



OLD WHALING STATION RENTAL INFORMATION AND POLICIES

The Old Whaling Station (OWS) is an historic adobe owned by the State of California, and under the jurisdiction of the California Department of Parks and Recreation. The Junior League of Monterey County, Inc. (JLMC) leases and maintains the OWS in accordance with standards and rules promulgated and enforced by the State of California. Any person or entity that rents the OWS for an event must comply with all terms and conditions imposed by the State of California and/or the JLMC.

The following information and policies will be incorporated into, and become a part of, all agreements for the rental of the OWS:

RENTAL FEES AND POLICIES

Saturday	(10:00 am – 11:00 pm)*	\$2,500
Sunday	(10:00 am – 11:00 pm)*	2,500
Friday	(2:00 pm – 11:00 pm)*	1,500
Weekdays Mon-Thurs	(hourly – 2:00 pm – 11:00 pm, \$150 per hour – 2 hour minimum)	

* The event must end no later than 10:00 pm; clean-up must be completed by 11:00 pm.

A security deposit of \$1,000 is required at least 30 days prior to the rental date. Fifty percent (50%) of the rental fee is required on signing the rental agreement. The balance of the rental fee must be paid in full at least 30 days prior to the rental date.

The initial payment of 50% of the rental fee is non-refundable. However, if the renter provides written notice of cancellation to JLMC at least 30 days prior to the scheduled rental date, the amount paid by the renter to JLMC may be credited toward rental of the OWS on another date within 365 days of the original rental date, as available, and at the rental rate in effect on that future date.

The security deposit will be refunded, less the Event Monitor's fee, if, in JLMC's sole discretion, the OWS is left in as good of condition at the end of the rental period as it was in at the beginning of the rental period, if the renter has complied with all terms, conditions and policies as set forth herein, and has not committed, nor allowed any guest to commit, any nuisance, acts of lewd behavior or illegal acts during the rental period.

Checks should be made payable to JLMC. Visa and Master Card are accepted.

Reservations are not guaranteed until the rental agreement has been signed by all parties, and the initial rental payment has been paid. Checks returned for insufficient funds and credit card transactions that are denied constitute "non-payment." In instances of non-payment, the reservation is not guaranteed, and shall be considered forfeited.

A 501(c)(3) non-profit organization may be eligible for a discount at the discretion of the JLMC Heritage Committee Chair, or her authorized designee.

INSURANCE

At least 30 days prior to the rental date, Renter must provide to JLMC, at Renter's cost, a certificate of liability insurance for \$1,000,000 naming the JLMC and the State of California Parks and Recreation Department as additional insured. The certificate must include a provision that the insurer will not cancel or reduce the insured's coverage without 30 days prior written notice to JLMC. The location of the additional insurance shall be the Old Whaling Station premises at 391 Decatur Street, Monterey, California. Coverage must be provided for each 24 hour period of the rental agreement.

CAPACITY

The maximum capacity allowed on the OWS premises, which include the adobe and the gardens, is 125 guests. However, no more than 50 guests may be inside the OWS adobe at any one time, and no more than 15 guests may be upstairs at any one time.

IN HOUSE CATERER

In its stewardship of the OWS, JLMC elected to have a single caterer on the premises, a caterer who respects the OWS and its grounds as an historic adobe, and who shares the JLMC's mission to maintain the integrity of the OWS for generations to come.

JLMC selected Grapes of Wrath Catering, Inc. (GOW) as the in house caterer for events held at the OWS. GOW is an award winning caterer located in Monterey, and has been catering events at the OWS for over 20 years.

Grapes of Wrath, Inc. contact information:
(831) 649-3445 grapes@grapesofwrath.com

EVENT MONITOR

The State of California Department of Parks and Recreation requires that an event monitor be present at every event held at the OWS. The State of California also reserves the right to have a park ranger on site in addition to the event monitor.

The event monitor has the authority to shut down the event, and may shut down the event, in his or her sole discretion, if, after verbal notice to the renter that the renter, or any of the renter's guests, is not in compliance with any term of the rental agreement, and effective corrective measures are not immediately taken to assure compliance with the term(s) of the rental agreement.

The Event Monitor must shut down the event if the music exceeds the volume or time limits allowed by the City of Monterey. [See below.]

JLMC will select and provide the Event Monitor, and will deduct all event monitoring fees from the renter's security deposit. The Event Monitor's fee is \$35 per hour. In accordance with California labor laws, the Event Monitor will be paid at the rate of \$52.50 an hour for any hours an Event Monitor works in excess of eight (8) hours in one day. An Event Monitor must be on site during the entire term of the Rental Agreement; i.e., from 10:00 am until 11:00 pm, or as otherwise specified in the Rental Agreement.

AMPLIFIED SOUND

Amplified sound must face north or northeast toward Fisherman's Wharf and the ocean to prevent sound traveling to nearby residential areas across Pacific Street, and must not be audible beyond one block of the OWS premises. Amplified sound *must* cease by 10 pm pursuant to the City of Monterey Code. The music provider must be briefed as to these sound restrictions and agree to comply with them at all times, no exceptions.

CHILDREN

Because the OWS is an historic structure, and the furniture is period furniture, much like a museum, children must be supervised and issues related to children's behavior on the premises must be addressed. Examples of unacceptable behavior by children (or adults), include, but are not limited to, playing on the stairs, jumping on the furniture, marking on the walls, running on the premises, and climbing or hanging off the trees. Children are not allowed on the second floor of the OWS unless the child is part of the wedding party and is appropriately supervised by an adult. The renter is responsible for the conduct of all guests, including children.

PETS

No animals are allowed on the premises except service animals. Proof must be provided to the Event Monitor that an animal is, in fact, a service animal. If proof is not provided to the satisfaction of the Event Monitor, then the animal will not be allowed on the premises. It is the renter's responsibility to inform renter's guests of this policy prior to bringing an animal onto the premises.

DECORATIONS

No decorations may be adhered to the walls of the adobe, either inside or outside. Contact the JLMC office for decorating guidelines.

SMOKING AND OPEN FLAMES

No smoking is permitted on the OWS premises, either inside the adobe or in the gardens. No open flames of any kind are permitted inside the adobe. Candles, in glass candle holders that extend at least one inch above the tip of the candle flame, may be placed on tables located in the gardens.

CLEAN-UP

All trash must be hauled away or put in a common area dumpster. The OWS adobe and grounds must be as clean at the end of the rental period as it was at the beginning of the rental period. JLMC will inspect the OWS adobe and grounds to determine whether the security deposit will be refunded, in whole or in part, in JLMC's sole discretion.

Clean-up must be completed, and all persons must be off the premises, by 11:00 pm. JLMC is not responsible for items left on the OWS premises.

JLMC MEMBERS

If a member of the JLMC rents the OWS, the following policies, in addition to those set forth above, shall apply. The JLMC member must sign the rental agreement as the renter, and is subject to all terms and conditions of the rental agreement, even if the member is renting the OWS for the benefit of a third party. The JLMC member-renter must be present throughout the event. The JLMC member-renter

may not serve as the Event Monitor. For current JLMC member fees, please contact the JLMC Office Administrator.
