

# NAPA VALLEY HORSEMEN'S ASSOCIATION

1200 Foster Road  
P.O. Box 726, Napa, California 94559  
Phone: 707-266-6335

## CLUBHOUSE RENTAL APPLICATION & AGREEMENT

Dates of Use: \_\_\_\_\_ Number Attending \_\_\_\_\_ (Must not exceed 150)

Time Event Starts: \_\_\_\_\_ Event to End: \_\_\_\_\_ No later than 9 p.m.

Hours of Event \_\_\_\_\_ +Cleanup 1 hour = \_\_\_\_\_ hours @ \$50.00 Total \$ \_\_\_\_\_ for Security Guards

Name of Renter: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone # of Renter \_\_\_\_\_ E Mail \_\_\_\_\_

Type of Use:

Wedding  Wedding Reception  Anniversary  Birthday (age \_\_\_\_\_)  Baptism

Other Use \_\_\_\_\_

**Required to rent clubhouse:**

\$ 800 Rental Charge Per Day  
\$ 750 Damage/Cleanup Deposit  
\$ 300 Security (est @ 6 hrs @ \$50/hr)  
\$1,850 Total fees, (\$750 may be refunded)  
Provide a certificate of insurance for \$1,000,000

\$ 300 submitted with application  
\$1,550 due two weeks prior to rental date

***Insurance certificate must be received  
two weeks prior to rental date.***

**Event must end by 9 p.m.; building and grounds vacated by 10 p.m.  
There will be a charge deducted from the security deposit if guests do not leave  
immediately after 9 p.m. and/or everyone is not off the property by 10 p.m.**

I shall comply with the rules and procedures set out by the Napa Valley Horsemen's Association for use of the Association's clubhouse. I shall hold the Association, its officers, directors, and members harmless against any claims, demands or causes of action that may arise as a result of my use of the clubhouse and immediately pay the Association for any damages that may arise as a result of conduct of myself or my guests at the scheduled event or party that results in damage to the Association or its property. Use of the hall for purposes other than declared in the application is grounds for immediate termination of the event and forfeiture of the security deposit.

All payments must be made payable to NVHA. Personal checks will only be accepted if signed by the adult signing the hall rental agreement, otherwise payment must be made with a money order.

I am aware that the rental fee balance, security deposit and certificate of insurance must be received 2 weeks prior to rental. 30 Day Notice of Event Cancellation in writing is required. Deposit will be retained if notice is not received 30 days prior to event.

In accordance with County regulations, forfeiture of the deposit shall occur in the event noise and operational requirements are not met.

Renters Signature: \_\_\_\_\_ Date: \_\_\_\_\_

***Return this copy of form with deposit to:***

**NVHA  
Attention: Irene DeWeese P.O. box 726  
Napa CA 94559**

***NVHA copy***

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Napa CA 94559**

**Renters copy**

# NAPA VALLEY HORSEMEN'S ASSOCIATION

## INSURANCE CERTIFICATE

**This is for you to complete and give to your insurance provider**

Please inquire about this insurance certificate immediately. Often times it takes longer than the insurance agent states to receive the certificate. This certificate must be received two weeks prior to your rental date.

This is a suggested format for you to use to provide your insurance company with the information they need to issue the certificate of insurance.

To: Your Insurance Company,

I will be renting the Napa Valley Horsemen's Clubhouse at 1200 Foster Road in Napa on (date)\_\_\_\_\_ for (kind of event)\_\_\_\_\_

My name: \_\_\_\_\_ is the Hall Renter and must be listed on the insurance certificate as the insured.

**Please provide a liability insurance certificate, naming the Napa Valley Horsemen's Association, its officers, and directors as additional insured for the period that you will be renting the clubhouse. The certificate must be in the amount of \$1,000,000(minimum)**

This must be received at least two weeks prior to the event.  
Please mail the original certificate to:

**NVHA**

**Attention: Irene DeWeese P. O. Box 726**

**Napa, CA 94559**

**Phone: 707-266-6335 or [ideweese@sbcglobal.net](mailto:ideweese@sbcglobal.net)**

**(Do not mail to clubhouse address)**

**Thank you,**

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# NAPA VALLEY HORSMEN'S ASSOCIATION

1200 FOSTER RD.

P.O. BOX 726, NAPA CALIFORNIA 94559

**AT NO TIME LEAVE THE BUILDING AND GATE UNLOCKED IF NO ONE IS PRESENT. If using a Bounce House it must be on either the South or East side of the clubhouse. Not in the parking lot.**

**ALL DOORS EXCEPT DOORS TO THE DECK MUST BE CLOSED WHEN MUSIC IS PLAYING.**

## **CHAIRS & TABLES**

- No black upholstered chairs outside. None of the tables can be used outside.
- Do not place any of the cocktail tables (30" tables) on the hardwood floor.
- Place the stacks of chairs (7 chairs per stack) in the storeroom and south hall area.

## **KITCHEN**

- Bring your own garbage bags, dishtowels, dish soap.
- You may use the stove, refrigerator, microwave oven, and the warming table. Do not use anything in the cupboards and drawers below the counters.
- Before you leave wipe off counters, tables, any spills on cabinet doors, stove top and ovens & empty refrigerator, turn off gas to stove.

## **BAR AREA**

- You may use the entire bar area, including the beer cooler
- Wipe off bar and tables before leaving.

**FIREPLACE DO NOT BURN ANYTHING IN FIREPLACE.**

## **DECORATIONS**

- Do not attach anything to the walls unless you use "blue painter's masking tape". For hanging decorations in the main hall there are hooks in the four corners at the ceiling, as well as on the top corner of each door/window opening, and an eye bolt in the center of the ceiling.
- Do not remove anything from the bulletin boards or the walls. If you want to cover the boards use fabric or gift wrap paper.

## **FLOORS**

- Sweep & damp mop all vinyl and wood floors. **Do not use any cleaners or wax on floors.**
- Vacuum the carpet. Pickup any glitter and/or confetti on the carpet and floors. Use carpet cleaner to clean any spots on the carpet.

## **GARBAGE**

- There are two large plastic garbage cans for the kitchen, and two garbage cans for the bar area and trash receptacles in both restrooms.
- All the garbage is to be put in the black garbage containers outside.
- Do not overfill cans, the lids must be closed. Excess garbage must be removed by renter. Place cans, bottles and paper/cardboard in the blue recycling bin.
- All inside containers should be left empty with new liners.
- All papers, trash, cigarette butts, etc. must be picked up outside

## **WHEN YOU LEAVE**

- Turn off the heater and fans and lights. Close and lock all windows and doors.
- Leave the keys on the hook on the wall by the kitchen door unless instructed otherwise.

**There will be a \$50 charge for each window, door, or gate left unlocked..**

**Day of event: Music off by 9 p.m., Be out of the building and off grounds by 10 p.m.**

**Building and grounds to be cleaned by 10 a.m. the following day. \$50 fee if renter needs to come back for additional cleaning, and/or costs for cleaning will be deducted from the deposit.**

Date: \_\_\_\_\_

Agreed by Renter: \_\_\_\_\_

NVHA Rep: \_\_\_\_\_

6-20-19