

The Historic Harvey House

Casa del Desierto

“The House of the Desert”

The Barstow Harvey House is one of the Fred Harvey Company hotels and restaurants, a chain described as “the greatest civilizing influence in the West.” Fred Harvey hotels and restaurants were a unique adjunct of the Atchison, Topeka and Santa Fe Railway that played an important role in improving the quality and service of food along the rail lines. Prior to the first Harvey House restaurants, rail passengers endured poor quality food and rushed service at the few eating places available at railroad stops.

The early Harvey Houses were built for a maximum of utility and a minimum of capital outlay. With new management at the Atchison, Topeka and Santa Fe Railway, however, a noticeable change took place after 1900. As manifestation of modernism and the rise of regional consciousness, Harvey Houses started being designed by professional architects to reflect the historical trends and architectural styles of the southwest. The Harvey Houses were also given names to reflect the region’s history and conjure images of the Southwest. The Barstow Harvey House is called “Casa del Desierto”, translated to House of the Desert.

Originally constructed in 1885, the Barstow Harvey House was originally a wooden structure that later burned in 1908. The present Barstow Harvey house was designed by the Los Angeles architect Francis Wilson and was constructed from 1910 to 1911. The Barstow Harvey House architecture is a hybridization of Santa Fe 16th Century Spanish and Southwest American Indian. In general, the Santa Fe style is characterized by long, low buildings with horizontal façade lines with relief from roof beams, inset porches, arcades, and flanking buttresses. This Particular Harvey House has included Moorish elements in its design with a combination of towers, archways and motifs.



The Barstow Harvey House Rental Agreement

The Harvey House Rental Agreement is for the Use of the East and West Ballrooms on the first floor of the building.

An Attendant(s) is required to be present at all events. The Attendant is there to assist Guests in locating the restroom facilities and from straying into unauthorized areas of the Building. It is important for the Attendant(s) to be onsite to ensure not only the safety of the guests, but the integrity of the historical structure as well.

It is expected the guests will conduct themselves in an appropriate manner and not loiter in the parking areas or restrooms. Security is required for all events as per the agreement. No alcohol is allowed outside of the Harvey House. All outside alcohol will be confiscated upon entering.

Seven (7) days prior to the event, it is suggested that the Client and True Liberty Protection Service, Inc., representative do a walk about the ballrooms and adjacent areas, in order to ensure all blemishes are noted; and an orientation of the first floor for restrooms and fire exits.

The City of Barstow and True Liberty Protection Service are dedicated towards the success of your event, while preserving the historic integrity of the building.



Harvey House Ballroom Rental Request Statement of Understanding

By signing below, I/We agree that after paying my/our booking fee of 50% for the event date of _____, I/we waive the booking fee and use of the ballroom(s) if the following are not finalized thirty (30) days prior to the date of the Event:

1. Completed Agreement for the use of the Ballroom(s);
2. Certificate of Liability Insurance is required for all events held at the Harvey House, with a minimum of \$1,000,000 coverage required, naming the City of Barstow and True Liberty Protection Service, Inc., as additional insurers;
3. Proof of Security being hired for the event; and
4. Final payment for the ballroom(s) rental
5. Proof of business license and certificate of liability for ALL outside vendors

I/We, understand that the due date for the above listed requirements is _____, and agree to have all the paperwork completed by said date.

Client's Signature: _____ Date: _____

***Cancellation Policy** – In the event of a cancellation please let Harvey House Staff know as soon as possible. Any Cancellation 60 days or more prior to your event is a full refund excluding the booking fee. Cancellation fees within 31 to 59 days of your event is 50% refund of your existing payment excluding the booking fee. **Please Note:** There is no refund within 30 days of your event.

Client Contact Information:

Name of Organization: _____

Purpose of Event: _____ Cell: _____

Point of Contact: _____ Other: _____

Address: _____

Email: _____

Agreement For The Use Of The Ballroom(s)

I/We, _____ request the use of the Ballroom(s)

on this Date: _____ From (Hours) _____ to _____

Set up/Decorating Date: _____

Set up/Decorating Time: _____ Tear Down Time: _____

Guest Count: _____ Will alcoholic beverages be served? _____

***NOTE:** The hours indicate above shall be strictly observed. Attendant(s) are require to be present during set up and tear down times. Attendant(s) are not required if set up for the event is scheduled during regular business hours of the building. If the event exceeds the departure time, additional charges will be necessary.

***Please Note:** An Attendant is required for all events. The number of individuals attending the event will determine whether you have one or two Attendants. Security is required for all events serving alcohol; the presence of security for events not serving alcohol will be determined on the size of the event. Fees will be negotiated between client and Security Company. The Attendant and Security Company are independent contractors, therefor will be paid separately from the Ballroom Rental Agreement. Payment for the Booking Fee, Security Deposit and Ballroom(s) will be paid to City of Barstow by check, money order, cashier's check or credit card (4.75% fee). Cleaning Deposits minus costs to the City for cleanup, will be refunded by the City of Barstow in a timely manner up to 45 days the Client.

***Vendor/Catering:** All outside vendors and catering companies (Photographer//Photo Booth/Food Vendors/ ect.) must be able to provide a Barstow Business license and a San Bernardino County License. Barista must be able to provide a liquor license.

I/We the undersigned, understand that alcohol may not be served and/or consumed on the premises unless a Certificate of Liability is provided with a minimum of \$1,000,000 combined single limits for bodily injury or property damage including liquor liability and fire liability naming the City of Barstow (Harvey House) as an additional insured as well as True Liberty Protection Services, Inc. The Client shall hold the City of Barstow and True Liberty Protection Service, Inc. harmless for all liability arising from the acts of the Client, its employees and agents, which may arise as a result of the use of said facility.

Clients Signature

Date

Ballroom(s) Fee Structure

Name of Organization and/or Contact Person: _____

Date of Event: _____ Hours of Event _____

Ballroom Rental:

\$650 One Ballroom (6 Hours) (\$125/Hour) \$_____

\$1100 Two Ballrooms (6 Hours) (\$250/Hour) \$_____

Events lasting longer than six (6) hours will be charged \$125/hour for one ballroom and \$250/hour for both ballrooms plus staffing fees.

Attendant(s) Fee

Attendant(s) Fee shall be negotiated between Client and True Liberty Protection Service, Inc.

Security Fee:

Security Fee shall be negotiated between Client and True Liberty Protection Service, Inc.

Security Deposit:

\$750 One Ballroom \$_____

\$1500 Two Ballrooms \$_____

Sub-Total \$_____

Military Discount 10% \$_____

50% Booking Fee (Non Refundable) \$_____

Total \$_____

Payments:

Amount Paid:	Balance Due:	Payment Date:	Payment Type:	Initials:
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Event Guide Line

Set up/Tear down... _____

- ~ Is tables/chairs only
- ~ Starts 1 hour before the Event ends

Clean up... _____

- ~ includes Ballroom/Lobby/Bathroom/Exterior.
- ~ Must be left the way you received it (sweeping, mopping, trash, etc.)
- ~ Vendors must also be cleaned up and out of the building by event end time.
- ~ Starts 1 hour before the event ends

Additional _____

- ~ No open flame (Unity candle and Fallen Warrior are the only exception)
- ~ No food or drinks allowed outside or upstairs.
- ~ No Guests are allowed upstairs once the Harvey House is closed to the public. (Bridal party is excluded if renting the bridal room)
- ~ No smoking within 50 ft of the main entrance.
- ~ No tape on the ballroom floors.
- ~ The Harvey House is not responsible for any injuries that may occur during the event.
- ~Refund Deposit will take up to 45 days to be reimbursed.

***Contract Signer is responsible for any/all damage. _____**

***Failure to comply with any/all of the above guidelines will result in forfeiture of the entire Security Deposit. _____**



True Liberty Protection Services

PPO# 16988

Security and Attendant Services Agreement



THIS AGREEMENT is made and entered into as of the ____ Day of _____, ____ by and between _____ and True Liberty Protection Services _____.

(Client) (Security Contractor)

WHEREAS, the Contractor is engaged in the business of providing security services, and WHEREAS, the Client requires the services of True Liberty Protection Services for an event which it plans to hold.

NOW, THEREFORE, in consideration of the mutual promises contained herein, the Client engages the Contractor to provide security services under the following terms and condition:

1. The Contractor shall furnish security officer(s) (the Officers) at the premises located at 685 N 1st Ave. Barstow, CA 92311.
(Address of event held)

The Officer(s) will be in uniform. They will provide security to persons and property at the Premises. All services shall be performed in accordance with applicable laws and ordinances.

2. The event for which security/attendant services will be provided by the Contractor pursuant to this Agreement, will be _____
(Describe the event)
for which security services will be provided from _____ to _____
(Date and Time)

3. The Contractors shall provide ____ Officer(s), ____ Bartender(s) and ____ Attendant(s) during the time period set forth in Exhibit A.

4. The Client shall compensate the Contractor according to Exhibit A, per hour for each Officer/Attendant on duty. Invoices shall be paid in advance and in the full amount 60 days prior to the date of the event.

5. The Officer/Attendant(s) shall be employees of the Contractor. The Contractor shall be responsible for the hiring, supervision, scheduling and compensation of the Officer/Attendant(s). The Officer/Attendant(s) shall not for any purpose be deemed to be employees of the Client.

6. The Contractor agrees to indemnify and hold harmless the Client, its affiliates, officers, attendants, directors, employees and agents from all liability and damages, including cost of defense and reasonable attorney's fees, which it or they may incur as a result of injury or damages sustained by any person arising out of negligence or misconduct of the Contractor, its employees or agents. The liability of the Contractor to the Client, its affiliates, officers, attendants, directors, employees and agents shall be limited to One Million Dollars (\$1,000,000.00) per occurrence, with Two Million Dollars (\$2,000,000.00) annual aggregate.
7. The Contractor shall maintain comprehensive general liability insurance on an occurrence basis, covering itself and its employees performing services pursuant to this Agreement in the minimum amounts of One Million Dollars (\$1,000,000.00) per occurrence, with Two Million Dollars (\$2,000,000.00) annual aggregate, with coverage for contractual liability. The Contractor shall also maintain workers' compensation insurance for its employees. Prior to the performance of services pursuant to this Agreement, the Contractor or its insurer will provide the Client with a Certificate of Insurance showing that such coverage are in effect.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement as of the day and year first above written.

CLIENT:

BY: _____

DATE: _____

CONTRACTOR:

BY: _____

DATE: _____

Exhibit "A"

Client:

Contractor:

True Liberty Protection Services
PO Box 401713
Hesperia, CA 92340
760.985.1193

Location of Site:

Historic Harvey House
685 N 1st St.
Barstow, CA 92311

Effective Date:

- A. True Liberty Protection Services will provide Client Event, with Un-armed/Armed security officer(s) and attendant(s) for standing positions to cover special events held at said facility. Guest ratio shall not exceed 75:1 with alcohol service or 100:1 with no alcohol service. Minimum officer staffing shall be (2) Two officers at all times.
- B. True Liberty Protection Services will provide this service for the hourly rate indicated below.

Itemized Estimate		
Security Officer rate (per billable hour)- First 8 Hours	\$25.00/per hour	
Security Officer rate (per billable hour)- 8-10 Hours	\$37.50/per hour	
Security Officer rate (per billable hour)- Over 10 Hours	\$50.00/per hour	
Security Officer rate (per billable hour)- Holiday	\$37.50/per hour	
Attendant Services (per billable hour)- First 8 Hours	\$20.00/per hour	
Attendant Services (per billable hour)- 8-10 Hours	\$30.00/per hour	
Attendant Services (per billable hour)- Over 10 Hours	\$40.00/per hour	
Attendant Services (per billable hour) – Holiday	\$30.00/per hour	
Bartender Services (per billable hour) First 8 Hours	\$20.00/per hour	
	Total Estimated Cost	

This estimate is for completing the services as described above. It is based on our evaluation and does not include price increases or additional labor which may be required should unforeseen protection problems arise after the service has started.

Client

True Liberty Protection Services

Date

Date