



Cayucos Creek Barn - P.O. Box 521, 1155 Cayucos Creek Rd., Cayucos CA 93430

(805) 995-2965

www.CayucosCreekBarn.com

### Cayucos Creek Barn Venue Rental Application & Contract

Name of Individual (s) or Organization Applicant/Purchaser:

\_\_\_\_\_

Address : \_\_\_\_\_

Phone (s) : \_\_\_\_\_ Fax # \_\_\_\_\_

Email Address 1: \_\_\_\_\_

Email Address 2: \_\_\_\_\_

Principal Contact person or Event Coordinator (Recommended)\*List name, telephone, & email:

\_\_\_\_\_

Type of Event: \_\_\_\_\_

Will there be an admission fee? Yes \_\_\_ No \_\_\_

**Time & Dates:**

- Set up date: \_\_\_\_\_ time(s): \_\_\_\_\_
- Event date: \_\_\_\_\_ time(s): \_\_\_\_\_
- Tear down date: \_\_\_\_\_ time(s): \_\_\_\_\_

Estimated Attendance : Set up day: \_\_\_\_\_ Event Day: \_\_\_\_\_ Tear down day: \_\_\_\_\_

Alcoholic Beverage Present : Yes \_\_\_ No \_\_\_

Food Served? Yes \_\_\_ No \_\_\_

Catered? Yes \_\_\_ No \_\_\_

Will it be prepared on site ? Yes \_\_\_ No \_\_\_

Live Music or Performers? Yes \_\_\_ No \_\_\_ How many? \_\_\_\_\_

Initial & Date here: \_\_\_\_\_

## (2) Cayucos Creek Barn Venue Rental Application/Contract

### RATES:

(Effective August 25, 2009)

We offer a complete **weekend rental rate of \$3,500.00**, starting on a Friday or Saturday, which includes a set-up/rehearsal day, event day, and clean-up day. Please note below our access times included in our rental package.

**\*For mid-week and other event type bookings, please call for rates.**

#### Friday weekend rental access times:

- Friday (Set-up/rehearsal day) - 9:00 AM - **7:00 PM (Lock-up)**
- Saturday (Event Day) - 9:00 AM - 11:00 PM (Event End Time) (**12:00 Midnight lock up & gates close**)
- Sunday (Clean up day) - 9:00 AM - **12:00 noon (Lock up) - Vacate premises at noon.**

#### Saturday weekend rental access times:

- Saturday (Set-up/rehearsal day) - 9:00 AM - **7:00 PM (Lock-up)**
- Sunday (Event Day) - 9:00 AM - 11:00 PM (Event End Time) (**12:00 Midnight lock up & gates close**)
- Monday (Clean up day) - 9:00 AM - **12:00 noon (Lock up) - Vacate premises at noon.**

**NOTE:** Due to our rural area status and **noise ordinance laws**, amplified music and outdoor activities must end no later than **9:00 PM on weekdays** (Sun. - Thurs.) and **10:00 PM on weekends** (Fri. - Sat.).

**PET POLICY: No pets allowed, unless they are part of your ceremony.**

- **A non-refundable rental deposit of 50% of the total rental fees is required to secure an event date, along with a signed copy of the Barn Application/Contract.**
- **We also require a refundable security deposit of \$350.00.** The security deposit will be refunded within fifteen (15) business days of the last day of event, if premises are left in the same condition as rented. **Please leave all parts of the premises as found. Cleaning shall adhere to the Owner's standards.** \*See attached Clean-Up List Addendum (Pg. 4) for required condition upon vacating premises. **Failure to vacate at posted lock up times will result in loss of security deposit.**
- **LIABILITY INSURANCE IS REQUIRED** WITH A COPY OF LIABILITY INSURANCE to be received **NO LATER THAN 30 DAYS PRIOR TO YOUR EVENT DATE.** We require that **Ottenberg Family Trust, P.O. Box 521, Cayucos, CA 93430**, be named as an additional insured.
- **The remaining 50% balance of fees, Security Deposit, and copy of Liability Insurance ARE DUE NO LATER THAN 30 DAYS PRIOR TO YOUR SCHEDULED EVENT.**
- **Payment is to be made payable to: David K. Ottenberg Enterprises, Inc.** We also accept major credit cards through **PAYPAL on our website at: www.cayucoscreekbarn.com.** There is a **3% surcharge for online U.S. payments and 4% for Int'l payments.** Click on our **"Barn Store" Link** to make a secure Paypal payment.

**Initial & Date here:** \_\_\_\_\_

### (3) Cayucos Creek Barn Venue Rental Application/Contract

**A Principal Contact person or Event Coordinator is recommended for all events.** This alleviates any communication errors or confusion and allows us to assist you better before and after your event.

#### **Barn rental includes:**

- Inside of the barn.
- Outside east front of barn area.
- Outside south and southwest side lawn area.
- North side entrance area of barn. (50' x 20')
- Main entrance driveway (north side of the barn) up to the rear of the barn, for unloading, loading, and vendor use only.
- Parking lot assistance with our own staff of parking attendants for your guests' arrival on the event day only. Cars will be parked in the adjacent field just north of the entrance driveway on the north side of the barn via the 2nd entrance driveway north of the barn.
- Handicapped parking directly outside the barn (off entrance driveway against fence, just northwest rear of barn).
- Guest bathrooms with private stalls for men and women, with double sink, countertop, and vanity mirror just across from the northwest end (rear) of the barn, fully stocked with hand soap, trash bins, toilet paper and paper towels.
- Outside wash basin with cold water, located in rear of the barn.
- Upon request, access and use of our RV trailer in our southwest side lawn area for clothing changes only.
- Approx. 150 metal folding chairs and fifteen (15) tables (you will need table coverings)
- Refrigerator & freezer in bar area (north wing of barn).
- Three (3) propane umbrella heaters for main event day. More available if needed - Please give us a minimum one week notice before your event if more are needed.
- Portable Fire Pit with three (3) bundles of firewood and five (5) hay bails for seating around the pit.
- Outdoor Horseshoe Pit with lighting and four (4) horseshoes provided.

**Initial & Date here:** \_\_\_\_\_

## Cayucos Creek Barn Clean-up Checklist Addendum

**\*See checklist below for required clean-up to restore the barn rental venue to original condition, as well as requirements that will be determined in refunding your security deposit.**

1. Pick up cigarette butts, cups, plates, silverware, etc.
2. Place glass bottles, aluminum in blue recycling bins.
3. Pick up trash in parking lot.
4. Place trash in dumpsters.
5. Clean up 5th-Wheel trailer (if used).
6. Unplug all lights.
7. **Turn off propane heaters** at the tank and **remove tanks** and leave outside barn.  
    \***NOTE:** Propane Heaters need to be wheeled **indoors at the end of event night**, to prevent weather erosion.
8. Clean out refrigerator & freezer and unplug.
9. Restack hay bales.
10. Empty firepit and returned to southeast corner.
11. Wipe down & clean up bar area -sweep rug & floor.
12. Neatly stack chairs & tables into their stored areas.  
    \***NOTE:** Chairs & tables need to be **brought inside at the end of event night**, to prevent weather erosion.
13. Sweep out inside of barn & exterior patio entrances.
14. Bathroom - Clean toilets, sinks, counters, mirror, & mop floors.
15. Report any broken chairs or tables, or other damage.
16. Stack rental tables and chairs, etc. on pink slab for pick up.
17. **Adhere to** contract **access hours and use, noise ordinance, & vacate timely.**

Initial & Date here: \_\_\_\_\_

(5) Cayucos Creek Barn Venue Rental Application/Contract

**The applicant**, for him/her/self or the above organization plus all members thereof, if applicable, **have read and fully understand and, further agree, to abide by the policies and procedures as stated in the rental policy.**

**General instructions to Users**, misrepresenting facts will jeopardize this Contract.

**The applicant is fully aware** that all fees on deposit may be forfeited if there are any violation of terms of this agreement.

The applicant or organization understands and agrees that they **shall accept all risks for loss, damages, injury, liability, cost or expense that may occur** during or as a result of the use or occupancy of the facilities.

**The applicant further agrees** that they will save, defend and hold harmless, **The Cayucos Creek Barn and Ottenberg Family Trust** and/or it's members or agents from any of the aforementioned risks.

**THIS CONTRACT** constitutes the sole, complete, and binding agreement between Cayucos Creek Barn and the Purchaser/Applicant.

The law of the **State of California** shall govern this agreement with venue residing in the town of **Cayucos**. If any party breaches this agreement, the non-breaching party shall be entitled to reasonable Attorney's Fees, court costs, and costs of collection of any valid judgment.

**I/We also swear that the above information provided is true and correct to the best of my/our knowledge:**

\_\_\_\_\_ Date: \_\_\_\_\_  
**Signature of Applicant and Title**

\_\_\_\_\_

\_\_\_\_\_ Date: \_\_\_\_\_  
**Signature of Venue Owner/Manager (Cayucos Creek Barn)**

\_\_\_\_\_

**Please fax, email, or mail entire signed Application/Contract and Copy of Liability Insurance to:**  
Fax # : (805) 995 -2821  
Email: info@CayucosCreekBarn.com  
Mail: P.O. Box 521, Cayucos, CA 93430

**"Rental Deposit" to be mailed with Application/Contract or paid online via Paypal.**