

# Sutter County Ettl Hall

## Frequently Asked Questions

**Q: Can I rent the Rose Garden only?**

A: The Rose Garden is only available to rent as a part of an Ettl Hall rental and cannot be rented on its own. It is located in Harter Park, a public park, so it is available for public use on a first-come, first-served basis. Renters who include the Rose Garden in their reservation are provided with a priority use permit for the space.

**Q: Is early entry allowed to the Hall to set up the day before?**

A: Hours of use begin at 9:30 a.m. on the rental date. If you would like to reserve time the day before to set up or decorate, the Hall may be reserved for an additional fee.

**Q: How do I make a payment?**

A: Please note that no credit card payments are accepted.

Payments can be made by cash, check, or money order in-person at the Museum during our open hours of Wednesdays-Fridays 9am-5pm and Saturdays 12-4pm. Checks may also be mailed to the Museum:

Sutter County Museum  
Attn. Ettl Hall  
1333 Butte House Road  
Yuba City, CA 95993

**Q: Are security guards needed?**

A: If you are planning to have alcohol at your event, one security guard must be present while alcohol is being served and consumed for up to 125 people; two security guards are required for crowds larger than 125.

**Q: Is insurance needed?**

A: An insurance certificate of liability is required for all events. This may be obtained on your own, through homeowner's insurance or a third-party provider, or you may obtain an insurance certificate through the County for an additional fee. Fees are dependent on the type of event and whether alcohol is served at your event. When you receive your contract, you will receive the insurance requirements for use of Sutter County facilities.

**Q: How can I schedule a tour of Ettl Hall?**

A: Tours of Ettl Hall are available and **must be scheduled in advance** to fit around the days when the Hall is rented and in use. Contact [info@suttercountymuseum.org](mailto:info@suttercountymuseum.org) to schedule a tour.

**Q: Where can my guests park?**

A: Ettl Hall has a small parking lot. Additional parking is at the front of the Museum, in the Museum parking lot. Additional parking is also at Veterans Hall, across the street from the Museum. People are encouraged to use the crosswalk at the corner of Civic Center Boulevard and Butte House Road.

Parking is not allowed on Steven Way nor within Harter Park.

**Q: How do I pick up the keys for my event?**

A: The Museum will provide one (1) key for you or your group, which may be picked up the day before or the day of your scheduled event. The Museum is open 9am-5pm Wednesdays-Fridays and 12-4pm Saturdays. If the Museum is closed on the day before your rental (such as for a holiday or a Sunday), renters may pick up the key the day before the Museum is closed.

The key opens the front door of Ettl Hall, interior table/chair closet, janitorial closet, and patio gates.

**Q: How do I make sure to get my full deposit refund?**

A: Your security deposit will be refunded if Ettl Hall is clean and undamaged at the time of inspection.

If there is a burden on County staff to clean after the event to prepare for the next renter, a flat rate of the security deposit will be kept to reflect the amount of time that the County pays for that additional cleaning cost. If there is damage to the Hall, the renter is responsible for the costs to repair/replace anything damaged or missing.

The current cleaning rates set by the Sutter County Board of Supervisors are as follows:

Staff Time	Fee
0-4 Hours	\$300.00
4-8 Hours	\$500.00
8+ Hours	Full Security/Cleaning Deposit

**Q: How does my deposit refund get returned?**

A: The refund will be sent in the form of a check by mail to the Renter of Record. Once you return the key to the Museum after your rental, staff can submit the paperwork to begin the processing of the refund check. It usually takes 3-4 weeks to arrive.

**Q: Are cleaning supplies included?**

A: There is a cabinet in Ettl Hall with replacement trash bags, paper products, soap for the soap dispensers, and other consumables. There is also a janitorial closet with cleaning supplies including a mop, mop bucket, dust mop, broom/dustpan combos, and cleaning solutions. The same key opens the janitorial closet, front door, and gates. A binder in the closet includes information on cleaning products/processes and a checklist for what must be cleaned after a rental to receive your full deposit refund.

**Q: Is Wi-Fi available? How about a speaker or projector system?**

A: WiFi is available in Ettl Hall but cannot be guaranteed due to power outages and other situations outside of staff control. The WiFi name and password are printed on the back of the Ettl Hall key. There is no A/V equipment included in the rental of Ettl Hall. Renters are welcome to bring their own equipment to set up in the space, and there are multiple outlets for use.