



The Cultural Heart of Carmel-by-the-Sea

SUNSET CULTURAL CENTER ROOM RENTAL POLICY

General Room Rental Policy

It is Sunset Center policy to maximize community use of rooms available to the public and to balance rental rates with actual operating costs as much as possible. Carmel residents, Carmel businesses and all nonprofit organizations have priority access for non-commercial activities at discounted rates. Commercial activities are those for which a charge is made to attend or for events where sales take place on the premises. Non-Carmel residents and businesses are welcome, as space allocation permits, at the regular rate. Carmel is defined as postal zones 93921, 93922 and 93923. Theater performances are considered to be a general community benefit and take precedence over scheduling community room rentals.

Implementing Guidelines

1. **Contracts.** All room rentals **require a written agreement** (*"Sunset Room Rental Agreement"*) between Sunset Center and the user to be signed by an authorized person of the renting party. The contract defines the use terms, date, time and cost. The time starts when the room is opened for the user, including user preparation, and ends when the user vacates the space. The contract requires the renter to provide Sunset with satisfactory evidence of insurance in the amount of at least \$250,000 per incident and \$1,000,000 total liability, naming Sunset Center, SCC, Inc. and the City of Carmel-by-the-Sea as additional insureds.
2. **Booking.** Community rooms are available on a first-come, first-served basis. Rooms for **private events may be booked no more than three months in advance**. This restriction does not apply when spaces are scheduled as part of a contract for use of the theater or for multiple rooms for conferences and other major events. Regular weekly or monthly users may reserve a space on an ongoing basis. However, such reservations are subject to change by Sunset Center to facilitate theater use or other major events. Every effort will be made by Sunset Center to find alternate space within the facility to accommodate users affected by these changes.
3. **Room availability and use.**
 - a. Room availability is subject to the practical constraints of set-up requirements breakdown and cleaning and conflicts with theater uses.
 - b. Rooms are available from 9:00 AM to 10:00 PM Monday through Friday. However, Sunset Center staff will endeavor to accommodate rental needs outside such times and special rates will apply.
 - c. Some dates may be blocked to allow for scheduled maintenance and staff projects.
 - d. Only the Babcock Room is available for arts and craft activities.
 - e. The theater entry plaza and lobby are available only if their use does not compromise theater use. For further information, please contact Michelle Edmundson, General Manager at 831-620-2053.
 - f. The upper terrace is available only if Bingham or Chapman is booked for the same event or both rooms are not in use.

4. **Rates and deposits.** Carmel residents enjoy reduced rental rates. **The deposit and 100% of the rent amount must be paid at the time the room is reserved for one time use.** Regular weekly or monthly users must maintain a single period deposit to cover future reservations. An additional charge may be made for kitchen use if staff anticipates that special cleaning may be required. Rates are stated as a three-hour minimum use with a provision for overtime.
5. **Cancellation.** Room use may be cancelled without penalty no later than ten business days prior to the booked date. The full pre-paid rental rate is charged for cancellations within the ten business day period. If the room is rented to a replacement user, the original renter will receive a refund of 50% of the pre-paid amount.
6. **Information.** Room availability and rates are public information. You may print out this information and site map from our website: www.sunsetcenter.org.
7. **User guidelines**
 - a. Room renters need to respect other events happening simultaneously at Sunset Center and should avoid bothering permanent office tenants.
 - b. Rooms will be marked for meetings and users should provide instructions for finding the proper location for their event.
 - c. Organization notices and publicity should be posted only in locations and in a manner approved by Sunset Center staff. Sunset Center is not responsible for publicizing renter events. On-site posters and stand-alone signs are permitted only in a manner approved at the time the space is booked.
 - d. Event sponsors are responsible for supervising and assisting attendees, with special concern for children, persons with disabilities and pets.
 - e. Sunset Center kitchens are for food preparation, reheating and serving and are not for cooking except with special arrangements with Sunset Center.
 - f. Hot plates, chafing dishes, candles or other open-flame or high heat appliances may not be used in the community rooms.
 - g. Event sponsors are responsible for clean up. Please use the trash containers provided.
 - h. Community room renters and their guests may use non-reserved spaces in the parking lots south of the Sunset Center and may be entered from San Carlos Street and Tenth Avenue. The City of Carmel-by-the-Sea, not the Sunset Center, operates the North public parking lot off of Eighth Avenue where daytime rates prevail. However, there is no charge for this public parking lot after 6:00 pm.
 - i. Driving or parking on the plaza inside the bollards is not permitted.
 - j. On-site storage is not available.
 - k. Users and guests may not use glitter, confetti or throw rice to avoid clean up difficulties.
 - l. Sunset Center is a non-smoking facility.

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