Alex R. Thomas Jr. Plaza
Use of Facility Policy and Rental Information

Ukiah Valley Conference Center
200 South School Street
Ukiah, CA 95482
(707) 463 – 6701

Pavilion and/or Plaza Stage Rates

Private Organizations, Businesses, and Individuals:	$500.00 – All Day
Non-Profit Organizations and Government Agencies:	$400.00 – All Day
Expanded Use: Street Closure and/or School Street Electricity:	$150.00 – All Day

Services include: water, restrooms and electricity

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1. A $300.00 refundable cleaning/security deposit is required for all reservations.
2. Parties shall be considerate of and not interfere with other events occurring in the Plaza.
3. All other adopted regulations and policies relating to Plaza use shall be observed.
4. All insurance requirements must be complied prior to use of the facility. If the renter elects to provide their own insurance, the renter must provide the City of Ukiah with a Certificate of Insurance and Additional Insured Endorsement naming the City of Ukiah as additional insured. The certificate must be in the amount of $1,000,00.00 (one million dollars).
5. Participants shall obey all local laws, rules, and regulations.

Clean Up: Parties are responsible for cleanup of all debris and decorations related to their event. Failure to do so may result in deposit forfeiture. The plaza must be left in the same condition as you found it. Part or all of your deposit may be withheld for cleaning and/or repair.

Large Events: Events drawing large numbers of attendees may require a larger cleaning deposit, additional sanitation facilities and security. The application for a City of Ukiah Special Event Permit may also be required. These events may include, but are not limited to, live performances and craft shows, and other types of events that may draw exceptionally large attendance.

Reservations for exclusive use of areas within the Plaza must be made in advance to guarantee space for your event. Areas **will not** be marked as reserved, so you will need to have your approved reservation form in your possession. We also recommend that you designate an individual to arrive earlier than your event.

**** I HAVE READ AND UNDERSTAND THE ABOVE LISTED POLICIES ****

Signature_____Date_____