



COASTAL GATEWAY MULTI-PURPOSE ROOM FACT SHEET

Questions/Reservations. For questions or to make a reservation, please contact Port San Luis Harbor District, 3950 Avila Beach Dr. (PO Box 249) Avila Beach, CA 93424 or call 805-595-5400, ext. 2001 during normal business hours [Mon thru Fri – 8:00 am to Noon and 1:00 pm to 4:30 pm]

Rental Space. The space rented is the Multi-Purpose Room located on the second floor of the Coastal Gateway Building located at 3900 Avila Beach Dr, Avila Beach, CA. The maximum occupancy of the Multi-Purpose Room is 58 people.

Kitchen. There is a small room adjacent to the meeting room with a sink, small refrigerator, and countertop space. The room does not feature a full kitchen.

Restrooms. Public restrooms are located on the first floor of the building.

Parking. The rental space does not include designated parking. Public parking space is limited and may not be available in the immediate vicinity of the facility.

Hours of Availability. The Multi-Purpose Room is generally available Daily from 8:00 am until 11:00 pm* (includes clean-up time)

*Events must end by 10:00 pm, with all clean-up to be completed by 11:00 pm.

Other arrangements will be considered on a case-by-case basis.

Rental Rates and Payments. Rental rates are as follows:

Sunday through Thursday: **\$45.00** per hour. The minimum fee (4 hrs.) charge is **\$180.00**.

Friday and Saturday: **\$60.00** per hour. The minimum fee (4 hrs.) charge is **\$240.00**.

Deposits and Deposit Refunds. In addition to the rental fee, all Renters are required to submit a **\$288.00** Security Deposit along with the rental fee. The Security Deposit shall be refunded to the Renter within 10 business days after the rental, less any itemized cleaning or repair costs, if required.

Cleaning Fee. All Renters will be charged a non-refundable room cleaning fee of **\$111.00**, collected in advance of the event.

Cancellation. In the case of event cancellation, all prepaid rental fees and deposits will be returned to Renter, less a \$61 Cancellation Admin Fee.

Insurance. A certificate of insurance is required. Renters must procure, at their own expense, a Comprehensive General Liability Insurance policy in the amount of \$1,000,000 for the time period to cover the rental event [Special Event Insurance] naming Port San Luis Harbor District as an additional insured. The certificate of insurance must be received by PSLHD at least three days prior to the event.

Telephone/Wireless Internet. Telephone access for conference calls requires an access code. Wireless internet service is available for Renters.

Service of Alcoholic Beverages. Renter agrees to abide by all laws and regulations regarding service and consumption of alcoholic beverages on the premises. In addition, renters who will be selling alcoholic beverages must obtain and display the proper permit from the appropriate California state agency. The permit and the person who obtained the permit must be present throughout the entire event. If alcohol is served, a security guard may be required to be on the

premises, at the Renter's expense. Should a security guard be required, the Renter will be responsible for hiring a firm/company acceptable to the District. Kegs may not be used to serve beer without PSLHD's prior approval.

Availability. Equipment must be dropped off and picked up during the rental span. Absolutely no items may remain in or around the facility before or after the rental period. Set-up and clean-up hours will be included in the rental time and price. All events must conclude by 10:00 pm and clean-up must be completed by 11:00 pm. All persons, supplies, and decorations must be out of the building by that time unless permitted in the Rental Agreement, no materials may be stored, left or placed outside of the Rental Space.

Conditions of Use. Renter's activities during the Rental Period must be compatible with use of the building and activities adjacent to the Rental Space and building. This included, but is not limited to, playing music, or making any noise that is at a level that is reasonable under the circumstances. Amplified live music is not permitted in the facility. Amplified music provided by a disc jockey is allowed inside the building only. There is no dance floor in the facility. Smoking and the use of tobacco is not permitted anywhere in the building or on the decking on the second floor of the building. Renter must inspect the Rental Space immediately prior to the event and accept the facilities in their present condition. The Rental Space must be cleaned and returned to PSLHD in the condition it was in prior to the rental. The Renter shall remove all trash from the Multi-Purpose Room and shall properly seal and place all trash in the large bins downstairs, adjacent to the building.

Equipment. Eight banquet tables (eight 5') and chairs for 35 people are available/included with rental of the Multi-Purpose Room. A set-up fee of **\$111.00** will be charged if District staff is requested to set up the tables and chairs.

Signs and Decorations. Signs may not be posted outside of the multi-purpose room except one sign may be placed on the front of the building directing Renter's guests to the second floor (maximum size is 24" x 24"). Use of sequins, glitter, confetti, silly string, sparkles, rice, birdseed, or similar materials is not allowed. The use of fire or open flame of any kind, fireworks of any kind, or any toxic or noxious material is strictly prohibited. Signs or decorations may be affixed to any surface only if such affixation will not mar, deface or leave a mark on the surface when removed. Tacks may be used to attach decorations or other material to the tack board on each wall. No nails, staples or tape may be used to hang anything on the walls or ceiling. **NO PENETRATION OF ANY SURFACES IS ALLOWED.** All tape, tacks or other such items used for decorations must be completely removed after the event. Any other decorations, signage, or construction must be pre-approved by PSLHD.

Children. Children under the age of 13 years must be accompanied by an adult at all times. Functions and activities for minors must be chaperoned by at least one responsible individual who is 21 years of age or older.

Animals. Dogs, cats, birds and other pets are not allowed in the facility at any time with the exception of service animals individually trained to provide assistance to an individual with a disability (i.e., guide dogs or signal dogs).