

HALL RENTAL AGREEMENT

Member Name _____

Address _____ ZIP _____

Phone Numbers: Home _____ Work _____ Cell _____

Type or Purpose of Function _____

Date of Function ____/____/____ Hours of Function _____

Total Planned Attendance (150 Max.) _____ Will Alcohol Be Served? Yes No

RENTAL FEE - Hall Janitorial \$175.00 (Acct 2252) plus Hall Base fee \$350.00 (Acct.4330).....\$ 525.00

SECURITY PATROL FEE - Rate is \$35/hour per guard on regular days and \$55/hour per guard on holidays
(see Rules and Regulations for specific dates, 4 hr minimum. Over 100 requires 2 guards.) (Acct 2255).....\$ _____

OPTIONAL GAME ROOM FEE Gameroom Janitorial \$40 (Acct 2254) plus base fee \$10 (acct 4355).....\$ _____

DEPOSIT - REFUNDABLE, except for damage, extra cleaning and/or additional security fees (Acct 2250).....\$ 500.00

TOTAL to be paid 2 weeks before Event\$ _____

DEPOSIT must be paid at time of reservation and funds ARE DEPOSITED into our checking account. Remainder of fees must be paid no later than two (2) weeks prior to event. A security guard must be hired if alcohol is served. RESERVATION DEPOSIT WILL BE FORFEITED IF FUNCTION IS CANCELLED LESS THAN TWO (2) WEEKS PRIOR TO EVENT. DEPOSIT WILL BE FORFEITED IF KEYS ARE NOT RETURNED; **KEYS ARE NOT TO BE DUPLICATED.** Applicant must provide a current CERTIFICATE OF LIABILITY, HOMEOWNER or RENTER POLICY within TWO WEEKS of deposit, naming Rancho Santa Teresa Swim & Racquet Club as “additional insured”, and verifying the MINIMUM amount of \$1,000,000.00 for Bodily Injury and Property Damage Liability limits. See further insurance information on Rental Rules & Regulations sheet. **Applicant shall conform to all necessary components of Applicant Checklist/Timeline.**

During the months of May, June and July, there may be 3 or 4 Saturday mornings, during which the Rancho Santa Teresa Sea Otters Swim Team will be conducting Swim meets. Rental functions scheduled for any of these Saturday dates **WILL NOT** have access to the Club facilities kitchen before 2 PM

Renter's Initials _____

MEMBERS MAY NOT RENT FACILITIES FOR NON-MEMBERS.

As a Member in-good-standing of Rancho Santa Teresa Swim & Racquet Club, I certify that I shall be responsible for initiating and planning the rental function on behalf of myself. I understand by signing this rental agreement that I must be present at the function, and be prepared to show a picture ID when asked during the rental period. I also certify that this is a private party, not a business function, and I have received a copy of the Rental Rules & Regulations and agree to comply with them. If any questions arise, the Board of Directors shall make the final determination. I understand that violation of the Rental Rules and Regulations may result in a suspension of membership privileges.

PROPRIETARY MEMBER SIGNATURE _____

PRINT NAME _____

DEPOSIT OR AMOUNT PAID _____ CASH _____ CHECK # _____

DATE PAID _____ RECEIVED BY _____

BALANCE DUE _____ CASH _____ CHECK # _____

DATE PAID _____ RECEIVED BY _____

ADDITIONAL FEES/CHARGES _____ DATE _____

DOCUMENTED BY _____ DATE _____