

## GENERAL POLICIES

1. The veteran's organizations have a first-right-to-use condition that is only removed 60 days prior to a date at the Auburn, Colfax, Foresthill, Lincoln, and Loomis Halls, or 45 days prior to a date at the Roseville Veterans Memorial Hall. (AKA, your event can be bumped from the calendar.)
2. Payments are only accepted via cashier's check or money order and they will be deposited upon receipt. Security deposits are refundable within 30 days of return of the key and checklist provided the Hall has been cleaned per the checklist and there are no damages.
3. All reservations must be *confirmed* no less than three (3) weeks prior to the event. This means all payments and documentation must be *correct* and received in our office no less than three (3) weeks prior to the event or the reservation request will be canceled, the hold on the calendar will be removed, and any payments received will be returned. No changes to any reservations will be made past the three (3) week mark.
4. All Hall users are required to supply insurance documentation per the [Placer County Insurance Requirements](#). Alcohol is allowed in the Halls as long as the required Liquor Liability is provided on the insurance documentation.
5. Your reservation packet is a contract and the original "wet-signed" documentation must be received with the payments within two (2) weeks of application packet creation.
6. Policy states only one public reservation per day and only one per weekend (due to the unavailability of staff to check the Hall after events on weekends).
7. In order to avoid a forfeiture of funds, notice of a cancellation must be received by the Hall Coordinator no less than two (2) weeks prior to the reservation date.
8. We do not have hourly rates.
9. As the prices are already lower than any local reservation venues, there are not any discounts (not even for veterans or active-duty military members).
10. We provide chairs and rectangular tables (3'x8') as part of your reservation. We do not have linens, cookware, tableware, etc., nor do we refer caterers.
11. We do not provide set-up and/or clean-up for events. You must do those on the same date and during the timeframe as your scheduled event, or additional fees apply.
12. If food and/or drinks *are present* at your event, the Kitchen reservation and fees are required (this additionally includes the Downstairs Hall in Auburn and Basement Hall in Roseville).
13. Key(s) to the Halls and Clean-Up Checklists are picked-up at our Auburn Office located at 2855 2<sup>nd</sup> Street, Monday-Friday ([excluding county holidays](#)), by appointment only. You will be notified in your confirmation email as to when you can set an appointment to pick them up. They are both due back to the drop-box outside our office by 10:00 a.m. on the business day following your event. The drop-box is available 24/7.
14. Facility tours are by appointment only: Monday-Friday ([excluding county holidays](#)), 8a.m. - 2p.m. and are based upon Hall and staff availability. Please request well in advance.