



## Esterly Hall License Agreement

This Agreement is made and entered into this \_\_\_\_ day of \_\_\_\_\_ by and between the Nevada County Association of REALTORS®, as a California Corporation (NCAOR) herein, and \_\_\_\_\_ (LICENSEE) herein.

### **The parties agree as follows:**

1. NCAOR hereby authorizes LICENSEE to utilize NCAR's Esterly Hall, bathroom facilities, kitchen and parking lot, located at 336 Crown Point Circle, Grass Valley, CA for the following term:  
Hours to be used: \_\_\_\_\_ to: \_\_\_\_\_ Rental fee: \_\_\_\_\_

**(including set-up and clean-up time)**

Commencing on the \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_.

2. **A deposit of FIFTY DOLLARS (\$50.00) will reserve Esterly Hall for the date requested.** The deposit will be applied toward the rental fee. Refund of the rental deposit will only occur if cancellation is made at least one week prior to reservation date. Rent shall be paid at 336 Crown Point Circle, Grass Valley, CA 95945
3. In addition to the rent listed above, LICENSEE shall pay to NCAR **\$200** as a security and key deposit, which shall be refunded in whole or in part, depending on the condition of the premises and return of the keys following LICENSEE's use.
4. Should the LICENSEE utilize the tech equipment in either the Boardroom or in Esterly Hall there may be additional charges which will be determined by NCAR. The tech equipment shall not be used without prior approval from NCAR.
5. Prior to taking possession of the area subject to this agreement, LICENSEE shall obtain, at LICENSEE's cost, and shall deliver to NCAR a Certificate of Insurance showing liability insurance in the face amount of **\$300,000.00** naming NCAOR as an additional insured, covering LICENSEE's use of NCAR's property under this agreement.

6. Should LICENSEE sell alcoholic beverages on the premises during LICENSEE's use of the property, LICENSEE's Certification shall be in the amount of **\$1,000,000** (rather than **\$300,000** indicated above) and shall show evidence of a Liquor Permit, which may be obtained at ABC in Yuba City, CA.
7. The rent provided herein, the security deposit and the provisions for current proof of insurance must be paid and provided to NCAOR by LICENSEE one week prior to commencement of LICENSEE's use of the premises: failure to provide the above shall constitute a breach of LICENSEE's obligation under this agreement, entitling NCAR to deny LICENSEE possession of the premises.
8. LICENSEE shall not assign all or any part of its interest in this Rental Agreement to any third person without NCAR's prior written consent, and any such unpermitted assignment shall not be binding on NCAOR and shall entitle NCAR, at NCAR's option, to consider the unpermitted assignment a breach and to terminate this Agreement.
9. LICENSEE assumes responsibility for cleaning the premises following its use and to be financially responsible for the repair of any damage caused to the premises during the licensed period. LICENSEE agrees to be responsible for all set-up and tear-down after each use and to leave the meeting area as it was found unless otherwise discussed prior to use. Particular attention must be paid to making sure the chairs are returned to the exact placement as
10. In any action arising out of this Agreement, the prevailing party shall be entitled to reasonable attorney fee and costs.
11. By executing the Rental Agreement and by accepting possession of the premises, LICENSEE acknowledges that the premises to be utilized by LICENSEE is clean and in good state of repair, and LICENSEE is to return the premises to NCAR in as good a condition as received. NCAOR reserves the right to utilize all or any portion of the security deposit paid by LICENSEE to clean, repair, tear-down or set-up premises as needed, and LICENSEE agrees to reimburse NCAR for any costs of cleaning or repairs in excess of the amount of the security deposit.
12. By executing the Rental Agreement it is understood that at any time when the premises is being used by minors there will be an adult in charge to oversee their activity.
13. LICENSEE shall use the premises for \_\_\_\_\_, and for no other purpose, without the prior written consent of NCAR.

I have read the Esterly Hall Rental & License Agreement and will comply with all items herein. If Esterly Hall is left in a condition not complying with these rules, an additional fee will be applied. \_\_\_\_\_  
(initial)

Nevada County Association of REALTORS®

NCAR Staff Member: \_\_\_\_\_

LICENSEE Name (please print): \_\_\_\_\_

LICENSEE Signature: \_\_\_\_\_

Full Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Date: \_\_\_\_\_

WIFI PASSWORDS: Esterly15 for Esterly Hall – Classroom15 for the Boardroom

In the event of an emergency please contact Kathleen Hinman Cell Number: 530-559-0262

# APPLICATION FOR USE OF ESTERLY HALL

Name of Group or Person \_\_\_\_\_

Address \_\_\_\_\_ Phone \_\_\_\_\_

Type of Function \_\_\_\_\_ Number of People \_\_\_\_\_

Date of Function \_\_\_\_\_ Time: (from) \_\_\_\_\_ (to) \_\_\_\_\_ Alcohol served/sold? Yes \_\_\_\_\_ No \_\_\_\_\_

Contact Person \_\_\_\_\_ Phone \_\_\_\_\_ email \_\_\_\_\_

Insurance Company Name: \_\_\_\_\_

Insurance Company Address: \_\_\_\_\_

Insurance Company Policy # \_\_\_\_\_ Insurance Company Phone : \_\_\_\_\_

## AGREEMENT:

I hereby assume responsibility for conduct of the group using the reserved facility and shall be held liable for any or all damages incurred during the use period. The undersigned hereby agrees to hold the Nevada County Association of REALTORS®, herein known as NCAOR, harmless from any and all damages to persons or property or both, or claims for damages of any nature whatsoever arising out of the use of the facility, and have read and understand the conditions required to rent said facility.

I understand that the \$50 room deposit is to be applied to the rental fee, or used as payment if the undersigned has not given NCAOR a 24 hour notice of cancellation.

\*\*\*\*\* FOR OFFICE USE ONLY \*\*\*\*\*

Name of Group/Person \_\_\_\_\_ Estimated Rental Fee \_\_\_\_\_

Certificate of Insurance: Liability Ins. \_\_\_\_\_ Liquor Liability Ins. \_\_\_\_\_ Liquor Permit \_\_\_\_\_

Reservation Deposit: Ck#/Date \_\_\_\_\_ Amt \_\_\_\_\_ Security Deposit: Ck#/Date \_\_\_\_\_ Amt \_\_\_\_\_

Rental Fee: Ck#/Date \_\_\_\_\_ Amount \_\_\_\_\_ Key Color: \_\_\_\_\_

Refunded Amount \_\_\_\_\_ Date key Returned: \_\_\_\_\_

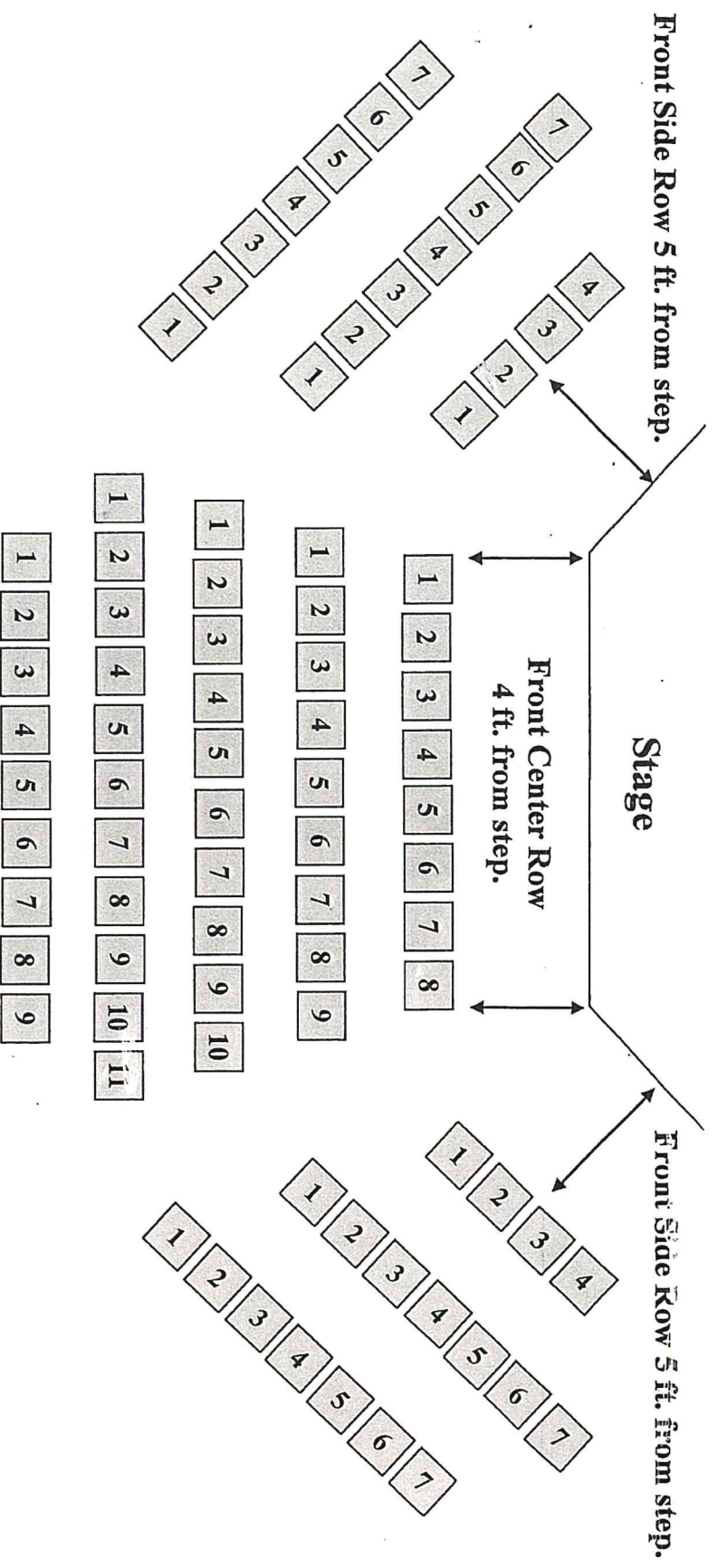
# Esterly Hall

## Lockup Check List

1. Check all floors for trash and/or stains. \_\_\_\_\_
2. Make sure trash is emptied and trash cans relined.  
(liners in drawer left or sink or under sink on right) \_\_\_\_\_
3. Check bathrooms in general for cleanliness. \_\_\_\_\_
4. Counters, stove, refrigerator, coffee makers are clean. \_\_\_\_\_
5. See that chairs have been arranged according to chart. \_\_\_\_\_
6. Check for any tacks, nails, tape etc. on inside walls along molding. \_\_\_\_\_
7. Check to see that any outside signs are taken down. \_\_\_\_\_
8. Vacuum, if food, crumbs or dirt is on carpeting. \_\_\_\_\_
9. Check that all doors are locked & air/heat is turned off. \_\_\_\_\_
10. Make sure all lights have been turned off, including inside closets & front  
coat closet. \_\_\_\_\_
11. Deposit all trash in large bin - upper level parking lot \_\_\_\_\_
12. Return key through slot in Office front door.

NOTE: A fee may be applied if the facility is not left in same condition as when rented.





Please leave chairs in the  
above order and vacuum.  
Thank you