

THE BACKDROP

1455 Corporate Center Parkway | Santa Rosa, CA 95407
707.835.6022 | events@thebackdropevent.com
www.thebackdropevent.com

Event Space Rental Agreement and Contract Deposit, Cancellation, Payment, Insurance

Refundable Security Deposit

\$1,000 due upon signing of contract and to hold your date(s). Deposit refund will be issued no more than 7-10 business days after your event date.

Payment

Full and final payment is due 30 days prior to the event date.

Cancellations

- *Security Deposit:* 100% refund if canceled more than 60 days prior to the event. Cancellations less than 60 days will forfeit your security deposit.
- *Event Space(s):* Full payment is due 30 days before your event. Cancellations less than 30 days will NOT be refunded. Any and all cancellations must be communicated in writing.

We are not responsible for the weather or any conditions caused by the weather. Events will continue rain or shine so please plan your events accordingly.

Payments

Payment can be made via credit, debit, check or cash.

- Credit or Debit Card payments may be made online or over the phone by calling 707.524.6765. A receipt will be emailed to you.
- Check must be made payable to "The Backdrop". Checks may be delivered M-F 9am-5pm or mailed to ATTN: The Backdrop, 1455 Corporate Center Parkway, Santa Rosa, CA 95407.
- Cash must be delivered to The Backdrop at 1455 Corporate Center Parkway, Santa Rosa, CA 95407, 9am-5pm Monday-Friday.

Insurance

The Backdrop requires applicants to maintain liability insurance in full force and effect, during occupancy in and outside of the rented space, the following coverage: ***minimum limits of General Liability \$1,000,000 each occurrence, \$1,000,000 liquor liability (if alcohol is being consumed on premise), \$1,000,000 personal and advertising injury, \$2,000,000 aggregate, \$50,000 damage to premises, and \$5,000 medical payments. The Backdrop and Becoming Independent must be listed as an additional insured with primary wording and a waiver of subrogation.*** Verification of coverage shall be a ***Certificate of Insurance*** showing limits of insurance, indicating coverage for use on date(s) of event and shall include **Becoming Independent DBA The Backdrop as additional insured.** If alcohol is being served or consumed, policy must include liquor liability and that needs to be specified on the policy certificate. You are welcome to use an insurance provider of your choice. We recommend

www.rvnuccio.com as an event insurance provider as it is a quick, easy and competitively priced option. Below is a link to their event insurance:
<https://www.rvnuccio.com/specialty-insurance-products/event-insurance/>

Alcohol Permit

If alcohol is being sold, the host must obtain an ABC permit and alcohol must be served by an entity with a liquor license.

Reservation and Fee Information

Hours of Operation

Monday - Sunday | 7:00am - 10:00pm

All event space rentals are rented for a total of 8 hours/day. Please select an 8 hour window of time during our operating hours for your event. Additional fees may apply for events outside of regular hours of operation.

Base Room Rental Rates

- The Full Backdrop | \$5,000/event
- The Partial Backdrop | \$3,500/event
- The Fun-Sized Backdrop | \$2,500/event
- Commercial Kitchen | \$1,000/event
- Courtyard | \$500/event
- Sensory Garden & courtyard | \$1,500/event
- Conference Room | \$150/hr (2-hour minimum)

Additional Fees

Additional fees are dependent upon the type of rental and number of guests.

- Hours of Operation: Time can be booked outside of our normal operating hours of 7:00am - 10:00pm but will incur additional charges of \$250/hr.
- Additional Time: Additional hours can be purchased at a rate of \$250/hr. and must be booked in advance.
- Alcohol Fee: You may serve alcohol at your event for an additional fee ranging from \$250-\$500.
- ***If you go over your booked time, we will deduct it from your security deposit in the amount of \$500.***

Prohibited Events

The following events/activities are prohibited

- Carnivals, circuses, fairs, festival, parades
- Powered Rides or Amusement attractions (including, but not limited to, climbing walls, slides, mechanical bulls, bungee jumps)
- Water events (including, but not limited to, activities involving swimming pools, lakes, rivers or other bodies of water)
- Trampolines, bounce houses, rebounding equipment, inflatable amusement or sports devices, moon walks, or inflatable wrestling or combatants suits) Animals (including, but not limited to, animals involved in rodeos, petting zoos, animal exhibitions)

- Athletic activities or contests, not including golf or bowling
- Fire dancers and/or any fire related activities

Catering/ Food Service Policy

Food and refreshments may be served; however, The Backdrop does not furnish dishes, cookware, or serving utensils. Additional fees may apply for food trucks or tented catering spaces.

Set Up

Set up is provided by The Backdrop (items rented from The Backdrop only) with the exception of the Sensory Garden and Courtyard. For the Sensory Garden and Courtyard, you must provide your own equipment, rentals, set up and clean up. For an additional fee, you may rent items from The Backdrop.

Decor

The Backdrop is your blank canvas and we welcome you to decorate and make your vision come to life. We ask that you **NOT**:

- Use tape of any kind on the walls, windows, floors, or The Backdrop provided furniture.
- Hang/suspend things from any exposed pipes, ductwork, cables, walls or garage doors.
- Drill, screw, or hammer any objects.

We are always happy to help come up with creative ways and suggestions to help make your decor vision come to life.

Clean Up

You are responsible for the cleanliness of the event space upon conclusion of the event. A clean up fee of up to \$1,000 may be assessed if the space is not returned to its original condition.

- Chairs and tables must be returned to original position or carts
- All add-on options must be returned to original position and powered off
- Remove decorations and all items not rented from The Backdrop - **NO TAPE ALLOWED ON WALLS, WINDOWS, OR DOORS**
- Wipe down any spills or debris from tables and chairs
- Clean up any spills on floor and sweep up any loose debris
- All waste must be placed in appropriate receptacles

Occupancy Levels

The occupancy level posted by the Fire Marshall (1,175 max occupancy) must be followed. Groups/ Organizations which involve minors are expected to have adequate adult supervision, which must be agreed to prior to confirmation of the use.

Facility Use Guidelines

- Alcohol can **not** be served after 10pm.
- Alcohol may **not** be consumed outside of the rented space.
- Music **cannot** be audible outside after 10pm.

- Clean up has to begin no later than 11pm.
- Wifi included for all essential guests.
- No open flames allowed.

The Backdrop will issue 1 verbal warning during your event if any violation occurs. Any additional warning will result in your event ending immediately - no exceptions.

Rights of Users

You shall not obstruct, interfere or annoy other users of The Backdrop or Becoming Independent. The Backdrop reserves the right to refuse applications for the event rental that will disrupt the normal business activities of Becoming Independent. Users cannot sublease or assign its contracted space to another individual, group or organization. No selling, contract negotiations, money exchange or financial transactions will be allowed in any event space without written authorization. The Backdrop reserves the right to cancel an event at any time, with notice.

Use Agreement

By signing and returning this form the signer hereby agrees to the policies set forth. If violation to any of these conditions set forth in this agreement occurs, the signer may be subject to monetary penalties and will lose the privilege of renting this event space in the future.

Rental Overview

- **Name/Organization: Montgomery High School**
- **Dates: May 3, 2025**
- **Room Rentals: Full Backdrop (\$5,000) & Courtyard (\$500)**
- **Time (8-hour window): 9am-12pm | 7:30pm-10:30pm**
- **Add-ons: Uplights (\$250) & 6 additional hours (\$1,500)**
- **Full payment of \$7,250 due 30 days before your event**
- **NO ALCOHOL TO BE SERVED AT THIS EVENT!**
- **\$1,000 Security Deposit due to reserve space**

Lisa August,
Associate Superintendent
Santa Rosa City Schools

See contacts below

Printed Name

Contact Cell


Lisa August (May 29, 2024 12:45 PDT)

05/29/2024

Signature

Date

Contact Information

Renter Information

Billing Information same as Renter Information

First: Monica	First: Jessica
Last: Ashcraft	Last: Rodgers
Org: Montgomery High School	Org: Montgomery High School
Address: 1250 Hahman Dr. Santa Rosa, CA 95405	Address: 1250 Hahman Dr. Santa Rosa, CA 95405
Email: mashcraft@srcs.k12.ca.us	Email: jrodgers@srcs.k12.ca.us
Phone: 707-890-3830 ext 50256	Phone: 707-890-3830 ext 50176

Will send cell phone information separately






The Backdrop (MHS) Rental Agreement - 5-3-2025

Final Audit Report

2024-05-29

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