



# WILLOW OAK FIRE PROTECTION DISTRICT

18111 County Road 94B, Woodland, California 95695

Phone: (530) 662-0781 [admin@willowoakfire.com](mailto:admin@willowoakfire.com)

## RULES, REGULATIONS AND RATES 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:
  - 10am to 12am for Hall, Kitchen use
  - 10am to dusk for Park, Kitchen, Bathroom use
4. Set-up for Hall rentals:  
9:00 AM- 5:00 PM One day prior to event if the Hall is available. **NO EXCEPTIONS!!**  
Inside tables and chairs **MAY NOT** be used outside. **NO EXCEPTIONS!!**  
**NO** push-pins/tacks/tape or fixtures of any kind to be attached to walls or ceiling. **NO EXCEPTIONS!!** Tack strips are for tacks/push pins only, **NO** nails or screws.
5. Bands and all music **MUST CEASE PLAYING** at **11 pm SHARP!!**
6. **NO AMPLIFIED MUSIC** is allowed in the park except to facilitate a wedding ceremony, or by prior arrangements with the management.
7. All exterior openings (doors and windows) **MUST** be closed by 8 pm and remain closed 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. Tampering with the thermostat will result in forfeiture of deposit.
9. Rental fee and deposit **MUST BE PAID IN FULL** to reserve the property. Rental payments will be made in the form of cash or check. All Deposits **MUST BE MADE IN CASH.**
  - Hall Rental: \$1,400.00
  - Deposit: \$1,200.00 (CASH ONLY)Refund: \$850.00 (\$350.00 retained for cleaning service)
  - Park/Kitchen Rental: \$750.00
  - Deposit: \$500.00 (CASH ONLY)Refund: \$300.00 (\$200.00 retained for cleaning service)  
**ANY DAMAGE CAUSED OVER \$500.00 CASH DEPOSIT WILL BE THE SOLE RESPONSIBILITY OF THE RENTER!!**
10. Renter is required to bring trash bags for the event (33-gallon size).
11. Cancellations made within thirty (30) days of the event will result in forfeiture of all rental deposits. Exceptions for extenuating circumstances will be at the sole discretion of the management.
12. All renters **MUST** obtain liability insurance for the date of the function/event. This insurance must cover both the Willow Oak Fire Protection 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 prior to the function/event along with a signed contract and all payments.
13. The Willow Oak Fire Protection District requires the renter to hire two (2) uniformed security guards from a bonded security company. 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.



## WILLOW OAK FIRE PROTECTION DISTRICT

18111 County Road 94B, Woodland, California 95695

Phone: (530) 662-0781 [admin@willowoakfire.com](mailto:admin@willowoakfire.com)

14. Prior Permission is required for the use of hay or straw on District property.
15. 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.
16. **NO STRUCTURAL OR ELECTRICAL MODIFICATIONS ARE ALLOWED!!**
17. For safety reasons, NO tables, chairs or other obstructions shall 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 process.
18. Clean up Procedures:
  - All garbage is to be removed from hall, bathrooms, kitchen and park/parking lot areas.
  - Tables and chairs must be wiped down and stored as shown in the pictures provided. Upon inspection, if the tables and chairs are found to be dirty, the renter will be charged for their cleaning.
  - No trash/debris left on the grounds overnight. Grounds should be picked up after the event ends for the night.
  - Clean-up will be done the day following any events that go after 8 PM. The hall will be opened at 09:30 the following day to permit cleaning. Cleaning must be completed by 4 PM.
  - Once a walkthrough has been conducted, the renter will be shown issues or problems regarding the cleanup or damages. In that instance, the renter will be charged against the deposit.
19. **ALL FIRE EQUIPMENT AND BUILDINGS ARE OFF LIMITS TO NON-FIREFIGHTING PERSONNEL. ABSOLUTELY NO PARKING IS ALLOWED IN THE AREA MARKED OFF FOR FIREFIGHTING EQUIPMENT (APPARATUS DOORS AND WATER FILL AREA) IN CASE OF EMERGENCY.**
20. The Willow Oak Fire Protection District reserves the right to cancel or suspend any event for just cause (i.e., the consumption of alcoholic beverages by minors, disorderly conduct, failure to follow the rules and regulations set by the Governing Board, etc.).