

BELL CANYON COMMUNITY CENTER
SOCIAL HALL APPLICATION

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

Date of Venue: _____

Type of Venue: _____ Estimated number of guests attending: _____

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 ⁽¹⁾: _____ Relationship to Resident: _____

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 facility 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.*
- (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.**

CHECK WHICH EQUIPMENT YOU WISH TO RESERVE/RENT FOR YOUR VENUE:

- | | |
|---|---|
| <input type="checkbox"/> Dance Floor \$375, Size _____ | <input type="checkbox"/> Portable Sound System \$125 |
| <input type="checkbox"/> 6 ft Banquet Tables, Qty ____ | <input type="checkbox"/> 8 ft Banquet Tables, Qty ____ |
| <input type="checkbox"/> 48" Round Tables (seat 6 max), Qty ____ | <input type="checkbox"/> 60" Round Tables (seat 10 max), Qty ____ |
| <input type="checkbox"/> 36" Square Card Tables, Qty ____ | <input type="checkbox"/> 36" Cocktail Tables, Qty ____ |
| <input type="checkbox"/> Refrigerator or Freezer – must be emptied at close of venue | |
| <input type="checkbox"/> Ice Machine | |
| <input type="checkbox"/> Piano \$150 | |

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

ACTIVITIES (Describe all activities/entertainment planned)

SOCIAL HALL USE AGREEMENT

RELEASE AND WAIVER OF LIABILITY AND INDEMNITY AGREEMENT

IN CONSIDERATION of being permitted to use the Bell Canyon Community Center Social Hall, 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 Social Hall.
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 Social Hall, 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/Social Hall 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 facility 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 Community Center.

BY: _____
(Print Name / Date)

BY: _____
(Print Name / Date)

BY: _____
(Signature of Resident / Date)

BY: _____
(Signature of Resident / Date)

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: _____
(Signature of Resident / Date)

BY: _____
(Print Name / Date)

BY: _____
(Signature of Resident / Date)

RENTER INITIAL _____

FOR OFFICE USE ONLY

Date Deposit Received: _____ *Amount of Deposit: \$* _____ *Check #* _____

Date Insurance Received: _____ *Agent Phone Number:* _____

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

ABC Permit Required: YES ___ *NO* ___ *Date Permit Received:* _____

Condition of Hall After Event: _____ *Pictures Taken:* _____

Notified Renter of Any Issues: _____ *Key Returned:* _____

Return Deposit Approved by: _____ *Date:* _____

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