



**COUNTY OF HUMBOLDT**

For meeting of: Nov. 4, 1997

DATE: October 21, 1997

TO: BOARD OF SUPERVISORS

FROM: Lindsey McWilliams, Administrative Services Director *Lindsey McWilliams*

SUBJECT: Amendment to lease with Ferndale Veterans adding the Vietnam Veterans to the Hall Management Agreement.

ON FILE WITH THE  
CLERK OF THE BOARD

RECOMMENDATIONS:

That the Board of Supervisors:

1. Approve and authorize the Chairman of the Board to execute the attached amendment.
2. Direct the Clerk of the Board to return executed duplicate to Real Property Services for transmittal to the veterans.

DISCUSSION:

On March 3, 1997 the County received a letter from the Vietnam Veterans of America, Chapter 781 requesting they be added to the Ferndale Veterans Hall Management Agreement. The Vietnam Veterans are a recognized chapter by the California State Council. They have provided evidence of their insurance and have signed the amendment as have the recognized representatives for the Ferndale American Legion and Veterans of Foreign Wars members.

PREPARED BY: *Sharon Earles* SHARON EARLES, SR. REAL PROPERTY AGENT

CAO Approval: *K Such*

REVIEW:

Auditor \_\_\_\_\_ County Counsel *RE* Personnel \_\_\_\_\_ Risk Manager *W* Other \_\_\_\_\_

TYPE OF ITEM:

Consent

Department

Public Hearing

Other \_\_\_\_\_

BOARD OF SUPERVISORS, COUNTY OF HUMBOLDT

Upon motion of supervisor **WOOLLEY**

seconded by Supervisor **KIRK**

and unanimously carried by those members present, the Board hereby adopts the Recommended action contained in this report.

PREVIOUS ACTION/REFERRAL:

Board Order

Meeting of:

Dated: NOV - 4 1997

LORA CANZONERI, CLERK OF THE BOARD

by: *Lora Canzoneri*

pc: Administrative Services

Real Property

County Counsel (w/copy)

FINANCIAL IMPACT

None

OTHER AGENCY INVOLVEMENT

None

ALTERNATIVE TO STAFF RECOMMENDATIONS

Not sign amendment

ATTACHMENTS

Amendment in duplicate

Letter from Vietnam Veterans of America, Chapter 781

Letter from Vietnam Veterans of American, Inc. Calif. State Council

Letter from Veterans of Foreign Wars of the United States



AGENDA ITEM NO. D-37

# COUNTY OF HUMBOLDT

For meeting of: November 5, 1991

DATE: 9/26/91

TO: BOARD OF SUPERVISORS

FROM: Guy C. Kulstad, Director *Guy C. Kulstad*

SUBJECT: LEASE AGREEMENTS WITH ARCATA, EUREKA, FERNDALE, AND FORTUNA VETERANS

AGREEMENTS ON FILE WITH CLERK OF THE BOARD.

### RECOMMENDATIONS:

That the Board of Supervisors:

(1) Approve and authorize the Chairman to execute lease agreements with the Arcata, Eureka, Ferndale, and Fortuna Veterans.

(2) Direct the Clerk of the Board to return executed duplicates to Real Property Services.

### DISCUSSION:

The agreements with the Veterans groups managing County owned buildings have been updated to reflect current policies and obligations, mainly for clarification. Veterans updated their house rules (Exhibit B) and fee schedules (Exhibit C). The Veterans in Garberville jointly use County building with Justice Court, and the agreement with that building will be handled separately.

Prepared by: *Sharon Earles*

CAO Approval: *Joseph L. Metster*

REVIEW: SHARON EARLES, REAL PROPERTY AGENT  
Auditor \_\_\_\_\_ County Counsel RE Personnel \_\_\_\_\_ Risk Manager Sikh Other \_\_\_\_\_

TYPE OF ITEM: Copies to:  
 Consent Auditor-Controller  
 Departmental CAO  
 Public Hearing  
 Other \_\_\_\_\_  
County Counsel  
Arcata Veterans  
Eureka Veterans  
Board Order No. (47) Ferndale Veterans  
Fortuna Veterans  
Meeting of: 8/16/83 (REAL PROPERTY - Sharon Earles to handle)

BOARD OF SUPERVISORS, COUNTY OF HUMBOLDT  
Upon motion of Supervisor Pritchard  
seconded by Supervisor Neely  
and unanimously carried by those members  
present, the Board hereby adopts the  
recommended action contained in this report.

Dated: November 5, 1991  
BRUCE RUPP, Clerk of the Board  
by: *Doris L. Smith*

First Amendment to Agreement

COPY ORIGINAL

This Amendment to the Agreement entered into between Kenneth Rasmussen, Post #6353, Veterans of Foreign Wars, and Stuart Macklin, Post #559, American Legion, hereinafter called Veterans, and the County of Humboldt, a political subdivision of the State of California, hereinafter called County, executed November 5, 1991, is entered into this 4th day of November, 1997.

WHEREAS, Veterans entered into an Agreement with County on November 5, 1991, for the management of the Ferndale Veterans Hall; and

WHEREAS, Veterans desire to amend the Agreement to include the Humboldt County Vietnam Veterans of America, Chapter 781, as part of the Agreement,

NOW, THEREFORE, it is mutually agreed as follows:

1. All references to Veterans as referred to in the Agreement dated November 5, 1991, shall be amended to include all three veterans groups: Kenneth Rasmussen, Post #6353, Veterans of Foreign Wars; Stuart Macklin, Post #559, American Legion; and the Humboldt County Vietnam Veterans of America, Chapter 781.

2. In all other respects, that November 5, 1991 Agreement between the parties shall remain in full force and effect.

IN WITNESS WHEREOF, the parties hereto have executed this First Amendment to the Agreement dated November 5, 1991, on the date indicated above.

(SEAL)

Attest:

*Lora Canzoneri*

LORA CANZONERI

Clerk of the Board

NOV - 4 1997

COUNTY OF HUMBOLDT

*Bonnie Neely*

BONNIE NEELY, Chair

Board of Supervisors

County of Humboldt

State of California

Approved as to Form:

By: *R. Zyber*  
Deputy County Counsel

*John R. Scarborough*  
KENNETH RASMUSSEN, Post #6353  
Veterans of Foreign Wars

By: *John R. Scarborough*  
Title: *COMMANDER POST 6353*

*Stuart Macklin*  
STUART MACKLIN, Post #559

American Legion

By: *Evo M. Lourenco*

Title: *Commander*

*Larry E. Gault*  
Humboldt County Vietnam Veterans  
of America, Chapter 781

By: *Larry E. Gault*  
Title: *President*

VETERANS HALL MANAGEMENT AGREEMENT

This Agreement, entered into this 5th day of November, 19 91, by and between the COUNTY OF HUMBOLDT, a political subdivision of the State of California, hereinafter called COUNTY, and KENNETH RASMUSSEN POST #6353, VETERANS OF FOREIGN WARS, and STUART MACKLIN POST #559, AMERICAN LEGION, hereinafter called VETERANS.

WITNESSETH:

WHEREAS, COUNTY desires, pursuant to Chapter 2 of Division 6 of the Military and Veterans Code, to provide space which may be used as a meeting place for "veterans associations"; and

WHEREAS, VETERANS desire to assist COUNTY in carrying out the management duties and responsibilities of COUNTY at the Ferndale Veterans Memorial Building;

NOW, THEREFORE, IT IS MUTUALLY AGREED as follows:

**COUNTY RESPONSIBILITIES:**

(1) COUNTY agrees to make available to VETERANS the premises commonly known as the Ferndale Veterans Memorial Building (hereinafter referred to as "HALL") for the primary purpose of holding meetings of recognized veterans organizations. Said facility may also be used for other purposes, including but not limited to, community civic purposes. Said facility is not to be used for commercial sale of merchandise that may create competition for local merchants.

(2) COUNTY reserves the right to the use of the premises for all purposes consistent with the provisions of this Agreement, provided such use does not interfere with the VETERANS use. VETERANS agree to relinquish all or any part of the premises to the COUNTY for use as a disaster care center or other emergency facility as specified in Paragraph 3(g).

(3) COUNTY shall, at its own cost and expense, be responsible for structural maintenance and improvements at the HALL. The determination as to what and when structural maintenance and improvements shall be made solely at COUNTY'S discretion.

(4) COUNTY agrees, insofar as possible, to provide funding to HALLS with a yearly sum to cover cost of water, sewer, electricity, gas, garbage, and local telephone service.

## VETERANS RESPONSIBILITIES

VETERANS hereby assume responsibility for management and operation of the HALL. Included within this responsibility are the following:

### (1) HOLD HARMLESS/INDEMNIFICATION

VETERANS agree to indemnify and hold harmless and, at its own risk, cost, and expense, defend the COUNTY, its Board of Supervisors, officers, agents, employees, and volunteers from and against any and all liability expense, including defense costs, legal fees, and claims for damages arising from LESSOR'S negligence, intentional acts, or breaches of this Agreement. Indemnification with respect to defense costs shall be made at the time COUNTY incurs such costs.

### (2) INSURANCE

VETERANS, at their own expense and for the life of this Agreement, agree to obtain and maintain policies of insurance for:

(a) Comprehensive General Liability Insurance in the amount of not less than \$1,000,000.00 combined single limit covering all bodily injury and property damage arising out of any use of the HALL by VETERANS or non-veterans groups or persons pursuant to this Agreement.

(b) Liquor Legal Liability Insurance in the amount of not less than \$500,000.00 if VETERANS distribute, sell, or furnish alcoholic beverages on the leased premises to non-members of said HALL.

(c) The above insurance shall be underwritten by insurance companies authorized to do business in the State of California, and Certificates of Insurance referred to above must include the following:

(1) Name the County of Humboldt as "additional insured".

(2) The insurance carrier(s) will give the COUNTY sixty (60) days prior written notice of any material change or cancellation.

(3) A statement from the insurance carrier stating that the insurance carrier(s) will not deny liability by reason of the insured or additional insured being a state, county, municipal corporation or governmental agency.

(4) A statement from the insurance carrier(s) that such policies shall constitute primary insurance as to

the COUNTY, its Board of Supervisors, officers, agents, employees, and volunteers, so that any other policies held by the COUNTY shall not contribute to any loss under said insurance policies.

The COUNTY reserves the right to obtain complete copies of the original insurance policies, if the County Risk Manager decides to do so.

If VETERANS do not keep the above mentioned insurances in full force and effect during the life of the Agreement, COUNTY, at VETERANS' expense, may elect to purchase the necessary insurances, and VETERANS agree to pay the cost of said insurances or, in the alternative, COUNTY may elect to treat the failure to maintain the requisite insurances as a breach of contract and terminate the Agreement as provided herein.

### (3) MISCELLANEOUS RESPONSIBILITIES

General upkeep and maintenance of the premises in accordance with the guidelines attached hereto as Exhibit "A".

(a) The purpose of the fee schedule is to supplement the contribution made to said HALL by generating enough revenue to pay the cost of maintaining, repairing, and operating HALL (i.e., purchasing insurance, kitchen appliance repair and replacement, kitchen utilities, furniture repair and replacement, and other responsibility as set forth on attached Exhibit "A").

(b) Should it be desired to amend or alter the house rules or fee schedule during the term of this agreement, a copy of the proposed changes must be submitted to COUNTY for its approval by the Board of Supervisors before the amended rules may take effect.

(c) Scheduling use at the HALL by Veterans and non-veteran groups or individuals. VETERANS shall make the premises available at all reasonable times for meetings and other public gatherings sponsored by organizations and persons other than VETERANS groups, provided such use will not interfere with planned use of the premises by VETERANS groups for business or organizational meetings. All use of the premises shall be subject to house rules as described in Exhibit "B" and the charges shall be subject to the fee schedule described in Exhibit "C".

(d) VETERANS shall submit a record to COUNTY of all meetings and functions held on the premises during the calendar year, January through December. This report shall be submitted to the COUNTY on or before March 1 of each year. The report shall list on a day-to-day basis all organizations utilizing the premises and the amount of rent charged, if any. In addition, VETERANS shall submit a report of all expenses incurred. This report shall list on a day-to-day basis all expenditures incurred



during said calendar year. Report shall be submitted to COUNTY on or before March 1 of each year prior to the Board of Supervisor's budget hearings and before implementation of any major changes in funding for HALLS which may be proposed.

(e) VETERANS shall inventory all personal property belonging to COUNTY and in the possession of VETERANS and file said inventory with COUNTY as of June 30th of each year. It is further covenanted and agreed that no equipment belonging to COUNTY shall be removed from said building or premises at any time unless VETERANS shall designate a specific person or committee who will be responsible for said equipment, its care, and safe return. Said committee may permit such removal upon such conditions as it deems appropriate.

(f) VETERANS agree to reimburse COUNTY for any damage to said property caused by VETERANS occupation or tenancy, other than that due to normal use.

(g) VETERANS specifically agree to relinquish all or any part of the premises to COUNTY for use as a disaster care center or other emergency facility during any state of emergency declared by the Board of Supervisors, upon COUNTY advising VETERANS of such intended use. VETERANS shall require that any non-veterans group using the HALL agree to relinquish the premises in the event of a disaster or emergency pursuant to this paragraph. In such event, control of the premises shall automatically revert to VETERANS when the Board of Supervisors officially declares that the state of emergency no longer exists.

(h) VETERANS shall require any group, including VETERANS groups, to abide by any COUNTY, city, or state laws, including but not limited to noise abatement, crowd control, parking ordinances, and public nuisances.

#### (4) USER REQUIREMENTS

VETERANS shall require any organization using the premises to sign and abide by the terms of the Rental Agreement attached hereto as Exhibit "D".

#### INSURANCE

Rental Agreement shall not be executed by VETERANS, and USER is not entitled to any rights unless Certificate of Insurance or other sufficient proof that the following insurance is in effect, the following provisions have been complied with, and such certificate is on file with said VETERANS:

(a) VETERANS shall require any group, including VETERANS groups which use the HALL, to obtain and maintain at their own expense, Comprehensive General Liability Insurance in the amount of \$300,000.00.



(b) VETERAN shall require any group, including VETERANS groups, which disposes or permits the use of alcoholic beverages at the HALL, to first obtain all necessary permits at their own expense, and to obtain and maintain at their own expense the following insurance as applicable:

(1) Comprehensive General Liability Insurance including LIQUOR LEGAL LIABILITY in an amount not less than \$1,000,000.00, if said group is charging for liquor served at said HALL.

(2) Comprehensive General Liability Insurance including HOST LIQUOR LIABILITY in an amount not less than \$300,000.00, if said group is serving liquor to guest at no charge.

The above mentioned insurance policies shall be underwritten by insurance companies authorized to do business in the State of California and certificates referred to above must include the following:

(a) Name the said VETERANS and County of Humboldt as "additional insured".

(b) Shall constitute primary insurance as to the COUNTY, its Board of Supervisors, officers, agents, employees, and volunteers, and said VETERANS so that any other policies held by COUNTY or VETERANS shall not contribute to any loss under said insurance policies.

(5) VETERANS agree that if default shall be made in any of the covenants or agreements herein agreed to be kept by VETERANS, and if default cannot be cured within thirty days (30) after receiving written notice from COUNTY, then it shall be lawful for COUNTY, at its option, to immediately terminate this Agreement and thereupon be entitled to immediate possession of this property.

(6) The term of this Agreement shall be an initial period beginning on the date the Agreement is executed by COUNTY and ending on June 30, 1992, provided that the Agreement shall be automatically renewed each July 1st for an additional one-year period each year, unless either party gives the other party written notice of termination prior to April 1st of that year.

(7) The Humboldt County Department of Public Works at 1106 Second Street, Eureka CA 95501 is hereby designated as the official representative of COUNTY for the administration of this Agreement. All personal property inventories, proposed changes in house rules, records of meetings and functions, records of expenses incurred, and other correspondence are to be directed to said Department.

(8) The following committee is designated to receive any notices and reports: Hall Committee Chairman, Earl Ambrosini, Veterans

Building, 1100 Main Street, Ferndale CA 95536.

This Agreement shall not be assigned by either party to anyone without the prior written consent of the other party. Any attempted assignment without such consent is void.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed by the proper officials thereof on the day and year first above written.

(SEAL)

ATTEST:

CLERK OF THE BOARD  
J. BRUCE RUPP

BY *Doris L. Smith*  
DEPUTY

APPROVED AS TO FORM:  
COUNTY COUNSEL

BY *R Zuber*  
DEPUTY

INSURANCE CERTIFICATES  
REVIEWED AND APPROVED:

BY *Susan K. Kosh...*  
RISK MANAGER

COUNTY OF HUMBOLDT

BY *[Signature]*  
CHAIRMAN,  
BOARD OF SUPERVISORS  
COUNTY OF HUMBOLDT  
STATE OF CALIFORNIA

VETERANS:  
STUART MACKLIN POST #559  
AMERICAN LEGION

BY *Karl H. B...*

TITLE *Commander*

KENNETH RASMUSSEN POST #6353  
VETERANS OF FOREIGN WARS

BY *Earl J. Ambrosini*

TITLE *Housing Committee Chairman*

**RENTAL AGREEMENT FOR USE OF VETERANS MEMORIAL BUILDING  
FERNDALE, CA.**

THIS AGREEMENT, made this \_\_\_ day of \_\_\_\_\_, 20 \_\_, at Ferndale, CA, by and between the Housing Committee of the Veterans Memorial Building, Ferndale, CA.

WITNESSETH:

The Housing Committee is the manager of the Ferndale Veterans Building.

User desires to obtain permission to perform certain acts upon Veterans' property.

IT IS AGREED AS FOLLOWS:

1. Veterans grant to user permission to use hall as follows:

\_\_\_\_\_

\_\_\_\_\_

2. This Rental Agreement is personal to the USER. It is non-assignable, and any attempt to assign this Rental Agreement terminates it.
3. The provisions set forth in the House Committee Rules Regulating Use of the Building shall govern the use of the hall is attached hereto, incorporated Herein, and expressly made a part of this Rental Agreement.
4. User shall not enter upon or be entitled to use Hall or any portion thereof unless and until a certificate or policy of general liability insurance has been obtained by User naming the Ferndale Veterans Memorial Building and the County of Humboldt, its Board of Supervisors, officers, agents, employees and volunteers as additional insured. The amount of said coverage shall be a minimum of Three Hundred Thousand Dollars (\$300,000.00).
5. Should User wish to dispense or permit the use of alcoholic beverages, the Rental Agreement must specifically state that this use is possible.
6. User shall not enter upon or be entitled to use Hall or any portion thereof unless User has obtained all the necessary permits to dispense liquor. User who dispenses or permits the use of alcoholic beverages at Hall shall not enter upon or be entitled to use said premises unless the following insurance has been obtained as applicable:

(A) COMPREHENSIVE GENERAL LIABILITY INSURANCE

INCLUDING LIQUOR LEGAL LIABILITY INSURANCE  
in the amount of not less than One Million Dollars (\$1,000,000.00),  
if said User is *charging* for liquor served at the Hall.

(B) COMPREHENSIVE GENERAL LIABILITY INSURANCE  
INCLUDING HOST LIQUOR LIABILITY INSURANCE  
in an amount of not less than Three Hundred Thousand Dollars  
(\$300,000.00), if User is *servng* liquor to guests at no charge.

Said insurance policies shall name The Ferndale Veterans Memorial Building and County of Humboldt, its Board of Supervisors, officers, agents, employees, and volunteers as additional insured.

8. User agrees to indemnify and hold harmless and, at its own risk, cost and expense, defend the VETERANS, COUNTY, its Board of Supervisors, officers, agents, employees, and volunteers from and against any and all liability expense, including defense costs, legal fees, and claims for damages arising from User's negligence, intentional acts, or breaches of this Agreement. Indemnification with respect to defense costs shall be made at the time COUNTY and/or VETERANS incur such costs.
9. Should User fail to deliver the certificates/policies of insurance and/or permits as specified in paragraphs 4, 5, 6, and 7, the Rental Agreement shall terminate. VETERANS shall retain as liquidated damages for such failure any and all payments or fees paid to VETERANS by User.
10. User shall pay in advance any and all rentals or use fees.
11. This Rental Agreement is terminable at will.
12. User shall vacate the premises to VETERANS or the COUNTY in the event the Board of Supervisors declares a state of emergency.
13. User shall abide by and comply with any state, county, or city law or ordinance governing the use of the premises including, but not limited to, noise abatement, crowd control, fire ordinances, parking ordinances, and public nuisances.

## **Ferndale Veteran's Committee Rules Regulating Use of the Hall**

### **CLEANING:**

#### **TABLES & CHAIRS:**

1. Remove all decorations, tape, etc.
2. Wash off all food, grease, etc.
3. Stack tables and return racks of chairs to the storage room.

### **HALL FLOOR:**

1. Floor is expected to be thoroughly cleaned of all food, dirt, scuffs, etc.  
DO NOT WET MOP.

### **BATHROOMS:**

1. To be cleared of all trash and unfortunate accidents.

### **KITCHEN:**

1. All surfaces are to be cleaned of food, grease and dirt.
2. All Hall utensils are to be cleaned and returned to appropriate cabinet.
3. Stove - all surfaces are to be thoroughly cleaned of food, grease and dirt.
4. Floor is to be swept AND mopped.

### **TRASH:**

1. All trash is to be completely removed from the building the day of your event.
2. It is your responsibility to also clean up trash and debris from around the building. The fee for the pick up is \$7.00 per can. We encourage you to haul your trash away. Full cans left on the premises will be billed to you.

### **NON OPERATING EQUIPMENT:**

1. Upon completion of your event, please notify Hall management of any non-operating equipment, electrical failures, water leaks, toilet problems or damage.

### **PROFESSIONAL CLEAN-UP:**

1. Clean-up is to be done immediately following your event unless other arrangements have been made.
2. If the Hall is not cleaned to the Hall management's satisfaction, we will contract with a professional service. This will be deducted from your deposit.

### **DAMAGE AND REPAIRS:**

1. Any repairs necessary to correct any damage caused by your event will be deducted from the cleaning deposit. Damage exceeding your deposit will be billed to the renter.
2. If you desire to have a professional cleaning service perform your clean-up

please notify Hall management for recommendation.

3. It is your responsibility to bring to the Hall management's attention any damaged or missing equipment or fixtures prior to taking possession or to your vacating the building.

**DECORATING INSTRUCTIONS:**

1. Please do not use push pins, staples, nails, screws or any fasteners other than tape on the walls, ceiling or floor.

**SET UP:**

Anyone wishing to use the building to set up prior to the rental date, providing the building is not in use, must pay a \$25.00 per day set up fee.

**AGREEMENT OF RENTAL OF VETERANS BUILDING  
FERNDALE, CA.**

By the parties this \_\_\_\_ day of \_\_\_\_\_, 20\_\_.

HALL COMMITTEE OF THE FERNDALE VETERANS MEMORIAL BUILDING

BY \_\_\_\_\_ TITLE \_\_\_\_\_

RENTER \_\_\_\_\_ TITLE \_\_\_\_\_  
Name

\_\_\_\_\_  
Address

\_\_\_\_\_  
Telephone

BY: \_\_\_\_\_  
Signature

\*\*\*\*\*

Rental period: \_\_\_\_\_

Area Rented: \_\_\_\_\_

Rental Fee: \_\_\_\_\_

Cleaning Deposit: \_\_\_\_\_

Garbage: \_\_\_\_\_

Liability Ins. \_\_\_\_\_

Set Up Fee: \_\_\_\_\_