



RENTAL CONTRACT

**POLICIES AND REGULATIONS
For Rental of
THE ALPINE COMMUNITY CENTER**

2011-2012

1830 Alpine Boulevard
Alpine, CA 91901
Events Department
(619) 445-7330 ext. 20
www.alpinecommunitycenter.com

THIS DOCUMENT MUST BE SIGNED AND RETURNED BEFORE YOUR EVENT

REVISED February 4, 2011

RESERVATIONS

1. Based on space availability, a deposit of \$500 is required to hold your reservation. The deposit is held separately, is not applied to your final invoice. It is refunded 30 days after the conclusion of your event.
2. We reserve the right to refuse service and facility use to any group at any time.
3. The balance of all fees is to be paid no less than thirty (30) days in advance of the event date. If fees are not paid at this time, the group's reservation(s) may be cancelled.
4. Reservations shall not imply or constitute proprietary rights or benefits for any applicant.
5. Deposits will be returned within 30 days of your event.

CANCELLATION POLICY

For cancellation of an event, the ACC must be notified **ninety (90) days** in advance of the date of your event to receive your full deposit fund. Anything short of 90 days and the ACC will retain all deposits and fees paid.

SET UP TIME

The ACC provides a two hour set up time prior to your event and 1 hour break down after your event. If additional time is required for decorating and set-up, each additional hour will be billed at \$60 per hour. We will strictly enforce the lead -time to set up prior to your event.

STAFFING REQUIREMENTS – ACC POLICY

For Events, on the Weekends, and Outside of Normal Monday to Friday, 9-5 business hours, the ACC Requires for An Attendant and Security Guard to be hired to open the Center and assist with your event. For Events with Over 75 Guests a Security Guard Must Also Be Hired for the Duration of Your Event.

COMMUNITY CENTER ATTENDANT

An ACC Staff Member will be present at all times when the building is in use. An additional charge may accrue if an ACC staff member is required to remain after designated hours of the event. This Attendant is available to answer procedural questions, explain equipment use and monitor the event and general facility. Directions given by the ACC Attendant must be followed and adhered to.

MINORS

For the Safety of Minors The Alpine Community Center STRICTLY ENFORCES the following Regulation: All Minors under the age of 18 shall be supervised at all times during your Event. Groups composed of minors (Under 18 Years of Age) shall be supervised by no less than four (4) adults (must be 21 years of age or older), per each twenty-five minors (25) while using the ACC.

The application for use of the facility must be made by an adult who will be responsible for the activity.

Minors are defined as those under the age of 18, except in the case where alcohol is served.

Minors are then defined as those under the age of 21 years old. Under no circumstances should children be left unattended or unsupervised during your event. The ACC reserves the right to terminate your event, if the safety of unsupervised minors is in question.

REGULATIONS CONCERNING THE USE OF ALCOHOL

All clients must comply with all State Laws, County Policies and Alcoholic Beverage Control (A.B.C.) regulations. Failure to comply will result in the immediate revocation of permission to use alcohol; possible termination of the event; and forfeiture of deposits and/or room fees.

1. Alcohol refers to any beverage that contains any amount of alcohol. If money is exchanging hands and alcohol is sold on ACC premises, a liquor license must be obtained. **All alcohol must be served by an ACC Bartender.**

2. **Alcohol shall not be served to minors under the age of 21.** The Renter's failure to comply, monitor and enforce this law is grounds for terminating the activity and forfeiting the refundable deposits and all the room fees that have been paid. All patrons that appear to be under the age of 21 will need to show proof of Age, prior to consuming alcohol.

3. Serving refreshments containing alcohol is prohibited unless dispensed by an approved bartender. ABC regulations are to be strictly enforced by the bartender. Alcoholic beverages are not to be consumed outside the rented area.

4. Alcohol may only be served during hours stipulated in the Rental Agreement.

5. The ACC does not allow open bottles of alcohol on dining tables. All alcohol must be served by an approved ACC Bartender. Food must be available during the entire time alcohol is served.

6. The ACC is available to assist with obtaining the proper license for your event. **The cost of applying for a Liquor License from the Alcoholic Beverage Control (A.B.C.) is \$45.00.**

GUIDELINES FOR REQUIRING SECURITY

1. **Staff Attendants:** ACC may require that you obtain additional staff personnel subject to approval of the ACC. All fees for this service will be paid for by the Renter.

2. **Request for Staff Attendant:** Events requiring staff attendants may include, but are not limited to, events which include the following: Youth Events; Wedding Receptions; Bands (Live Music); Use of special equipment, events held indoors and outdoors, displays, large groups, night events, valuable property.

KITCHEN USE

All food service must comply with County and State Health Ordinances, Codes and/or Regulations. Caterers holding a County Health Department License shall only be used. Caterers must furnish **proof of liability insurance in the amount of 1 Million Dollars (\$1,000,000)**, naming the ACC as an additional insured. Menus and prices shall be arranged between the caterer and the Renter. An outside Caterer may use the ACC facilities and equipment to warm and finalize prep work for event at a charge of \$300. The Caterer may use the warming ovens and a designated refrigerator. Rules and Regulations for clean up are posted in the kitchen.

DECORATING GUIDELINES

1. All decorating is to be done by renter or hired service.
2. Decorations may consist of balloon bouquets, floral arrangements, freestanding arches, easels, or tabletop displays. Balloons must be anchored to individual tables.
3. No decorations are to be hung, taped or tacked or nailed to any walls, ceilings or fixtures. No free-floating balloons are permitted because of lights and air vents. No streamers allowed. Do not use tape or any adhesive materials what so ever, on the walls. Helium balloons may be used, but only if weighted down, balloons should not be tied to the backs of chairs.
4. Staff Reserves the right to request the removal of any decoration which may be considered a fire or safety hazard or which may be damaging to equipment or facility.
5. No confetti, (foil or glitter), hay or rice will be permitted inside the facility, either to be thrown, or scattered on the tabletops as decoration. Foil confetti cannot be vacuumed up. Birdseed and bubbles may be used only outside.
6. Break down and clean up of decorations, center pieces, balloons and floral arrangements must be completed by the Renter IMMEDIATELY following the event, during the allotted time.
7. Per The Alpine Fire Department Regulations, battery operated candles, hurricane chimney's or floating candles are acceptable. The flame must be contained within a container, example, votive. We do not allow free standing candles, where the flame is exposed. All Candles must be pre-approved by ACC.
8. Staff reserves the right to extinguish or deny any open flames prior to or during the event, which they feel are unsafe, improperly located or which may cause harm or damage to occupants or facility.

DANCE FLOOR

If guests will be dancing at your event, you are required to rent a dance floor. The Standard 12 x 12 Dance Floor is supplied with every rental, but you may want to upgrade in size. Please attached price list.

ANIMALS

No animals except those which are trained to assist the disabled will be allowed inside the ACC or in the park.

VEHICLE PARKING

Parking of vehicles is allowed in marked or authorized parking areas only. Parking on the lawn is prohibited.

SMOKING

The ACC is a non-smoking facility. There are designated areas located around the outside perimeter

INSURANCE REQUIREMENTS

Renter shall procure and maintain for the duration of the ACC facilities – User Insurance against claims for injuries to persons or damages to property which may arise from or in connection with such use. The cost of such insurance shall be paid by the Renter.

Renter shall maintain coverage for NO LESS than \$1,000,000 per occurrence for bodily injury, personal injury and property damage and provide a Certificate of Insurance naming ACC as additional insured.

ALPINE COMMUNITY CENTER

HOLD HARMLESS/INDEMNIFICATION AGREEMENT

Applicant Represents and Agrees to As Follows:

- 1. Applicant has received, reviewed and fully understands the Policies and Regulations for use of the Facility. Applicant and all members of Applicant's group or organization shall abide by the Policies and Regulations.**

- 2. Applicant has inspected the ACC property or premises proposed for use and has determined that they are in a safe and appropriate condition for the activities planned. Applicant and all members of applicant's group or organization hereby ensure that said property or premises are kept and operated in a safe and appropriate condition.**

- 3. Applicant expressly understands and agrees that the ACC, its Officers, Employees, Agents and Invitees will not be liable for any injury to any person damage to any property resulting from the activities of applicant or applicant's group or organization conducted on or about the property or premises of the ACC.**

- 4. Applicant and the members of applicant's group or organization, individually and collectively, hereby agree that: Applicant shall indemnify and hold harmless entity and its officers, officials, employees and agents from and against all claims damages, losses and expenses including attorney fees arising out of the performance of the work described herein, caused in whole or in part by any negligent act or omission of the Applicant or any member of the Applicant's group or organization, anymore directly or indirectly employed by any of them or anyone for whose acts any of them may be liable, except where caused By the active negligence, sole negligence or willful misconduct of the entity.**

- 5. Applicant is expressly authorized to bind each and all members of applicant's group or organization.**

- 6. By signing this Document, I hereby agree to all the Regulations outlined in ACC Policies and Regulations. I hereby agree that I have read all policies and procedures as outlined in the ACC Contract and hereby agree to said Policies.**

I have read and understand the above information and agree to comply with these policies.

SIGNATURE: _____ **DATE:** _____

PRINT FULL NAME : _____

THIS CONTRACT MUST BE SIGNED AND RETURNED PRIOR TO YOUR EVENT