



CENTER for
**LAND-BASED
LEARNING**

Farm on Putah Creek Rental Packet

ADDRESS:..... 1

PHONE NUMBERS:..... 1

EMERGENCY INFORMATION 1

DIRECTIONS TO THE FARM: 2

RENTAL OF THE FARM ON PUTAH CREEK 3

YOUR RENTAL OBLIGATIONS 5

AMENITIES OF THE FARM ON PUTAH CREEK..... 6

EVENT RENTAL FORM..... 7

CENTER FOR LAND BASED LEARNING RENTAL POLICIES..... 9

ADDRESS:

5265 Putah Creek Road
Winters, CA 95694

PHONE NUMBERS:

Farm on Putah Creek Office – (530) 795-9569
Cell Phone for Marion Adams, Farm on Putah Creek Coordinator – (530) 693-1180
Center For Land Based Learning Main Office (payment questions only) (530) 795-1520

EMERGENCY INFORMATION

Winters Emergency Dispatch
(530) 666-8920

The address of the farmhouse for emergency responders is **5189 Putah Creek Road**

DIRECTIONS TO THE FARM:

For a Google map, log onto website www.landbasedlearning.org, under "Contact Us". Typing our address into a google maps search results in the WRONG LOCATION; to avoid getting lost use the directions below or the map from our website. Also be aware that cell phone reception is intermittent as you near the Farm so you may not be able to call for directions.

Directions from the Sacramento Area

1. Take I-80 toward San Francisco
2. Take the PEDRICK RD/SIEVERS RD exit toward SACRAMENTO. (0.29 miles)
3. At the Stop Sign, cross Pedrick Road and turn LEFT onto SIEVERS RD/CR-436. (2.75 miles)
4. Turn RIGHT onto STEVENSON BRIDGE RD. (2.84 miles)
5. Turn LEFT onto PUTAH CREEK RD. (3.78 miles)

Directions from the Bay Area

1. Take I-80 E toward SACRAMENTO.
2. Merge onto I-505 N toward WINTERS/REDDING. (10.77 miles)
3. Take the exit toward PUTAH CREEK ROAD. (0.15 miles)
4. Turn LEFT onto GADDINI RD. (0.21 miles)
5. Turn RIGHT onto PUTAH CREEK RD. (2.28 miles)

Directions from Woodland

1. Start out going East on COURT ST toward 2ND ST. (0.37 miles)
2. Turn RIGHT onto EAST ST. (0.09 miles)
3. Turn LEFT onto E MAIN ST. (0.67 miles)
4. Merge onto CA-113 S toward DAVIS. (7.87 miles)
5. Take the COVELL BLVD exit toward ROAD 31. (0.31 miles)
6. Turn RIGHT onto W COVELL BLVD. (1.85 miles)
7. W COVELL BLVD becomes CR-31/CR-E6. (3.01 miles)
8. Turn LEFT onto CR-95. (0.86 miles)
9. Turn LEFT onto RUSSELL BLVD. (0.19 miles)
10. Turn SLIGHT RIGHT onto CR-95A. (0.81 miles)
11. CR-95A becomes STEVENSON BRIDGE RD. (0.54 miles)
12. Turn RIGHT onto PUTAH CREEK RD. (3.78 miles)

BOOKING PROCESS FOR THE FARM ON PUTAH CREEK

- Learn what the Farm on Putah Creek has to offer. We encourage prospective renters to schedule a tour of the Farm with Marion Adams, Farm Facilities Coordinator, to familiarize your self with farm facilities, and choose the rental package that is right for your group.

The Farmhouse	The Whole Farm
<ul style="list-style-type: none"> • Capacity of up to 35 people. The largest room, complete with a beautiful 100-year old pine and oak-inlaid table, seats 20 comfortably. There are chairs for an additional 10-15 people to sit around the room edge. Additionally, there are three smaller rooms which are great for breakout sessions, food service, or information lay-out • Includes a full kitchen (including plates, glasses, and utensils for up to 30) for food preparation or serving • Spacious lawns surround the Farmhouse on all sides; three picnic tables and up to 150 stackable lawn chairs are included with the rental for outdoor use • Peaceful wrap-around covered porch overlooking farm fields, walnut orchards and the Coastal Range Mountains 	<ul style="list-style-type: none"> • Entire Farmhouse, Barn, and all outdoor facilities – including 150-seat amphitheater. The Farm can accommodate groups of up to 350 guests • Ideal for large events such as educational field days, company gatherings, barbecues, public celebrations, weddings, and other special celebrations • The barn includes extras that you might not expect: lights, tables, a large pull-down screen for presentations, propane space heaters, outdoor chairs, and an outdoor kitchen facility with a range and large sinks • The farm showcases our wildlife-friendly agricultural practices like hedgerows, tail-water ponds, market garden, and organic walnut orchards

- If a farm visit can not be arranged the following list of needs should be discussed via a phone conversation.
 - Event set-up
 - Bathroom/Port-a-potty
 - Break-out areas
 - Eating/dining (location)
 - Meeting room needs
 - Table/Chair needs
 - Catering/Food (we do NOT provide, but can provide recommendations)
 - Parking Needs
- Review and complete the attached “Event Rental Form” and return it to Marion Adams in order to assess your needs and determine price.
- Go over prices (base price plus additional charges) and negotiate final price – THIS, IN PART, IS BASED ON YOUR ESTIMATED NUMBER OF GUESTS, SO PLEASE PROVIDE ACCURATE NUMBERS on the event rental form.

- Contract Generation: CLBL will generate a Contract, please fill it out and return it, WITH DEPOSIT (one half of total rental charge), accordingly;
 - Deposit is due ONE MONTH after the contract is sent.
 - Payment is by CHECK or CREDIT CARD. Please mail checks to
Center For Land-Based Learning
5265 Putah Creek Road
Winters, CA 95694
 - For credit card payments please call (530)795-1520

- Note: reservations are ONLY TENTATIVE until the deposit is received. If a 2nd party inquires about the same date/time, CLBL will attempt to contact the primary contact person of the 1st party to request the deposit to hold the reservation. If a deposit is not received within 48 hours, the 2nd party will have the option to place a deposit for rental of the facilities.

- If rental will have more than 50 guests: Work with Marion Adams prior to the day of the event to organize parking.

- Provide documentation of liability insurance: GUEST MUST PROVIDE CLBL WITH PROOF OF LIABILITY INSURANCE, and name the Center for Land-Based Learning as an additional insured on the liability policy for the day(s) of the facility rental. Proof of insurance must be provided to CLBL no later than one day before facility use. Coverage must be no less than \$500,000 when no alcohol is served, and no less than \$1,000,000 when alcohol is served. FAILURE TO PROVIDE PROOF OF INSURANCE WILL RESULT IN CANCELLATION OF THE EVENT.

- For groups of over 100 where alcohol is served, provide a copy of a contract with a security company

- For groups of over 100 where alcohol is served, provide documentation that additional restrooms have been rented. (minimum of 1 rented restroom for every 50 people over 100 people)

- Provide full payment no later than the day of the event

- Provide signage for the road intersections: The Farm on Putah Creek is in the country – many people get lost. Don't expect that directions alone will work. Signs at all major intersections are extremely helpful. This [Google map](#) shows the intersections to mark.
 - Remember that cell phone reception is poor the closer you get to the Farm so insure that your group has clear directions and signs.

YOUR RENTAL OBLIGATIONS

- Reading and understanding Center for Land-Based Learning's rental policies
- Balance of payment: Check or Credit Card
- Proof of liability insurance
- Primary ON-SITE contact person (may not be the same as the Pre-Rental contact person – as this person needs to be at the event itself)
- Directions for your guests
- Signage for intersections

- Set up: Center for Land Based Learning will deliver tables, chairs and garbage cans to the location of the event, but the renter is responsible for their setup and placement.

- Refreshments/food
 - List of local caterers/restaurants available on the Yolo County Visitors Bureau website at <http://www.ycvb.com/sub.php?id=10>
 - All Winters restaurants are familiar with the Farm on Putah Creek

- Drinks
 - WATER: One 5 gallon bottle of Alhambra bottled water is provided with rental – if you will use more than this, you can;
 - let us know that you want us to order more, and pay for them as a part of your contact, or,
 - bring your own.

 - TEAS/COFFEE and CONDIMENTS: Please bring all of your own. While there are some in the Farm on Putah Creek kitchen, these are for CLBL staff use only.
 - OTHER: sodas, juices, beer, wine, etc.

- Serving platters beyond what is provided in the basic amenities

- Drinkware
 - For Water, etc. – 15 glasses are provided
 - Wine – 40 wine glasses are provided

- Computers/LCD Projector (if applicable)

- Cleanup: The renter is responsible for Clean up of any rental facilities used. This includes:
 - Restacking plastic chairs Please stack only matching chairs together
 - Wiping down tables, folding and stacking them
 - Wiping down counters in the farmhouse
 - Sweeping farmhouse floor
 - Taking out the garbage
 - Cleaning up any anything else so that the farm is left in the same state of cleanliness and order as before the rental

AMENITIES OF THE FARM ON PUTAH CREEK

We include basic amenities with every rental. Amenities listed on this page are included with every rental of the farmhouse. Amenities for barn and grounds-only rentals are negotiated on an event-by-event basis

BATHROOM SUPPLIES

- Paper towels/hand towels/Kleenex/Toilet paper
- Cleaning supplies, plunger, garbage bags
- Hand soap
- One handicap accessible port-a-potty

KITCHEN

- Electric range
- Microwave
- Refrigerator/freezer
- Dishwasher
- 75-cup electric coffee maker (with metal tray, does NOT need filters)
- Two hot liquid carafes (for coffee, hot water, hot chocolate, etc.)
- Hot water dispenser (4 liter)
- Table settings (plates, utensils, wineglasses) for 40 people
- Assorted serving trays and bowls
- Corkscrews and assorted serving spoons
- Brooms/mops, garbage bags
- Garbage cans, recycling container, compost container

ROOMS

- Main meeting room 24' X 15' (seats 18-20 around table)
- Sitting room 15' X 16' (food buffet or extra materials)
- Small bedroom/staff room 12' X 12' (great for breakouts)
- Putah Creek Room 15' X 15' (With desk for organizer "office" set-up)
- Two indoor bathrooms
- One handicap accessible port-a-potty

TABLES, CHAIRS, AND OTHER FURNITURE

- Main meeting room table (~16' X 6')
- Living room/Sitting room table (~9' X 3')
- Small bedroom table (~6' X 3')
- Wooden chairs for meeting room (35 available)
- Plastic fold-out tables 2' X 6' (4 available)
- Plastic fold-out tables 1' X 6' (8 available-for "classroom" set-up)
- Plastic fold-out tables 2' X 8' (1 available)
- Plastic lawn chairs (150 available)
- Desk for event organizer

MEETING SUPPLIES

- Easels
- Wireless web access. We are in a rural area so despite having the fastest internet coverage available, our network is slow when under high traffic. Please consult Marion before planning any web based activities.
- Extension cords
- Whiteboard (12' x 4' when open) with dry erase markers
- Surge protectors

AMENITIES AVAILABLE BY REQUEST

Please indicate which of these amenities and services you would like to utilize, at an additional charge, on the attached event rental form.

- Flip Charts
- Bottled water (5 gallon bottles with dispenser)
- Tours of the farm
- Catering coordination
- Restroom Rental

Please inquire about any other amenities or services that you may need that are not listed. Our staff can work with you to find what you need to make your event a success.

EVENT RENTAL FORM

Please fill out and return two pages

Event: _____

Date: _____

Number of Guests: _____

Method of Payment ___ Check ___ Credit Card

Contact Information	
Name	
Address	
Phone	
Email	
Will this person be on site and available on the day of the rental?	
If no, please name an On-site contact.	
On-site contact Cell Phone Number	

Schedule (please indicate timeframes):

Rental Deliveries & Set-up: _____

Event Set-up: _____

Guest arrival: _____

Guest Departure: _____

Clean-Up: _____

Tent & Rental Pick Up: _____

Vendors (fill in all applicable):

Names, Addresses & Contact Info:

Tent and tent lighting:	
Table, chair, dish, and dance floor rentals:	
Caterer:	
Dessert Caterer:	
Florist:	
Band:	
DJ:	
Security:	

Included Amenities

Please indicate how many are needed

- Plastic fold-out tables 2' X 6' (4 available) - # needed: _____
- Plastic fold-out tables 2' X 8' (1 available) - # needed: _____
- Plastic lawn chairs (150 available) - # needed: _____

Additional Amenities Request

We can provide these amenities for an additional charge

- Plastic fold-out tables 2' X 6' (beyond the four included with rental) - # needed: _____
- Flip Charts # _____
- Bottled water (5 gallon bottles with dispenser) # _____
- Tours - Please indicate type and duration, if known: _____

CENTER FOR LAND BASED LEARNING RENTAL POLICIES

Reservation Policy:

Event space is held on a tentative basis only until a reservation deposit is received. An attempt will be made to notify you should another party request the facility on the same date as you have tentatively scheduled. This attempt will be to notify you that within 48 hours you must provide CLBL with all necessary cash deposits to hold the space on a definite basis. If no response is received within 48 hours, we will accept the second party's deposit check. CLBL will not assume responsibility if the first party holding space on a tentative basis cannot be reached or fails to respond in a timely manner. Should a deposit on the space not be received by CLBL within 48 hours, the second party requesting the facility will have first option for a definite hold by providing a reservation deposit.

Deposit:

The deposit amount shall be 1/2 of the base price of the event, and is due one month after the contract is sent. Late payments will be assessed a fee of 5% per week. Please make all checks payable to the Center for Land-Based Learning.

Cancellation Policy:

Reservation deposits will not be refunded if written notice of cancellation is received less than 15 days prior to event.

Weather Policy:

In the event of rain or other related natural occurrences, CLBL may be forced to cancel partial aspects of the event or the event in its entirety. Prior to cancellation, CLBL will consult with GUEST to determine available options. Indoor capacity of the facility is not to exceed 40 people. GUEST is strongly encouraged to arrange additional shelter (tents) if an event is scheduled between the months of September and May. Should CLBL be forced to cancel, all deposits will be promptly returned. GUEST agrees not to hold CLBL liable for any losses incurred as a result of weather-related cancellation.

Insurance:

Liability insurance that lists Center for Land-based learning as additionally covered for the duration of the rental is required in the amount of \$500,000 for events where alcohol is not served. For events where alcohol is served liability insurance in the amount of \$1,000,000 is required. FAILURE TO PROVIDE PROOF OF INSURANCE WILL RESULT IN CANCELLATION OF THE EVENT.

Security Guards:

GUEST must provide licensed/ bonded security at their own expense for any event at which alcoholic beverages are served to more than 100 people. One guard must be provided for every 100 people or portion thereof. The name of the security service must be provided to CLBL in advance. Security will patrol at the direction of the CLBL management or staff.

Restrooms:

Rental of the Farm on Putah Creek comes with two flush toilets in the farmhouse, and one handicapped port-a-potty outside on the north side of the barn. For groups of over 100 people, one (1) restroom must be rented for every 50 people over 100. Restrooms may be rented by calling Yolo Pumping Service at (530) 662-5534. Temporary restrooms must be sited on the north side of the barn, adjacent to the existing handicapped accessible port-a-potty.

Kitchen Use:

The kitchen facilities inside of the house are limited in size, but they may be used by GUEST. Outdoor cooking facilities are available, per approval with CLBL.

Dance Floor:

CLBL does not presently furnish a dance floor. GUEST may arrange set up of a dance floor from an outside rental service. Specifications and location must be approved by CLBL.

Signage:

All signage must meet with CLBL approval. Please remove any signs on the road after the rental.

Decorations:

All decorations which are attached to the Farmhouse (either inside or outside) must be approved in advance. No nails may be used on inside or outside walls. Please DO NOT use scotch tape, tacks or other methods of hanging decorations or posters to farmhouse walls that will damage the paint. Contact Marion for removable tape.

Set Up/ Take Down:

To be negotiated on an event-by-event basis.

Clean up:

GUEST is responsible for leaving the facility in the same condition as it was found. If clean up is necessary, GUEST will be charged a minimum of \$100.00.

Fires:

Fires are allowed only with CLBL staff. Consent is based on safe weather conditions on the day of the fire. Fires are allowed only in the amphitheater fire pit. Guest is responsible for bringing all of their own firewood. Fires must be kept small enough that flames reach no higher than the top of the fireplace rim. Guest must designate an adult to attend to fire at all times and ensure fire safety. Guest is responsible for putting out fire with hose before leaving the premises.

Smoking:

Smoking is prohibited at the Farm on Putah Creek

Firearms:

Firearms are prohibited at the Farm on Putah Creek

Dogs:

Dogs are prohibited at the Farm on Putah Creek

Alcoholic Beverages:

Alcohol is allowed at events only if prearranged with Center for Land Based Learning