

The Pavilion at Redwood Estates

Rental Policies and Procedures Agreement

1. Complete application - Pages 5 & 6
2. Read and Sign Policy & Procedures - Sign and date page 4.
3. Liability insurance- Secure a minimum of \$1,000,000, naming R.E.S.A. as additionally insured. If liquor is going to be on site, include liquor liability. Absolutely NO sales of alcohol.
4. Rental fee - \$3500.00
5. Security Deposit - \$1500.00 (to be refunded 2 weeks after event minus damage or violations)
 - a. Security deposit is due at time of reservation.
6. Building Capacity: Maximum occupancy of the facility is 125
7. Event Hours:
 - a. Sunday through Thursday 8:00am. to 5:00pm.
 - b. Friday and Saturday's 8:00am to 10:00pm.
8. No indoor amplified music after 9:00pm and no outdoor amplified music after 6:00pm.
9. We provide use of:
 - a. 20 rectangle 6' X 30" tables.
 - b. 3 rectangle 4' X 24" tables.
 - c. 150 Brown Resin chairs (Indoor Use Only).
 - d. 150 White folding chairs (Exterior, lawn and deck)
 - e. Barbeque Pit.
 - f. Professional cleaner, before and after your event (see: "Pavilion Attendant Walk Through" for what cleaning you are responsible for).
 - g. A/V entertainment package: HD Projector, 110" HD screen, 5 channel surround sound with HDMI interface, Apple TV, PS-3, DVD player.
10. See "Pavilion Attendant Walk Through" for the removal of trash and recyclables you are responsible for placing in appropriate containers located within the redwood trash enclosure (located outside the building) after your event.

You can mail completed documents to: R.E.S.A., P.O. Box 591, Redwood Estates CA, 95044, or email to resaservice@comcast.com or drop off completed paperwork at the R.E.S.A. office located at 21450 Madrone Dr. Los Gatos, CA 95033.

Please feel free to call should you have any questions 408-353-1866

Redwood Estates Services Association
P.O. Box 591
Redwood Estates, CA 95044

The Pavilion
21450 Madrone Drive
Los Gatos, CA 95033
408-353-1866

The Pavilion at Redwood Estates

**P.O. Box 591, Redwood Estates, CA 95044
21450 Madrone Drive, Los Gatos, CA 95033
408-353-1866 phone
408-353-5107 fax
Resaservice@comcast.net
www.redwoodestates.net**

Non-Member Rental Policies and Procedures Agreement

The Pavilion at Redwood Estates is owned and operated by the Redwood Estates Services Association (RESA) a California Corporation.

The Renter/signer of the application will be the responsible party for the event. The Renter/signer must be present during the event to meet with the attendant prior to, and after the event to review the Facilities Check list (condition of building, trash emptied, tables and chairs accounted for).

Events may not be "for profit".

Proof of liability insurance is required.

General Information / Reservations

- A. All reservations are made on a first come first served basis.
- B. Reservation is not confirmed until security deposit is paid and agreement has been signed by both renter and RESA representative.
- C. The Pavilion facility and grounds rental hours are:
 - a. Sunday - Thursday 8:00 am to 5:00pm.
 - b. Friday and Saturday 8:00 am. to 10:00pm.
- D. ***The security deposit will be forfeited if music continues after the above specified times.***
- E. Forms for reservations must be completed in person and filed at the RESA office. All applicants must complete an Application Form and sign the Policies and Procedures.
- F. The Security Deposit (\$1500.00) must be paid at the time the application is submitted.
- G. Rental fees of \$5000.00 are due 45 days in advance of the event. Failure to pay the rental fee within 45 days of your event may void the reservation, and RESA reserves the right to retain any deposits on file.
- E. Reservations may be made up to 1 year in advance of the event.
- F. Any event found to be misrepresented in the Rental Agreement will be immediately terminated and the deposit and any rental fees forfeited.

USE REGULATIONS:

Applicable laws: Any person or persons violating the established policies or constituting a public nuisance may be required to leave the premises. Misuse of the Pavilion or failure to conform to other County, State or Federal regulations, ordinances or laws will be sufficient reason for terminating the permit or event.

THE RESA STAFF HAVE THE AUTHORITY TO ENFORCE ANY AND ALL OF THE RULES, REGULATIONS AND POLICIES CONTAINED HEREIN.

Limits of Liability: The Pavilion at Redwood Estates, Redwood Estates Services Association, its employees, Directors and agents are hereby held harmless and are not responsible for any accidents, injury, illness, loss of group or individual property, or for any damage to RESA property or equipment resulting from the use of the facility, grounds and parking. ***All events serving alcohol are required to provide proof of liquor liability insurance with a minimum of \$1,000,000 liability coverage naming RESA as***

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additionally insured. Some homeowner's insurance policies may provide this coverage at no cost. Event / Wedding insurance policies can be found via the internet.

Liquor is not to be on the premises unless indicated in the Rental Agreement. Due to Insurance liability, no alcohol will be sold either directly or indirectly (implied in a ticket price) at any event held at the pavilion. The renter is responsible for checking ID when serving alcohol.

Building Capacity/ Parking: Maximum occupancy of the facility is 125. Parking around the Pavilion is limited to 64 vehicles (including handicap spaces). Events expecting more than 64 vehicles must arrange for carpooling to the event. No attendees are permitted to park on adjacent residents' property or in their driveways without their specific written approval. All vehicles improperly parked shall be towed at owner's expense. No attendees are permitted to block ingress/egress routes. Arrangements for additional vehicles must be cleared by the RESA office. No overnight parking unless approved by the RESA office and a permit is displayed on dashboard provided by RESA.

Smoking: Smoking is not permitted in the building. Smoking is only allowed in the Parking Lots.

Smoking by products will be disposed of in appropriate containers. They will NOT be disposed of in any other outside areas, including the lawn, other landscaped areas or discarded in the parking lots.

Decorating: Any decorating or covering of, or changes to the facilities (inside or outside) will be discussed at the time the application is made. The applicant shall be responsible for putting up any decorations and all other special preparations necessary for the function. Applicants shall be responsible for the removal of all decorations, special preparations, and applicant's personal property, owned or rented.

Rules which must be followed include:

1. Brown Resin* folding chairs are for indoor use only. There may be a cleaning fee up to \$10 per chair if used outdoors.
2. No amplified music indoors after 9:00pm.
3. No amplified music outdoors after 5:00pm.
4. ***The security deposit will be forfeited if music continues after the above specified times.***
5. Absolutely no open flames are allowed, except in the fireplace. Only Presto type logs can be used in fireplace.
6. All decorations must be flameproof or fire retardant.
7. All decorations must be applied with Painters' tape. The use of adhesive tape of any other kind, nails, staples, screws, etc., is not permitted. All tape must be removed from all surfaces at the conclusion of the event.
8. Decorations may not be hung from light fixtures, projector, fire sprinkler heads, emergency light fixtures, etc.
9. Smoking is not allowed within the facility.
- 10.
11. Absolutely no open flames are allowed, except in the fireplace. Only Presto type logs may be used in fireplace.
12. All plants must be in waterproof containers. Floor containers must be carefully placed so as not to damage the floor or block the exits.
13. No foreign substances may be applied to the floor.
14. No Dogs are allowed on the premises or lawn.
15. Relocation or rearrangement of audio/video equipment is not permitted.
16. Nothing can be adhered to the windows as they have a solar shield which could be damaged.
17. Trash and recycling receptacles must be emptied into dumpster/bins within the redwood enclosure located on the southeast corner of the Pavilion prior to closing.
18. *Rental items (Additional chairs, tables, dinner wares, linens, tents) must be removed the evening of event, unless prior arrangements with RESA are made.

***Tables and Chairs:** The Pavilion does have a limited number of tables and chairs available for use. Any additional tables and chairs will need to be rented from an outside source at the applicant's expense. Arrangements for delivery and pick-up must be made within the hours of rental, per the application, unless other arrangements are made with the office.

Please Note: *Brown Resin folding chairs are for indoor use only. There may be a cleaning fee up to \$10 per chair if used outdoors.

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Agreements / Damages: In addition to completing and signing the Application and this Agreement, applicants must sign the Facility Checklist/Agreement. Applicants are liable for all damages to the facility and equipment, resulting from the applicant's use of the facility. Applicant will be charged the costs of repairing/replacing damage to either the facility or equipment. Any repairs due to damage of facility or grounds will be the responsibility of the renter and the costs of damage repair and replacement will be withheld from the security deposit and applicant will be charged. Security deposits, minus any damages or forfeits, will be refunded 2 weeks after the event

Other Regulations / Notes:

1. No illegal drugs are allowed on the property.
2. No weapons are allowed on the property.
3. Users may not restrict attendees based on race, religion, sexual preference or place of national origin.
4. No damaging footwear, roller blades, or skates are allowed in The Pavilion.
5. RESA representatives shall have the right to enter the facility during all functions.
6. Use of the Pavilion under any of the categories above is limited to the Pavilions Hall, kitchen area, bathrooms, deck, and grounds. Never is the RESA office to be used or entered by unauthorized persons. Only RESA employees and board members are authorized persons.
- 7.

Note: This facility has no Emergency back-up power generation source.

Loss of Use: Any groups or persons renting the Pavilion who violate the policies and procedures above will lose their right to future Pavilion use.

Note: Security cameras operate 24 hours a day 7 days a week in and around the Pavilion.

I have read and understand the terms of this Agreement. By signing this application, I agree to comply with the terms and conditions set forth in "Rental Policies and Procedures Agreement", "Application", and "Rates and Fees."

Applicant/Renter: _____ Date: _____

Redwood Estates Pavilion

Application for Rental

Name (person responsible for event): _____

Physical Address: _____
Street City State & Zip

Phone: (day) () _____ Mailing address (if different than above): _____

(Cell) () _____

Date of Event: _____ Number of Attendees: _____

Description of Event (Purpose):

Name of person responsible to open and close: _____

Phone: day () _____ eve. () _____

Hours of Event, *including set-up and clean-up*: _____ to _____

Security Guard Service (if applicable): _____ Phone: _____

Will Alcohol be served? ** _____yes _____no

****Alcohol is not allowed to be served if the attendees will be charged either directly or indirectly.**

Event Insurance Policy: _____ Issued to: _____

Company & Policy Number: _____

Name & phone number of Agent: _____

Event Contact: _____ phone: _____

Caterer: _____ phone: _____

Music Provided By: _____ phone: _____

Florist: _____ phone: _____

Other: _____ phone: _____

DEPOSITS

Security \$ \$1500.00

Amount Received: \$ _____

Date: _____

By: _____

Check No.: _____ Cash: _____ Visa: _____

Date Returned: _____

Amount Returned: \$ _____

Check #: _____ by: _____

RENTAL FEE

Event Fee: \$ \$3500.00

No. of Hours: _____

Total Due: \$ _____

Amount Received: \$ _____

Date: _____

By: _____

Check No.: _____ Cash: _____

Responsible person's Signature: _____

Date: _____

RENTAL APPROVED

By: _____

Date: _____

Comments:

The Pavilion at Redwood Estates
Attendant Walk Through

We want to provide every renter of the Pavilion with a clean and safe facility. To ensure this, we have developed the checklist below. A Pavilion Attendant and/or representative will be happy to provide clarification of the items.

If you are using a caterer, please advise them of the clean-up procedures. The Pavilion attendant is not responsible for necessary clean-up resulting from your activities.

Renter is responsible and will allow ample time for removing and depositing trash and recyclables into trash enclosure outside the building within the reserved time. **Renter will forfeit Security Deposit if event runs past hours of operation.** Any repairs due to damage of facility or grounds will be the responsibility of the renter and the cost of repair will be withheld from the security deposit. Security deposits will be refunded 2 weeks after the event.

<u>Description:</u>	<u>Before Event</u>	<u>After Event</u>
Tables: Plastic 6' X 30" rectangle 20ea. (located in closet)	_____	_____
Tables: Plastic 4' X 24" rectangle 4ea. (located in closet)	_____	_____
*Chairs: Brown resin 150ea. (Interior use only). stacked	_____	_____
Chairs: White folding 125 ea. Stacked	_____	_____
Windows locked shut	_____	_____
Tend to fireplace as needed	_____	_____
All decorations removed	_____	_____
Floors swept	_____	_____
Bathrooms satisfactory	_____	_____
Air Conditioner / Heating unit (Main hall & Hallway) off?	_____	_____
Deck/Barbeque area cleaned	_____	_____
All outdoors free of litter	_____	_____
Lock external kitchen door	_____	_____
Kitchen area free of food and debris	_____	_____
No food left in refrigerator/freezer	_____	_____
All trash cans/recyclables emptied in outside containers	_____	_____
Lights off (Pavilion, deck, rear walkway outside lights)	_____	_____
A/V system (screen, remote, projector, speakers)	_____	_____
Lock and close all doors	_____	_____
Rented Items – see additional list	_____	_____
Time in/out	_____	_____

Reminder: remove all directional / advertisement signs

Note: Please list any unsatisfactory conditions below:

* A cleaning fee of \$10 dollars per Brown folding resin chair may be imposed if chairs were used outside the Pavilion.

I have read and understand the above requirements and agree to comply with them. The ultimate decision of the overall cleanliness will be determined by a designated representative of R.E.S.A.

Renter: _____
 Printed Signature Date

Pavilion Attendant: _____
 Printed Signature Date