

Space Rental Contract for the Henry Miller Library, Big Sur, CA

Name of renter:

Date of Rental:

Time of Rental:.....

Site Price: \$ 2000.00

Deposit: Half, \$ 1000.00, due on date of confirmation (non-refundable) the rest due no later than 4 weeks prior to event. (Refunded if cancelled 14 days prior to date of rental).

Service: The Library will open 9 am for set-up. A minimum of one Library staff person will be available to help during the day. Prior to the event the Library grounds will get special attention. Two bathrooms are available. The Library will close to the public after 6 PM the day of your event and during any ceremony prior to that time. A staff person will be at the gate until 6 PM to inform the public about the private party and, in some cases before 6 PM, we will let the public in to see the Library. This is done with all due sensitivity and is necessary since people come from far away to see the Library – in reality very few people ever opt to come in during the party.

Parking must be arranged using a shuttle should the party be 150 people or more, otherwise, if your guests carpool as much as possible, parking is ample right adjacent to the Library. Please make sure your guest have designated drivers should alcohol be served.

Insurance: The Library has public liability insurance.

The rental price includes renting the Library for eight hours. There will be additional charge of \$150.00/hour for "overtime." The party starts one hour before the first guests arrive. The party ends when the site manager is able to leave the property, i.e. when clean up is done and all the guest have left. Deliveries and reasonable set-up is OK "outside" of rental time. (This means no more than three cars parked outside the Library and a group of no more than eight people setting up). Dancing and amplified music (until 11 PM) is welcome. You can stay later but the volume needs to be lowered after 11 PM.

The sound system will be yours to use - including 5 CD player, 8 channel mixer, 2 powered Mackie speakers, subwoofer, iPod inputs, microphones for speakers etc. There are two staff members available for service after 6 PM, besides the site manager, at \$20.00/hour.

On site we have 12 six foot round tables for rent at \$12 each.

We have a state of the art projector and a large screen (21' x 29') for you to use at an additional charge of \$ 250.00. Slideshows or films look great under the redwoods!

We can also offer you extra 'special effects' lighting for your dance floor, we highly recommend this if you plan to have dancing be part of your party. The extra cost is \$150.00

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Signed
Magnus Torén, Library Director

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Date

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Signed
Renter

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Date