTACHED: _____

APPLICANT SIGNATURE

LAW ENFORCEMENT SIGNATURE

THE POLICE/SHERIFF'S DEPARTMENT RESERVES THE RIGHT TO CLOSE DOWN THE EVENT AT ANYTIME.

(To be completed by Law Enforcement)

NUMBER OF SECURITY OFFICERS REQUIRED: _____

COMMENTS: _____

SECURITY SERVICES – WILLOWS MEMORIAL HALL & HAMILTON CITY COMMUNITY HALL

The level of security and provider of security shall be reviewed and approved by local law enforcement. The firms listed below only can be hired for security services when functions are held at the Willows Memorial Hall or Hamilton City Community Hall.

1. **A.G. Private Protection**
3450 Industrial Drive, Suite 1
Yuba City, CA. 95993
Phone: (530) 809-0634
Fax: (530) 636-4764
CA Lic No. PPO16845 / PPB6447

2. **D.W.B. PROTECTIVE SERVICES**
Bruce Wiggins - (916) 640-7591
Dean Broussard – (916) 410-1363
PO Box 1431
North Highland, CA. 95660
Phone: (916) 344-9000 or (530) 214-0376
Fax: (916) 344-9004
E-Mail: bwiggins@dwbsecurity.com
or dbroussard@dwbsecurity.com

3. **ELITE UNIVERSAL SECURITY**
Monte Hecker, Owner
5548 Feather River Blvd
Olivehurst, CA. 95961
Phone: (530) 749-0280
Fax: (530) 741-9194
CA Lic. No. PPO14694

REDDING OFFICE
736 Westside Road, Suite 102
Redding, CA. 96001
Phone: (530) 242-8957
Fax: (530) 741-9194

CHICO OFFICE
35 Heritage Lane #6
Chico, CA. 95926
Phone: (530) 899-3751
Fax: (530) 741-9194
www.eliteuniversalsecurity.com

4. **HYLTON SECURITY INC.**
David Hylton
1015 2nd Street, Floor 2
Sacramento, CA. 95814
Phone: (916) 442-1000

5. **NORTH STATE SECURITY**
Craig Free Commander of Security
1242 Oregon Street
Redding, CA. 96001
Cf.nss@shasta.com
Phone: (530) 243-0295

6. **STONE PROTECTION SERVICES**

Juan Ramos – Area Manager (530) 415-4562

Jcr40cal@gmail.com

6548 Graylock Lane

North Highlands, CA. 95660

Phone: (916) 612-6299

CA Lic No. PPO 17449

Victor Flores – CEO – Owner

vic.flo14@yahoo.com

SECURITY SERVICES – ORLAND MEMORIAL HALL

The level of security and provider of security shall be reviewed and approved by local law enforcement. The firms listed below ONLY can be hired for security services when functions are held at the Orland Memorial Hall.

7. **A.G. Private Protection**
3450 Industrial Drive, Suite 1
Yuba City, CA. 95993
Phone: (530) 809-0634
Fax: (530) 636-4764
CA Lic No. PPO16845 / PPB6447

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Dean Broussard – (916) 410-1363
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Fax: (916) 344-9004
E-Mail: bwiggins@dwbsecurity.com
Or dbroussard@dwbsecurity.com

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HOW TO CLEAN THIS BUILDING

- 1. Make sure no gum is on the carpet or wood floor.**
- 2. Do not use any detergents or wax on wood floor. Use warm water only and change water frequently.**
- 3. Make sure rest rooms are cleaned.**
- 4. Vacuum carpets.**
- 5. Do not use dust mops on wet floor.**
- 6. Empty all trash cans from inside the building.**
- 7. If wood floor is sticky, mop again.**
- 8. Make sure lights are off when you leave the building.**
- 9. Make sure outside doors are locked before you leave.**
- 10. Do not leave any garbage outside of dumpster, any extra garbage, leave inside the gate/fenced area.**

THANK YOU MANAGEMENT

INSTRUCCIONES PARA LIMPIAR ESTE EDIFICIO

- 1. Revise que no tengan chicles pegados en el piso y en la carpeta.**
- 2. No use ningun limpiador de piso o wax. Use solamente agua tibia y cambiala frecuentemente cuando limpie el piso.**
- 3. Este seguro de limpiar los baños.**
- 4. Aspire las carpetas.**
- 5. No use el trapeador para el polvo en el piso mojado.**
- 6. Tire toda la basura del edificio.**
- 7. Si el piso esta pegajoso debe trapearlo otra vez.**
- 8. Este seguro de apagar todas las luces cuando termine.**
- 9. Antes de irse revise que todas las puertas esten cerradas.**
- 10. No deje basura afuera del basurero. Si esta lleno deje la basura adentro del cerco.**

GRACIAS