



ROOM RENTAL GUIDE

- Applicants should have previewed Sunset Center in order to know the capabilities and limitations of the facility before submitting an application.
- Consider the additional set-up, take down and clean-up time needed. Rental times begin when the doors to the room are unlocked and end when they are re-locked. Arriving early or staying beyond your scheduled time will constitute an overtime fee. Your security deposit will not be refunded until the overtime fee is paid.
- Reserve your event date, time and location using the **Room Rental Request Application**. This form is available at the Sunset Center Administrative Office or on-line at www.sunsetcenter.org under the “Rentals” menu. You may fax, mail, email, or hand deliver your completed application.
- **Turn in your set-up diagram** no later than thirty (30) days prior to your event. Please do not write “same as before.”
- **All room rentals at the Sunset Center require liability insurance.** Events serving alcohol require *Liquor Liability Insurance*. Contact the Department of Alcoholic Beverage Control at 831/ 755-1990 for more details. If your event is catered, your caterer must also provide liability insurance. Please read “Insurance & Indemnification” for more details. **Proof of insurance must be provided** no less than thirty (30) days prior to your event.
- **All fees including the full rental charge & deposit are due at the time of booking your one-time event.** Regular weekly or monthly users must maintain a single period deposit to cover future reservations.
- If advertising, please be sure to list your agency’s contact numbers and not Sunset Center phone numbers. It is your responsibility to inform your attendees of the date, time and location of your event.
- Signs must be approved no less than thirty (30) days prior to your event before being posted at the Sunset Center.
- Please come prepared: staff is not authorized to provide supplies or make photocopies for your event.



The Cultural Heart of Carmel-by-the-Sea

General Guidelines:

- Arrive at Sunset at the indicated start time of your event. No items may be dropped off prior to this time.
- Begin your set-up or decoration.
- Guide and greet guests to your event.
- Be respectful of the other renters, visitors and businesses at the Sunset Center.
- Supervise and assist your attendees with special concern for children, persons with disabilities and pets.
- Event must end by the indicated time.
- Deposit is refundable only if the room is left in the same condition as which it was found upon your arrival.
- All event-related items must be removed at the end of your event including signage.

Parking:

The Sunset Center does not own or operate the North side public parking lot where daily rates apply. However, after 6:00 pm there is no charge for parking. For problems or issues, please contact National Parking at 831/646-0426.

Our private parking areas for Sunset patrons are on the South side of the Sunset Center or street parking is available.

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