

The Pavilion at Redwood Estates

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 non-profit mutual benefit 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 Checklist, see page 7. Any event found to be misrepresented in the Rental Agreement will be immediately terminated and the deposit and any rental fees forfeited.

Events may not be “for profit”. All reservations are on a first come, first serve basis. Reservations may be made up to 1-year ahead of the event.

General Information/Reservations

1. Paperwork

- a. Complete Application - Pages 5 & 6.
- b. Read and Sign Policy & Procedures - Sign and date page 4.
- c. Reservation Confirmation - Reservation is not confirmed until the initial 50% is paid (see 3a. Rental Fee below) and agreement has been signed by the renter(s).

2. Liability Insurance

- a. 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.

3. Financials

- a. Rental Fee - \$3,500.00
 - i. 50% is due at the time of signing.
 - ii. The remaining 50% is due 30-days prior to the event.
 - iii. Failure to pay the rental fee within 30-days of the event will result in event cancellation and forfeiture of the initial 50% at time of signing.
- b. Security Deposit - \$1,500.00
 - i. Must be paid 30-days prior to the event.
 - ii. Renter can pay by check or submit credit card information to hold for incidentals.
 - iii. Unused portion of check deposit will be returned 7-days after post event walk-through.

4. Cancellation Policy

- a. For full refund, notification of event cancellation received must be more than 30-days prior to the event.
- b. 50% of the event fee will be forfeited if the event is cancelled within 30-days of the event date.

5. Building Logistics/Regulations

- a. Building Capacity - Maximum occupancy of the facility is 125 people.
- b. Parking Spaces - 64 vehicles.
- c. Event Rental Hours
 - i. Sunday through Thursday 8:00 am to 5:00 pm.
 - ii. Friday and Saturdays 8:00 am to 10:00 pm.
- d. Music

- i. No indoor amplified music after 9:00pm
 - ii. No outdoor amplified music after 6:00pm.
 - iii. Subject to security deposit forfeit or fee if rules are not abided.
6. Equipment Provided
 - a. 20 rectangle 6' X 30" tables
 - b. 3 rectangle 4' X 24" tables
 - c. 125 brown resin chairs (indoor use only)
 - d. 125 white folding chairs (exterior, lawn and deck)
 - e. Barbeque pit
 - f. Professional cleaner, before and after your event (see: "Pavilion Attendant Walk Through" on Pg. 7 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.
7. Renter Responsibilities - See "Pavilion Attendant Walk Through" (Pg. 7) for the removal of trash and recyclables the renter is responsible for placing in appropriate containers located within the redwood trash enclosure (located outside the building) after your event.

Completed documents may be sent to our mailing address (below), dropped off at the mailbox at our physical address (below), or emailed to resaservice@comcast.net

Redwood Estates Services Association

Mailing: P.O. Box 591, Redwood Estates, CA 95044

Physical: The Pavilion, 21450 Madrone Drive, Los Gatos, CA 95033

Phone: 408-353-1866

Website: www.redwoodestates.net

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 reasons 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 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 the 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 the dashboard provided by RESA.

Smoking: Smoking is not permitted in the building. Smoking is only allowed in the Parking Lots. Smoking byproducts must be disposed of in appropriate containers. They may NOT be disposed of in any other outside areas, including the lawn, other landscaped areas or discarded in the parking lots.

Hours: Usage of the Pavilion facilities are not allowed outside of the hours listed in section 5c. outside of the building logistics specified. No music may be played outside of the hours listed in the section 5d. Renter Security Deposit is subject to forfeiture if rules regarding operational and music playing hours are not followed.

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. All decorations must be flameproof or fire retardant. All decorations must be applied with painter's tape and removed from all surfaces after the event. Use of nails, staples, screws, or any device that drills into or makes holes in the walls is not permitted. Decorations may not be hung from light fixtures, projector, fire sprinkler heads, emergency light fixtures, etc. Decorations may not be applied to windows as there is a solar shield that will come off with adhesive.

***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.

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

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. Applicants 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 within 7-days of post event walk through.

Additional Pavilion Rental Usage Rules/Notices

Rev. March 2, 2025

1. No open flames are allowed, except in the fireplace. Only Presto/Duraflame type logs can be used in a fireplace. Please notify us if you are planning to use one.
2. All plants must be in waterproof containers. Floor containers must be carefully placed so as not to damage the floor or block the exits.
3. No foreign substances may be applied to the floor.
4. No dogs are allowed on the premises or lawn.
5. Relocation or rearrangement of audio/video equipment is not permitted.
6. 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.
7. Rental items (Additional chairs, tables, dinner wares, linens, tents) must be removed the evening of the event, unless prior arrangements with RESA are made.
8. No illegal drugs are allowed on the property.
9. No weapons are allowed on the property.
10. Users may not restrict attendees based on race, religion, sexual preference or place of national origin.
11. No damaging footwear, roller blades, or skates are allowed in The Pavilion.
12. RESA representatives shall have the right to enter the facility during all functions.
13. 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.
14. This facility has no Emergency back-up power generation source
15. Security cameras operate 24 hours a day 7 days a week in and around the Pavilion.

Any groups or persons renting the Pavilion who violate the Use Regulations above will lose their right to future Pavilion use.

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: _____
PRINT NAME SIGNATURE 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 \$ \$1,500

Amount Received: \$ _____

Date: _____

By: _____

Check No.: _____ Cash: _____ Credit Card: _____

Date Returned: _____

Amount Returned: \$_____

Check No.: _____ by: _____

RENTAL FEE

Event Fee: \$ \$3,500

No. of Hours: _____

TOTAL DUE

§ _____

Amount Received: \$ _____

Date: _____

By: _____

Check No.: _____ Cash: _____ Credit Card: _____

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 the trash enclosure outside the building within the reserved time. **Renter will forfeit Security Deposit if the 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 7-days after the event.

Description:

Before Event After Event

Tables: Plastic 6' X 30" rectangle 20 ea. (located in closet)

Tables: Plastic 4' X 24" rectangle 3 ea. (located in closet)

*Chairs: Brown resin 125 ea. (interior use only) stacked

Chairs: White folding 125 ea. stacked on

Windows locked shut

Fireplace cleaned up if used

All decorations removed

Floors swept

Bathrooms satisfactory

Air conditioner / heating unit off (main hall & hallway)

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