

EVENT FACE SHEET

NAME _____

EVENT DATE _____

MAILING ADDRESS: _____

TELEPHONE: _____

OPEN/CLOSE	<input type="checkbox"/> TIME _____ <input type="checkbox"/> TIME _____	
LIABILITY INSURANCE	<p style="text-align: center;">DUE BY</p> <p style="text-align: center;">*</p> <p style="text-align: center;">_____</p>	<p style="text-align: center;">RECEIVED</p> <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> DATE _____
DAMAGE DEPOSIT	<p style="text-align: center;">DUE BY</p> <p style="text-align: center;">*</p> <p style="text-align: center;">_____</p>	<p style="text-align: center;">RECEIVED</p> <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> DATE _____
Pre-Paid CLEANING FEE		<p style="text-align: center;">RECEIVED</p> <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> DATE _____

*FACE SHEET IS FOR OFFICE USE ONLY

We are honored that you have selected the Saturday afternoon clubhouse as the venue to host your event!

FEES

- WEEKDAY HOURLY \$250/HR (MINIMUM 3HR REQUIRED)**
- WEEKEND ALL DAY \$ 1,600/ EVENT (ALL DAY= 8AM-11PM)**
- PRE-PAID CLEANING FEE \$500 (INCLUDES GARBAGE REMOVAL)**
- IMPROPER CLEANUP: \$150/ HR.**
- DAY BEFORE ACCESS FEE / "SET UP"- \$200 (4HR MAX)**

*The date of this reservation will be confirmed upon signing of this contract, receipt of the rental fee, and or if applicable the non-refundable pre-paid cleaning fee.

* Renter shall receive a copy of signed document and receipt of moneys paid either on the spot or via email if renters prefer the electronic version.

*Optional cleaning fee and sound and or light system fee if applicable must be paid prior to your event.

*The security damage deposit may be paid in cash; Evidence of Security Guard contract (if applicable) and renters Liability Insurance must be provided no later than two weeks prior to your event.

*Events cancelled within 45 calendar days prior to the scheduled event shall forfeit 100% of rental fee.

*Events cancelled 46 calendar days prior to scheduled event shall forfeit 50% of rental fee.

*This rental contract is made pursuant to the laws of the state of California and any legal disputes shall be exclusively litigated in Mendocino County California.

ORTEGA FAMILY ESTATES LLC, DBA: SATURDAY AFTERNOON CLUBHOUSE

VENUE ADDRESS: 107 SOUTH OAK ST. UKIAH CA 95482

MAILING ADDRESS: PO Box 157 UKIAH CA 95482

Event Rental Contract: Terms and Conditions

Release of Liability

All renters are required to follow all government rules and regulations and laws as prescribed by civil authorities. Renter and/or any Authorized Representative of the Organization entering this contract do hereby agree(s) to release, indemnify and hold harmless Ortega Family Estates LLC, Landlord, Rocío Ortega, Carlos Ortega any or all of the agents, subsidiaries, directors, officers, employees of the same and/or Saturday Afternoon Clubhouse Building from any/all actions, liabilities, causes, claims, demands, damages, legal proceedings or attorneys' fees; (a) including but not limited to those arising out of or resulting from the death or bodily injury of any persons(s), (b) and/or for any/all actions, liabilities, causes, claims demands, damages ,legal proceedings or attorneys' fees made by any/all parties) against Ortega Family Estates LLC, the Landlord, Rocío Ortega, Carlos Ortega or any/all of the agents of, subsidiaries, directors, officers, employees of the same and/or Saturday Afternoon Clubhouse Building arising out of or related to the Renter's use of or inability to use, any/all services of, and/or the occupancy of the Facility/Premises covered in this Rental Agreement, (c) and/or the damage, loss, theft, or destruction of the Renter, Organization, or any/all guest (s) that may be on or in the Saturday Afternoon Clubhouse Building.

Insurance and Licensing Responsibilities

- Renter shall maintain in full force and effect, at its own cost and expense, a general liability insurance policy in the amount not less than \$1,000,000 (One Million Dollars), single limit per occurrence, issued by an issuer as defined by the California Insurance Code.

- The Certificate of Liability Insurance indicating complete and accurate coverage must be received, approved, and on file with landlord no later than two weeks prior to the date of the event. Failure to do so may result in the cancellation of the event where scheduled event shall forfeit 100 % of rental fee.

- All Certificates must state Ortega Family Estates LLC DBA Saturday Afternoon Clubhouse, located at 107 S. Oak St. Ukiah, California are named as additional insured for the entire rental period.

- If more than 100 guests are expected, the Landlord will require the renter at his or her own expense to hire a professional Security Guard Service where the service provider would also provide Teem Insurance and Financial Services, Inc. the event contract naming Teem Insurance and Financial Services, Inc. 345 N. State St. Ukiah CA 95482 as additional insured party on said contract no later than two weeks prior to the event. Failure to hire a professional Security Guard Service or if more than 100 persons are on facility premises during your event without security Guard Services may and or result in the cancellation of the event and or renters shall forfeit 100 % of rental fee.

- For a private party where the Renter intends to serve beer or wine the endorsement of
* "Host Liquor" must be stated on the Certificate of Liability Insurance.
 INITIALS: _____ N/A: _____

- For public events where the Renter intends to serve and or sell beer / wine the endorsement of
"Liquor Liability" must be stated on the Certificate of Liability Insurance.
 INITIALS: _____ N/A: _____

- For public event where the Renter intends to serve and or sell beer/ wine an ABC License issued by the Alcohol Beverage Control of the State of California must be properly obtained and prominently posted on the Premises.
 INITIALS: _____ N/A: _____

- If the Renter fails to properly obtain the mandatory (for public events) ABC License Renter agrees to abstain from serving or and selling alcohol.

House Rules

- No underage drinking.
- No smoking on Premises.
- No live candles or flames.
- Beer and Wine only. No distilled alcohol, hard liquor, or spirits.
- Coolers, ice chests, wine boxes/stands, kegs, anything with water or liquid must remain in kitchen.
- Occupancy of the Facility/Premises at any one time is not to exceed **100 guests**.
- All tables, chairs, furnishing brought into Facility must have rubber feet.
- No propane tanks inside Facility.
- "Painter's Tape" (blue/green) is the only allowable tape on any wall, no pushpins, tacks, nails, staples etc.
- No moving of the bar or closing of overhead doors without permission.
- No balloons attached to overhead fans. No free-floating balloons. No confetti.
- Band & DJ equipment to remain on stage. Bring in from back door as much as possible.
- Music must be off by 10:00pm (Clean up completed by 10:59pm)
- Adhere to the amplified music ordinance for the City of Ukiah
- Facility/Premises must be vacated by 10:59pm unless otherwise pre-arranged for cleaning

House Rules Cont...

- Renter agrees to abide by all the laws and/or regulations of the City of Ukiah, County of Mendocino, and the State of California, with respect to the use of the Facility/Premises.
- Landlord and/or Landlord Agent(s) shall have and retain the right, at any time during the rental period for emergencies, to enter the Facility/Premises to observe and assure that the Renter is acting in full compliance regarding any/all the provision(s) of the House Rules and/or that the Terms and Conditions of the Event Rental Contract is/are met.
- The Landlord/Landlord Agent(s) retain(s) the right, at any time during the rental period, to terminate any event, due to any/all unlawful actions, or any/all unsafe conditions or all violations(s) pertaining to the clearly defined House Rules.

REFUNDABLE DAMAGE/ SECURITY DEPOSIT TERMS

Due 2 weeks prior to your event.

All or part of the Damage/Security Deposit shall be retained, to the extent necessary, determined by the Landlord or Landlord Agent for Failure to comply all "House Rules" and or relating to the damage of any of the following or for Non-Compliance of said house rules not limited to the following:

- A. Damage to any part of the Facility/premises, either inside or outside, including, and not limited to the sound/lighting equipment, windows, furniture, appliances, stage floors OR
- B. Damage to any walls caused by any types, nails, tacks, staples, or glue-like products. All such products are strictly prohibited OR
- C. Nonfunctioning plumbing caused by disposal of any item down sink(s) and or toilet (s) drain(s) that results in the need to hire a plumber to restore proper functions.
- D. Noise Violations: All amplified music, and all functions noise must be within tolerable levels as stated by the City of Ukiah Noise Ordinance, additionally renter must promptly act on noise violation warning if given by the Landlord or Agent.
- Police Response: The security/damage deposit, in full, will be retained if the Ukiah Police are summoned and respond to any unlawful activities or nuisance complaints.
- Improper cleanup (Meaning: The facility is not left in the condition it was prior to the event. (See Cleaning Responsibilities) [i.e., trash left behind, not swept or moped, tables, chairs not placed in designated area, food items in refrigerators, etc.]: will be assessed at \$ **150** per hour and retained from Security Deposit.

CLEANING RESPONSIBILITIES

Renter shall clean and return the facility/premises to “as rented” conditions by adhering to the following outlined responsibilities.

*Note: An optional non-refundable cleaning fee, in lieu of the clearly defined clean up responsibilities, is available (see fees section above)

*Otherwise, you are expected to clean as follows:

- Remove any/ all event trash from the exterior perimeter, including any cigarette butts
- Remove all left-over food, garbage, and recycling from the facility /premises.
- Wipe down all counters, sinks, refrigerator, and stove.
- Wipe all spills from the tables and chairs.
- Return tables and chairs to designated storage location
- Sweep and mop all spills from hardwood floor.
- Sweep and mop kitchen and restroom floors stage, hallways, and front porch.
- Remove any / all event trash, leftover food, garbage and recycling from the Facility / Premises and exterior perimeter.

*Improper cleanup will be assessed at \$ 150 per hour and retained from Security Deposit. (The facility is not left in the condition it was prior to event.) [i.e., trash left behind, not swept, tables, chairs not placed in designated area, food items in refrigerators, etc.]:

I have read, fully understand, and completely agree with the terms outlined in this entire document.

***I (and or the organization that I represent as noted have read do fully and completely understand and agree with all the terms and conditions outlined in the event rental contract titled “Event Rental Contract: Terms and Conditions” Where entire document consists of 9 pages.**

SIGNATURE: _____ **DATE:** _____