

PINE VALLEY IMPROVEMENT CLUB

NON-PROFIT RENTAL AGREEMENT

\$250.00 refundable deposit required at time of rental payment. \$350.00 deposit if alcohol is going to be served on property. Pick up key on the day of your event and return to the library in the drop box when complete.

CLUBHOUSE RENTAL REQUEST/PROPOSED USE

ORGANIZATION _____

RESPONSIBLE PERSON _____

ADDRESS _____

PHONE # _____ DATE REQUESTED ___/___/___ TIME in/out ___/___

ALCOHOL WILL BE PRESENT ON PREMISES YES___ NO___ (initial here)_____

ROOM(S) REQUESTED - MAIN \$_____ KITCHEN \$_____

TOTAL AMOUNT TO BE DEPOSITED INCLUDING SECURITY DEPOSIT \$_____

PROPOSED USE _____

SIGNATURE _____ **DATE** _____

For Clubhouse Manager use ONLY: (SECURITY REFUNDED)? = Y / N)

PINE VALLEY IMPROVEMENT CLUB

NON-PROFIT RENTERS AGREEMENT CONT'D.

(Please, familiarize yourself and your staff with the rules on this page.)

1. The following will be completed and returned to the Clubhouse Manager two (2) weeks prior to use:
 - a. CLUBHOUSE RENTAL REQUEST/PROPOSED USE
 - b. RENTERS AGREEMENT
2. Alcoholic Beverages are permitted during events with an additional deposit.
 - a. **A \$150.00 penalty from security deposit will be assessed if found that alcohol was present in or on clubhouse property for a non-alcohol event.** (initial here)_____
3. If more than one group will be using the clubhouse, each group will be notified of the others presence and proposed use. Should any problems arise, a fair and final solution will be determined by the Clubhouse Manager.
4. If the meeting/usage date is changed/cancelled, Clubhouse manager will be notified immediately.
5. Prep days before or cleanup days after the event will only be allowed if the Clubhouse is scheduled empty during those times.
6. The clubhouse shall be left clean as determined by Clubhouse Manager and reserves the right to assess a \$20.00 per hour cleaning fee if premises not left in as found condition. (initial here)_____ An additional \$25.00 will be charged for all events that serve food and/or beverage to clean floor in main hall.
7. No property will be removed from the clubhouse without the approval of the Clubhouse Manager.
8. A signed copy of this agreement will be kept on file with the Clubhouse Manager.
9. Renters agree not to duplicate keys or codes given for entry to the Clubhouse, or give the keys or code to any other persons.
10. A single person from the Non-Profit Organization will be identified and present during the event and responsible for the cleanup / lock up of the property.

I/We Agree to the above and will abide by these rules:

PRINTED NAME _____ **DATE** _____

SIGNATURE _____

Please, print and complete this form, then SIGN and MAIL **both pages** with check for the amount of rental plus prep and cleanup days (if required) and the deposit amount. Make checks payable to PVIC and send to the address below.

MANAGEMENT – Kathy Carr
PO Box 195
Pine Valley, CA 91962
(619) 473-0007