

**BELL CANYON COMMUNITY CENTER**  
**COURTYARD RENTAL APPLICATION**

*(must be submitted in person with security deposit - please print all information)*

Date of Venue: \_\_\_\_\_

Type of Venue: \_\_\_\_\_ Estimated number of guests attending: \_\_\_\_\_  
**Capacity Not to Exceed 300 People**

Event start time: \_\_\_\_\_ Event end time: \_\_\_\_\_

Renter Contact Information

Name: \_\_\_\_\_

Your Bell Canyon property address: \_\_\_\_\_

Your mailing address if different from your Bell Canyon property address:

\_\_\_\_\_

Phone number during day you can be reached: \_\_\_\_\_

Is the event by invitation only?      YES \_\_\_      NO \_\_\_

Will there be an admission charge?      YES \_\_\_      NO \_\_\_      If yes, list admission charge: \_\_\_\_\_

Person in Charge <sup>(1)</sup>: \_\_\_\_\_ Relationship to renter: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Party Planner: \_\_\_\_\_ Phone: \_\_\_\_\_

Caterer: \_\_\_\_\_ Phone: \_\_\_\_\_

Menu: \_\_\_\_\_

Will alcohol be served?    \*YES \_\_\_    NO \_\_\_      Will alcohol be Sold?    \*\*YES \_\_\_    NO \_\_\_

**NOTES:**

- (1) BCCC reserves the right to terminate immediately the right to use the Courtyard if the "person in charge is not physically present at the facility during the entire engagement.
- \* (2) An Insurance Certificate is required to be on file with the Manager **10 days prior** to the event.
- \*\* (3) Alcohol Beverage Control (ABC) permit is required to be on file with the Manager **30 days prior** to the event if alcohol is being sold.
- (4) Applicant has read, understands and agrees to abide by the Rules and Regulations, the Facility Maintenance Checklist and agrees to pay any cost and expense resulting from a user's failure to comply with the Rules and Regulations, in addition to any damage resulting from applicant's use of the Courtyard.
- (5) An electronic alphabetized Guest List attending the event must be submitted to the BCA office **48 hours prior** to the event date.
- (6) If your event in process is not as described on the application, we reserve the right to terminate the event immediately.
- (7) **FAILURE TO FOLLOW ALL RULES & REGULATIONS WILL RESULT IN FORFEITURE OF SECURITY DEPOSIT.**
- (8) **CANCELLATION POLICY: All cancellations must be in writing and submitted 90 days prior to the reservation date and submitted to the BCA office during business operating hours to receive a full refund of the deposit. Cancellations received less than 90 days prior to the reservation date will receive 50% of the deposit. Any cancellation made less than 30 calendar days prior to the reservation date will forfeit the entire deposit.**

Do you require use of the Social Hall Kitchen, Refrigerator or Freezer? \_\_\_\_\_

There is an additional charge of \$100.

EQUIPMENT / DECORATIONS (Describe and list all equipment/decorations renter will bring in)  
A Decoration Plan for the Courtyard must be provided at least **14 days** in advance of venue

ACTIVITIES (Describe all activities/entertainment planned)

**RENTER INITIALS** \_\_\_\_\_

**COURTYARD RENTAL USE AGREEMENT**

**RELEASE AND WAIVER OF LIABILITY AND INDEMNITY AGREEMENT**

IN CONSIDERATION of being permitted to use the Bell Canyon Community Courtyard, EACH OF THE UNDERSIGNED, for him or herself and for his/her personal representatives, heirs and next of kin, acknowledges, Agrees and represents as follows:

1. That EACH of the undersigned is OVER 18 YEARS OF AGE.
2. That EACH HAS INSPECTED the Community Courtyard.
3. That EACH RELEASES from all liability, WAIVES all rights against, DISCHARGES all obligations owed or to be owed by, AND COVENANTS NOT TO SUE Bell Canyon Community Center, Inc., and/or Bell Canyon Association, and/or any of their directors, officers, employees or other agents (herein collectively "RELEASEES") regarding any liability claim or demand for bodily damage or death of any person or for property damage or for any injury, expense, damage or loss arising out of or relating to any use of the Community Courtyard, whether in whole or in part arising out of or relating to the active or passive negligence of any RELEASEES or otherwise.
4. That EACH HEREBY AGREES TO INDEMNIFY AND SAVE HARMLESS the RELEASEES and each of them from any loss, liability, damage expense (including without limit attorney fees) or cost that RELEASEES or any of them may incur due to the actions or inactions of the undersigned or any of them, AND....
5. That EACH HEREBY ASSUMES FULL RESPONSIBILITY FOR ALL RISKS OF BODILY INJURY OR DEATH AND OF PROPERTY DAMAGE arising out of the active or passive negligence of Releasees or otherwise, occurring on or about the Bell Canyon Community Center/Courtyard or any part thereof.

EACH OF THE UNDERSIGNED acknowledges that there is no assurance of any kind that any kind of insurance coverage is available from the Bell Canyon Community Center, Inc., for the benefit of the undersigned.

EACH OF THE UNDERSIGNED HAS READ, UNDERSTANDS AND VOLUNTARILY SIGNS this Release, Waiver and Indemnity, and further acknowledges that neither Bell Canyon Community Center, Inc., nor Bell Canyon Association has authorized any person to make representation, statement or inducement to modify this Release, Waiver and Indemnity in any way.

By submitting this application, the undersigned, for himself and/or herself individually, and for the entity (if other than person(s) signing this application) to use the Courtyard if this application is accepted, agrees to use the facility only for the purpose and only in accordance with (A) the provisions of this application as completed by the applicant, and (B) the rules and regulations for use of the Bell Canyon Community Center Courtyard.

BY: \_\_\_\_\_  
(Print Name / Date)

BY: \_\_\_\_\_  
(Print Name / Date)

BY: \_\_\_\_\_  
(Signature of Resident / Date)

BY: \_\_\_\_\_  
(Signature of Resident / Date)

RENTER INITIALS \_\_\_\_\_

**ALCOHOLIC BEVERAGES**

1. Dispensing, consumption and/or possession of alcoholic beverages are only allowed in areas specified in the contract. Alcoholic beverages are not permitted in the parking lot.
2. A State Department of Alcoholic Beverage control permit shall be required when alcoholic beverages are to be sold or a fee is charged at the door. Said permit shall be secured by the applicant and a copy shall be provided to Bell Canyon Management **30 days prior** to the event.
3. Alcoholic beverages are not to be sold or served to minors or those under the age of 21 years.
4. Alcoholic beverages shall not be sold or served **1 hour prior to closing time** of the event.

BY: \_\_\_\_\_  
 (Print Name / Date)

BY: \_\_\_\_\_  
 (Print Name / Date)

BY: \_\_\_\_\_  
 (Signature of Applicant / Date)

BY: \_\_\_\_\_  
 (Signature of Applicant / Date)

RENTER INITIAL \_\_\_\_\_

**FOR OFFICE USE ONLY**

*Date Deposit Received:* \_\_\_\_\_ *Deposit Amount: \$* \_\_\_\_\_ *Check #* \_\_\_\_\_

*Date Insurance Received:* \_\_\_\_\_ *Agent Phone Number:* \_\_\_\_\_

*Date Rental Fee Received:* \_\_\_\_\_ *Check #* \_\_\_\_\_ *Amount of Rent: \$* \_\_\_\_\_

*ABC Permit Required:* YES \_\_\_ NO \_\_\_ *Date Permit Received:* \_\_\_\_\_

*Condition Checked After Event:* \_\_\_\_\_ *Pictures Taken:* \_\_\_\_\_

*Notified Renter of Any Issues:* \_\_\_\_\_ *Key Returned:* \_\_\_\_\_

*Return Deposit Approved by:* \_\_\_\_\_ *Date:* \_\_\_\_\_

*Deposit Return Amount: \$* \_\_\_\_\_ *Check #:* \_\_\_\_\_ *Date Mailed:* \_\_\_\_\_