

Helpful Information when renting Mateel Community Center (707) 923-3368

PRESS RELEASE!

Please provide the Mateel with a press release and event graphic as soon as possible for our website. There is no charge to post your event information to our website to help assist in promoting your event... but we can't do it without your event information!

INSURANCE

Renters are required to provide \$1,000,000 liability coverage naming The Mateel Community Center as additionally insured.

www.kandkinsurance.com

www.markelamerican.com

www.wedsafe.com

www.csicoverage.com

ALCOHOL

You may be able to have beer and wine served at your event with a request. The MCC retains first right of refusal to run the bar and may deny permission to serve alcohol if it is deemed appropriate to do so. If the MCC does not choose to serve alcohol at your event then you may serve alcohol with the understanding that a LOCAL non-profit organization runs and receives the proceeds from the bar. A permit from the ABC is required:

DEPARTMENT OF ALCOHOLIC BEVERAGE CONTROL

1105 6th Street #C, Eureka, CA 95502 ~ 707-445-7229

KITCHEN

Whether you are serving a full meal or simple snacks and refreshments, this is important! You may need assistance. Many community non-profit organizations raise money by hosting kitchens at events. Ask for suggestions.

CLEAN UP

In addition to your hall rental fee, a clean-up fee will be assessed as follows:

~ \$250 for 'For-Profit' events

~ \$150 for 'Non-Profit' events

~ \$100 for low impact events such as workshops and classes

SECURITY CONTRACTORS

Diamondback/Ole Pierson ~ (707) 498-9904

Timbo ~ (707) 601-3359

PARKING

The Mateel Community Center will provide 'no parking' signs for local businesses at no additional cost. Please remember to ask for them from the caretaker.

LIGHT TECHNICIANS

Rohn Jennings ~ (707) 923-2760 or (707) 932-1084

Robin Krauss ~ (707) 459-8516

Eric Kay ~ (707) 223-2603

SOUND TECHNICIANS

Jeanne York ~ (707) 923-2978

Jim Fulton ~ (707) 932-0023 (Cell)

Sam Safier ~ (707) 840-9874 or (707) 616-7169

Tarik Jasser ~ (707) 498-1738

Rob Seifert ~ (707) 223-0506

TABLES AND CHAIRS

The Mateel has available and will provide upon request, 17 tables, 100 padded chairs and 100 steel chairs. Please reserve these items WELL IN ADVANCE of your event.

STAGE AND OTHER EQUIPMENT

Stage, curtains or cyclorama may or may not be constructed at the hall. Please request these items 90 days in advance. Additional charges will be applied.

CHILDREN

It is Mateel policy to allow children 12 years of age and younger into events for free. If your policy differs from this, please let us know.

GUEST LIST

The Mateel will present the renter with a guest and volunteer list. The guest list will be comprised of Board and Staff names and their plus ones. Volunteer names will be involved with the bar (if applicable), bar security, and clean-up.

DECORATING

Decorating must be done on the day of the event. Only removable tape may be used to hang decorations. Decorations must be removed following the event, (within 3 hours), by the renter. Special arrangements must be made for additional time for decorating or removal. NO DUCT TAPE, NO TACKS, NAILS, SCREWS OR OTHER OBJECTS SHALL BE DRIVEN INTO THE WALLS, DOORS, OR FLOOR. NO GLITTER, NO SAND, NO ANIMALS. NO PROP PAINTING INSIDE THE HALL. All equipment, (musical, stage, tables, etc), must be lifted off the floor while being carried or moved so as to maintain floor surface. Carpet squares are available for use to prevent floor damage.

TICKET PRINTERS

www.wwticket.com

www.TicketPrinting.com

ONLINE TICKET OUTLETS

www.inticketing.com

LOCALTICKET OUTLETS

Redway Liquor Redway, CA ~ 707-923-3913

Fortuna Music Mart Fortuna, CA ~ 707-725-9230

The Works (Eureka) Eureka, CA ~ 707-442-8121

Missing Link Arcata, CA ~ 707-826-0590

Peoples Records Arcata, CA ~ 707-822-7625

Peg House Legget, CA ~ 707-925-6444

It Takes Two To Tangle Laytonville, CA ~ 707-984-8488

Main Street Music Willits, CA ~ 707-459-4747

Head Room Willits, CA ~ 707-459-2940 or 707-459-2980

Mazahar Willits, Ca ~ 707-459-3034

Ukiah Natural Foods Ukiah, Ca ~ 707-462-4778

Tangents Fort Bragg, CA ~ 707-964-3884

LOCAL NEWSPAPERS

The Independent ~ (707) 923-4205

The Redwood Times ~ (707) 923-1396

(This document was last updated on March 27th, 2013)

(Revised 03/01/2012)