



2050 E. Ventura Blvd. Camarillo, CA 93010
ph: (805) 482-0777 | fax: (805) 389-1642
www.bellacapriinn.com

RULES & REGULATIONS AGREEMENT
-- Meetings & Events --

Updated Oct 10, 2014

The Bella Capri Inn & Suites grounds, buildings and facilities must be treated with care and respect.

APPLICANT(S): _____ DATE: _____

The above-mentioned applicant(s) agree to the following Rules and Stipulations:

General Provisions: The Applicant is solely responsible for the conduct of guests at the event, and compliance with all applicable regulations by all persons in attendance at the event. Permission to use the facility may be revoked at any time for failure to follow the rules and regulations outlined.

Note: The Bella Capri Inn & Suites Staff may periodically check up on or inspect event conduct to ensure that the Event is not disturbing the other guests.

A **Security Deposit(s)** of \$ _____ has been received and will be returned within 1 week post event after BCI Staff approval. Initial(s): _____

The facilities are available pursuant to the following provisions:

- a. **Decorations:** The use of decorations is subject to approval by the BCI Staff.
 - a. No open flames of any kind are allowed to be used indoors or outdoors on the property.
 - b. No tape, glue, staples, nails, tacks, harmful adhesives or related items are to be affixed to any painted, finished or wood surfaces, including the ceiling and walls.
 - c. No rice, birdseed, confetti, loose hay, flower petals or other similar items may be used in any area of the Bella Capri Inn & Suites without approval from the BCI Staff. If allowances are made, an additional cleaning fee may apply.
 - d. The staff on site will determine whether or not decorations comply with these guidelines. Failure to comply may result in deductions to the security deposit.
- b. **Occupancy:**
 - a. The Applicant may not occupy the premises before, or vacate the premises after the times specified in the contract. Additional fees will be assessed if there is a need for early occupation or late departure.
 - b. Max occupancy for Meeting room cannot exceed 30; Terrace 30; Standard rooms (including children) 4; and Suites 5.
- c. **Smoking:**
 - a. There is no smoking of any kind permitted on the Bella Capri Inn & Suites premises.
 - b. A \$200.00 fee will be charged for smoking in any of the rooms or facilities.

Meeting or Event Name: _____ Initial(s): _____ 1

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d. Children:

- a. Children under 12 years of age must be under adult supervision at all times while on property.

e. Property Damage:

- a. The Bella Capri Inn & Suites facilities must be left in a clean and orderly condition following the event. The payment of the setup and cleaning fee does not relieve the Applicant of the responsibility for clean-up, repairs, replacement(s), damages or liability.
 - i. If clean-up or repair costs exceed the security deposit, the Applicant will be billed for the balance. The Applicant assumes sole responsibility for reimbursing the Bella Capri Inn & Suites for any loss or damage to the Bella Capri Inn & Suites, its buildings or facilities.
- b. All furnishings, equipment or other property belonging to the Bella Capri Inn & Suites must be returned in the original condition it was given. This includes but is not limited to all chairs, tables, dinner-ware, walls, equipment, etc.
 - i. No furnishings, equipment or other property belonging to the Bella Capri Inn & Suites may be removed from the premises. The Applicant will be billed for any items found to be missing following the event.
- c. The Bella Capri Inn & Suites assumes no responsibility for accidents, injuries, theft or loss due to any cause.

f. Loading/Unloading Zones:

- a. No vehicle loading or unloading is permitted to block the driveway or obstruct other guests from entering the Bella Capri Inn & Suites property.
- b. All loading/unloading must be done in a timely manner.

g. BCI Equipment:

- a. Bella Capri Inn & Suites equipment rentals must be contracted with the BCI Staff Front Office and payment submitted no later than 14 days prior to the scheduled event, if applicable.
- b. Payments for unused equipment following the conclusion of the event are non-refundable.
- c. Failure to return rented equipment in its original condition will result in deductions from the security deposit.
- d. Bella Capri Inn & Suites owned equipment, such as projectors, projector screens, white boards, easels, trash cans, brooms, mops, etc., may be loaned upon request and availability. Damage or failure to return equipment will result in deductions from the security deposit.

h. Reservations: Applicant(s) must be at least twenty-one (21) years of age to book a site rental at the Bella Capri Inn & Suites. Valid ID must be presented and verified. Events cannot be booked more than 18 months in advance.

i. Events Food and Beverages:

- a. If an outside caterer is to be used, the Applicant must provide the signed catering contract to the BCI Staff no later than 30 days prior to the scheduled event.
 - i. Outside Catering is subject to additional fees.
- b. If wine or beer is to be served, the Applicant must provide an inventory list and agree to the corkage fees indicated below:
 - i. Individual Corkage Fees:
 1. Single bottle(s) of wine = \$10 / ea.
 2. Single case of beer = \$10 / ea. (*Note: A single case of beer is defined as 12 bottles.*)
 - ii. Flat Rate: Wine: Flat rate \$75 ; Beer: Flat rate \$50

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- c. If any other types of alcohol are to be served, a signed beverage catering contract by a certified bartender to serve/sell all alcohol is due no later than 30 days prior to the scheduled event.
- d. The service of any alcoholic beverages must be done pursuant to the provisions of the Department of Alcoholic Beverages Control (805-546-7717).
- j. **Security Guards:**
 - a. Security services are required by the Bella Capri Inn & Suites for all events over 80 people. Security must be provided by the Applicant and approved by Bella Capri Inn & Suites staff.
 - b. Security guards must be present during the entire time that event guests are on the property, and will be scheduled with a 30 minute buffer on each end of the start/end times for the event.
 - c. The Bella Capri Inn & Suites staff reserves the right to increase or decrease the security service requirements for any event on a case-by-case basis.
- k. **Event End Time:** Events must conclude no later than 10:00pm.
- l. **Music and Noise:**
 - a. The proposed use of any amplification equipment must be noted in the contract and is subject to approval by the BCI Staff.
 - b. Acoustic and amplified music must not disturb surrounding businesses or residents, and may be subject to volume control restrictions. The staff on site will determine whether or not sound levels are appropriate.
 - c. Please consult with staff for more details.
 - d. All outdoor and indoor music must be discontinued at 10:00pm or earlier.
 - e. All music and other event-related sounds must be in compliance with Section 10.34.040, Exterior Noise Standards, of the City of Camarillo Municipal Code.

QUIET HOURS POLICY: Hotel quiet hours are from 10pm – 8am. Noise and activity from Applicant and associated parties must be kept at a minimum while on the Bella Capri Inn & Suites property, and post event. Non-compliance may result in additional fees being assessed or guests being asked to leave the premises. A security deposit is required upon the time of check in from primary contact that will be refunded upon the time of checkout. *Subject to approval.*

Additional Remarks:

Responsible Party Signature: _____ **Date:** _____

Meeting or Event Name: _____ Initial(s): _____ 3