

# CLUBHOUSE REQUEST/PROPOSED USE

## CLUBHOUSE RENTAL RATES

	Clubhouse	Kitchen
Full Day	\$300.00	\$ 50.00 - Anytime
Half Day	\$200.00	

NAME OR ORGANIZATION \_\_\_\_\_

RESPONSIBLE PERSON \_\_\_\_\_

ADDRESS \_\_\_\_\_

PHONE # \_\_\_\_\_

DATE REQUESTED \_\_\_\_/\_\_\_\_/\_\_\_\_

TIME in/out \_\_\_\_/\_\_\_\_

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

FLOOR CLEANING \$25. \_\_\_\_\_

REFUNDABLE SECURITY DEPOSIT IF LEFT IN 'AS IS' CONDITION:

NON-ALCOHOL EVENT: \$350.00

ALCOHOL EVENT: \$500.00

ALCOHOL WILL BE PRESENT ON PREMISES: YES \_\_\_\_\_ NO \_\_\_\_\_ (initial here) \_\_\_\_\_  
TOTAL AMOUNT TO DUE - INCLUDING SECURITY DEPOSIT \$ \_\_\_\_\_

PROPOSED USE \_\_\_\_\_

**SIGNATURE** \_\_\_\_\_ **DATE** \_\_\_\_\_

For Clubhouse Manager use ONLY: SECURITY REFUNDED: Y / N

## CLUBHOUSE RENTER CONDITIONS AND AGREEMENT

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

1. Renter shall (at Renters expense) provide, obtain and keep in force during the rental agreement period a comprehensive public liability insurance policy insuring the Pine Valley Improvement Club and its Board Members against any liability, maintenance, damage arising out of ownership, occupancy and use of the facility during and while under contract for the event by the renters.

Forward the CERTIFICATE OF INSURANCE to the Clubhouse manager

INSURANCE REQUIRED \_\_\_\_\_ INSURANCE WAIVED \_\_\_\_\_

2. The following will be completed and returned to the Clubhouse Manager for the Pine Valley Improvement Club approval and acceptance of use prior to the event date being confirmed.
3.
  - . CLUBHOUSE RENTAL REQUEST/PROPOSED USE
  - . RENTERS AGREEMENT
  - . CERTIFICATE OF INSURANCE
4. The facility is currently limited in restroom facility and capacity. Should the guest list exceed 70 people an additional requirement may be required for the placement of external portable restrooms. This will be determined at the time of event approval.
5. Alcoholic Beverages are permitted during events with an additional deposit. All required permits are to be provided to the Pine Valley Improvement Club two weeks prior to the event indicating approval from the required local authorities identifying the Pine Valley Improvement Club address and event dates

**A \$250.00 penalty from the security deposit will be assessed if found that alcohol was present in or on clubhouse property for a non-alcohol event.**

**(Initial here)\_\_\_\_\_**

\*\*In addition, should the penalty be assessed, future rental of said premises will likely be refused.

6. If more than one group will be using the clubhouse, each group will be notified of the other's presence and proposed use. Should any problems arise, a fair and final solution will be determined by the Clubhouse Manager.

7. If the meeting/usage date is changed/canceled, the Clubhouse manager will be notified a minimum of 7 days before the event to eliminate cancellation charges.

8. Prep time before or clean-up time after the event will be agreed upon by the management.

9. The clubhouse shall be left clean as determined by the Clubhouse Manager who reserves the right to assess a \$20.00 per hour cleaning fee if the premises are not left in, as found condition. (Initial here)\_\_\_\_\_

\*\*An additional \$25.00 will be charged for all events that serve food and/or beverages to clean floors in the main hall.

10. No property will be removed from the clubhouse without the approval of the Clubhouse Manager.

11. A signed copy of this agreement will be kept on file with the Clubhouse Manager.

12. Renters agree not to share the access code with any other persons.

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 a check for the amount of rental and the deposit amount. Make checks payable to PVIC and send them to the address below.

MANAGEMENT –

PVIC Club Manager P.O. Box 195 Pine Valley, CA 91962 (619)788-2431