

# Willow Oak Fire Protection District

18111 County Road 94B, Woodland, California, 95695  
Phone: (530) 662-0781 Email : [Willowoakfd@gmail.com](mailto:Willowoakfd@gmail.com)

## RULES, RATES AND REGULATIONS FOR FACILITY RENTALS:

1. The applicant may arrange to preview the facilities for suitability and limitations. Such arrangements can be made by contacting the district office during business hours 8:00am-5:00pm Monday- Friday.
2. The **MAXIMUM** permitted group size is **200** persons inside and out.
3. The facilities may be reserved for use for the following hours:
  - A. 10am to 12am for Hall, Kitchen use
  - B. 10am to Dusk for the park, kitchen, Bathroom use
4. SET-UP FOR HALL RENTALS:

9:00 AM- 5:00 PM ONE DAY PRIOR TO THE EVENT IF THE HALL IS NOT BEING USED. **NO EXCEPTIONS!!**

**NO INSIDE TABLES OR CHAIRS CAN BE USED OUTSIDE. NO EXCEPTIONS!!**

**NO PUSH-PINS/TACKS/ TAPE OR ANY KIND OF FIXTURES ATTACHED TO WALLS OR CEILING OF ANY KIND IS ALLOWED. NO EXCEPTIONS!!**
5. Bands and all music **MUST CEASE PLAYING at 11 pm SHARP!!**
6. **NO AMPLIFIED MUSIC** is allowed in the park except that to facilitate a wedding ceremony, i.e., the Wedding March or by prior arrangements with the management.
7. All exterior openings (doors and windows) **MUST** be closed and remain closed at 8 pm when any music is being played.
8. If the heat or A/C is in use, all doors and windows must remain closed at all times.
9. **RENTAL FEE OR DEPOSITS MUST BE PAID IN FULL TO RESERVE THE PROPERTY.**

Rental payments will be made in the form of a check or cash. All Deposits **MUST BE MADE IN CASH.**

  - Hall rental: \$1,400
  - Deposit: \$1200.00

**REFUND- \$850.00 RETURNED; \$350.00 RETAINED FOR CLEANING SERVICE**

**ANY DAMAGE INCURRED OVER \$1200.00 CASH DEPOSIT WILL BE THE SOLE RESPONSIBILITY OF THE RENTER!!**

  - Park/Kitchen/Bathroom Rental: \$750.00
  - Deposit: \$500.00

**REFUND- \$300.00 RETURNED; \$200.00 RETAINED FOR CLEANING SERVICE**

**ANY DAMAGE INCURRED OVER \$500.00 CASH DEPOSIT WILL BE THE SOLE RESPONSIBILITY OF THE RENTER!!**

**Renter is required to bring trash bags for the event. 33 gallon size bags.**
10. Cancellations made within thirty (30) days prior to the event will result in forfeiture of all rental deposits. Exceptions for extenuating circumstances will be at the reasonable discretion of the management staff.
11. All renters **MUST OBTAIN LIABILITY INSURANCE FOR THE DATE OF THE FUNCTION.** This insurance must cover both the Willow Oak Fire District and the applicant for a minimum amount of \$1,000,000 against property damage, personal injury and wrongful death liability. This proof of insurance must be supplied to the management with a signed contract and payments.
12. The Willow Oak Fire District requires the renter to hire two (2) uniformed security guards from a bonded company only. The security guards must not drink any alcoholic beverages and must remain on duty for the entire duration of the event including the closing of the hall.
13. **THE WILLOW OAK FIRE PROTECTION DISTRICT RESERVES THE RIGHT TO CANCEL OR SUSPEND ANY EVENT FOR JUST CAUSE, SUCH AS THE CONSUMPTION OF ALCOHOLIC BEVERAGES BY MINORS, DISORDERLY CONDUCT, OR FAILURE**

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TO FOLLOW THE RULES AND REGULATIONS SET BY THE GOVERNING BOARD.

14. THE WILLOW OAK FIRE PROTECTION DISTRICT SPECIFICALLY RESERVES THE RIGHT TO SEEK RECOVERY FROM THE APPLICANT(S) FOR ANY DAMAGES TO THE FACILITIES, FIXTURES AND/OR FURNISHINGS.
15. **NO STRUCTURAL OR ELECTRICAL MODIFICATIONS ARE ALLOWED!!**
16. For safety reasons, NO tables, chairs or other obstructions should be placed closer than four (4) feet from any EXIT door. A clear passage to these exits should be maintained throughout the building for the duration of the event and clean-up procedures.
17. Clean up Procedures: All garbage is to be removed from hall, bathrooms, kitchen and park/parking lot areas. Tables and chairs need to be wiped down and stored as shown in the pictures provided. If the department inspects the tables and chairs and finds them to be dirty the renter will be charged for the cleaning of them. Clean-up will be done the following day on any events that go after 8 PM. The hall will be opened around 0930 the following day to permit the cleaning. Cleaning will be completed by 4 PM. Once the walkthrough has been conducted the renter will be shown issues or problems regarding the cleanup or rental. The renter will be charged against the deposit.
18. **ALL FIRE EQUIPMENT AND BUILDINGS ARE OFF LIMITS TO NON-FIREFIGHTING PERSONNEL. NO PARKING IN THE AREA MARKED OFF FOR FIREFIGHTING EQUIPMENT IN CASE OF AN EMERGENCY (APPARATUS DOORS AND WATER FILL AREA).**
19. The Willow Oak Fire District reserves the right to grant or deny permission to the renter for the use of straw or hay for decorations. PERMISSION FOR USE OF THE ABOVE IS REQUIRED.