

**PORT SAN LUIS HARBOR DISTRICT
COASTAL GATEWAY MEETING ROOM
3900 AVILA BEACH DRIVE, AVILA BEACH**



Who wouldn't want to have a meeting here?



- Galley
- Parking
- Restrooms
- View deck
- Room for 58
- Nearby restaurants and coffee

More information at:
portsanluis.com

or

(805)595-5400 x 11



COASTAL GATEWAY MULTI-PURPOSE ROOM - FACT SHEET

Questions/Reservations. For questions or to make a reservation, please contact Port San Luis Harbor District, 3950 Avila Beach Dr. (P.O. Box 249) Avila Beach, CA 93424 or call 805-595-5400 ext. 11 during normal business hours. [Mon thru Fri – 8:00 am to Noon and 1:00 pm to 4:30 pm]

Rental Space. The space rented is the Multi-Purpose Room located on the second floor of the Coastal Gateway Building located at 3900 Avila Beach Drive, Avila Beach, California. The maximum occupancy of the Multi-Purpose Room is 58 people.

Kitchen. There is a small kitchen adjacent to the multi-purpose room. Kitchen amenities include a sink and a small refrigerator.

Bathrooms. Bathrooms are located on the first floor of the building. Bathrooms are available to the public.

Parking. The rental space does not include parking. Parking space is limited and may not be available in the immediate vicinity of the facility.

Hours of Availability. Due to the limited amount of available parking, the Rental Space is generally available for rental according to the following schedule:

May to October Evenings from 6 pm to 11 pm* (includes clean-up time)
November to April Daily from 8 am to 11 pm* (includes clean-up time)

*Events must end by 10:00 pm, with all clean-up to be completed by 11 pm.

Other arrangements will be considered on a case-by-case basis.

Reservations. Payment of a reservation fee is required to reserve the Rental Space. The Rental Space is reserved on a first paid first reserved basis. Renter will submit a \$100 reservation fee with this Agreement in order to reserve the Rental Space. PSLHD will confirm reservation of the Rental Space upon its acceptance of Renter's executed copy of this Agreement and reservation fee. Reservation fees are non-refundable however the Reservation Fee will be used to offset the required rental payment. Questions can be answered by calling 805-595-5400 ext 11 during normal business hours.

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Rental Rates and Payments. Rental rates are as follows:

Sunday thru Thursday: \$30 per hour. The minimum use (4 hrs.) charge is \$120.
Friday and Saturday: \$40 per hour. The minimum use (4 hrs.) charge is \$160.

Cleaning. A commercial cleaning service is used to clean the facility after every use. The cost of the cleaning depends on the condition of the facility. A minimum fee of \$75 will be charged. The cleaning fee will be deducted from the security deposit.

Insurance. A certificate of insurance is required. Renters must procure, at their own expense, a Comprehensive General Liability Insurance policy in the amount of \$1,000,000 naming Port San Luis Harbor District as an additional insured. The certificate of insurance must be received by PSLHD at least three days prior to the event.

Deposits and Deposit Refunds. Renter will submit a \$300 deposit at the same time the rental fee is submitted. An additional \$300 deposit is required when alcohol will be served.

Telephone/Wireless Internet. Telephone access for conference calls requires an access code. Wireless internet service is not currently available.

Service of Alcoholic Beverages. Renter agrees to abide by all laws and regulations regarding service and consumption of alcoholic beverages on the premises. In addition, renters who will be selling alcoholic beverages must obtain and display the proper permit from the appropriate California state agency. The permit and the person who obtained the permit must be present throughout the entire event. If alcohol is served, a security guard is required on the premises. The renter will be responsible for hiring a firm/organization acceptable to the District. Kegs may not be used to serve beer without PSLHD's prior approval.

Availability. Equipment must be dropped off and picked up during the rental span. Absolutely no items may remain in or around the facility before or after the rental period. Set-up and clean-up hours will be included in the rental time and price. All events must conclude by 10 pm and cleanup must be completed by 11 pm. All persons, supplies, and decorations must be out of the building by that time unless previous arrangements have been made with PSLHD. Except as otherwise permitted in the Agreement, no materials may be stored, left or placed outside of the Rental Space.

Conditions of Use. Renter's activities during the Rental Period must be compatible with use of the building and activities adjacent to the Rental Space and building. This includes but is not limited to playing music or making any noise at a level that is reasonable under the circumstances. Amplified live music is not permitted in the facility. Amplified music provided by a disc jockey is allowed inside the building only. There is no dance floor in the facility. Smoking and the use of tobacco is not permitted anywhere in the building or on the decking on the second floor of the

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building. Renter must inspect the Rental Space immediately prior to the event and accept the facilities in their present condition. The Rental Space must be cleaned and returned to PSLHD in the condition it was in prior to the rental. A commercial cleaning firm will vacuum after use but cleaning equipment and supplies ARE NOT PROVIDED to the renter. The renter should properly seal and place all trash in the provided trash cans which must be able to close completely. If trash generated overflows the provided trash cans, then it is the responsibility of the Renter to arrange proper disposal elsewhere. PSLHD may deduct additional charges for cleaning from the deposit for Renter's failure to do so. Renter and Renter's guests will not adjust the thermostat or the electrical panels.

Equipment. Six banquet tables (three 8' and three 6') and chairs for 58 people are available/included with rental of the multi-purpose room. A set-up fee of \$75 will be charged if District staff is requested to set up the tables and chairs.

Signs and Decorations. Signs may not be posted outside of the multi-purpose room except one sign may be placed on the front of the building directing Renter's guests to the second floor (maximize size is 24 inches by 24 inches). Use of sequins, glitter, confetti, silly string, sparkles, rice, birdseed, or similar materials is not allowed. The use of fire or open flame of any kind, fireworks of any kind, or any toxic or noxious material is strictly prohibited. Signs or decorations may be affixed to any surface only if such affixation will not mar, deface or leave a mark on the surface when removed. Tacks may be used to attach decorations or other material to the tack board on each wall. No nails, staples or tape may be used to hang anything on the walls or ceiling. NO PENETRATION OF ANY SURFACES IS ALLOWED. All tape, tacks or other such items used for decorations must be completely removed after the event. Any other decoration, signage, or construction must be pre-approved by PSLHD.

Children. Children under the age of 13 years must be accompanied by an adult at all times. Functions and activities for minors must be chaperoned by at least one responsible individual who is 21 years of age or older.

Animals. Dogs, cats, birds and other pets are not allowed in the facility at any time with the exception of service animals individually trained to provide assistance to an individual with a disability (i.e., guide dogs or signal dogs).