|  |
| --- |
| Date Rec’d:­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_Time Rec’d:\_\_\_\_\_\_\_\_\_\_\_\_\_Emp. Initials:\_\_\_\_\_\_\_\_\_\_\_\_ |

Member Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

Phone Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Alt: Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date of Event: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Time: Start: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ End: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 (INCLUDING SET UP) (INCLUDING CLEAN UP)

Type/general Description of Event: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Estimated # of Guests: \_\_\_\_\_\_\_\_\_\_ Contact: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Use of Main Lounge, Library, Kitchen and Deck Adjoining Library/Lounge** YES NO ($40.00/hour)

**Use of Library and Kitchen only (this is only available during regular business hours)** YES NO ($30.00/hour)

**Use of Tables/Chairs?** YES NO **Entertainment?** YES NO **Alcohol?** YES NO

I understand I must be present for the entire event. I understand that rental does not include fitness center, pool or spa, or adjoining tennis courts. I have received a copy of the Rental Guidelines & I understand that if I do not follow the stipulated regulations, or if I provide incorrect information on my application, Nepenthe Association reserves the right to cancel my function.

**This rental is subject to a $50.00 cancellation fee if the rental is canceled within (1) one week of the rental date or** **(3) weeks for Holiday parties.**

**Member Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Reservation Approved By: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

*The reservation is not confirmed without signature from Nepenthe Staff*

**OFFICE USE ONLY**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Refundable Deposits** | Date Rec’d | Emp. Initial | Date Returned | Emp. Initial |
| Cleaning/ Damage & Security Deposit | $100.00 |  |  |  |  |

 (Deposited are refundable within (2) two weeks of the rental if the room is returned in the condition in which it was rented.)

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| --- | --- | --- | --- | --- | --- | --- |
| **RENTAL FEES** | **RATE** |  | **HOURS** |  | **TOTAL** | **Check # for Deposit:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_****Check # for Payment:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
|  **Rental Rate** | **$40.00 (Hourly)** | **X** |  | **=** | **$** |
|  **Library Only** | **$30.00 (Hourly)** | **X** |  | **=** | **$** |
|  | **Total Amount Due**  | **$** |

**FACILITY RENTAL LIABILITY WAIVER**

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| Homeowner Initials:\_\_\_\_\_\_\_\_\_\_\_\_\_Staff Member Initials:\_\_\_\_\_\_\_\_\_\_\_\_ |

I acknowledge and agree, on behalf of myself and my families that the use of Nepenthe Clubhouse/Cabana, grounds and landscape areas located in Nepenthe Association involve potential risk of serious physical injury to a person undertaking these activities, or using these athletic and recreational facilities. I fully understand that activity upon Nepenthe property may, by its very nature, be hazardous and can lead to me, my family, my guests, and/or damage to my property.

I understand that by signing this for me and my family, I agree to assume the risk of potential injury, to which I am voluntarily exposing myself, my family and my guests, by participation in social or recreational activities at the facilities of Nepenthe.

On behalf of myself, my family and my guests, I release from liability and hold Nepenthe harmless for any damage, injury and/or claim of any kind, whether to person or property as a result of such activities, and waive my claims, that I, my family and/or my guests may otherwise have or acquire against Nepenthe, its officers and directors, agents, or employees for any injury occurring to me, my family or to my guests whether to person or property as a result of any use of Nepenthe property or participation in athletic or recreational activities on the facilities and grounds of Nepenthe Association located in Sacramento, California.

I have read the Rules and Regulations, the Rental Guidelines and the Rental Liability Waiver. I accept the liability for damage to Nepenthe property and for injury to persons admitted to the facility. I understand that in the event I, my family and/or guests violate any of the regulations, or if I provide inaccurate information on my application, Nepenthe reserves the right to cancel my function at any time, charge any and all expenses incurred and deduct any fines and/or penalties incurred by this violation from my security deposit.

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| Homeowner Initials:\_\_\_\_\_\_\_\_\_\_\_\_Staff Member Initials:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

### Rental Fees & Deposits:

#### $100.00 Check – Cleaning/Damage Deposit/Penalty for use of Alcohol without insurance requirements

(Deposits will be refunded within 2 weeks following event if Clubhouse is returned to the condition in which it was rented.)

$30.00/hr (for Library only) or $40.00/hr. – (please make sure to include set-up and clean-up time when securing your event.)

* Cleaning deposit must be submitted at the time of application in order to secure event (No Cash or Credit Cards). Rental fees and 1-Day Event Policy must be submitted one week prior to event.

**Occupancy / Room Size:**

* + 88 persons (Main Lounge)
	+ 16 Persons (Library)

**Room Rental Includes Use Of:**

* + 4 – 3’X6’ Tables *(plastic)(Ballroom)*

#### 40 Stacking Chairs

* + Outside Patio immediately adjacent to ballroom *(no pool access)*

#### Projector and A.V. system

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| Homeowner Initials:\_\_\_\_\_\_\_\_\_\_\_\_Staff Member Initials:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

**Homeowner Event Rules**

1. The Clubhouse must be cleaned and vacated when your scheduled event time is over.
2. A cleaning deposit of $100.00 is required and will be returned if the clubhouse is left clean and undamaged. All furniture must be returned to its original location.
3. No alcoholic beverages will be sold or keg beer allowed at events. Alcohol may be served if it is covered in the 1-Day Event Liability Insurance. If alcohol is discovered to have been sold or not covered at the event, the homeowner may receive a violation at the Board’s discretion.
4. Please note when scheduling that you include all set up and clean up time needed for your event.
5. The clubhouse is not available for rental on the first Wednesday of each month.
6. Clubhouse not available on Saturdays from 10:00am to Noon.
7. Homeowners sponsoring the activity must be present for the entire event and are responsible for seeing that the facility is returned to pre-party condition. Homeowners are also responsible for any damages caused during the event.
8. No rice or bird seeds allowed to be thrown inside or outside the buildings. If this does occur, a $100.00 charge will be made to the renting homeowner. Bathrooms are also included in rental, though not exclusive use.
9. Barbeques are permitted in the patio area, but must be kept 10 feet from the building.
10. 4 Pots of coffee, cream, sugar and cups are available upon request at a charge of **$10.00.**
11. Cleaning supplies are in a cabinet next to the sink and a vacuum is available in the janitor’s closet located in the Clubhouse. These items are provided as a convenience only. Ultimately the cleanliness of the facility is the responsibility of the renter.
12. Music must be played indoors only and no later than 11pm. Live bands are permitted.
13. Make all checks payable to Nepenthe Association.

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| Homeowner Initials:\_\_\_\_\_\_\_\_\_\_\_\_Staff Member Initials:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

**Excerpt from “Standards & Practices for Insurance” Adopted by the Nepenthe Board of Directors January 22, 2014**

**Section 4.2. Insurance Requirements for use of Common Area facilities by third parties and members.**

No use of common area facilities should be granted to other than member(s) or their guests as set forth in the Nepenthe’s Bylaws, Rules and Regulations. In renting common area facilities for special use of events, the Property Manager shall require a “One Day Event” policy with combined single limits and host liquor liability (if alcohol is served or provided) with limits of not less than $1,000,000. For regularly scheduled events attended by members such as Tai Chi, Yoga, or water events, a vendor may either provide a “One Day Event” policy as specified above or a Commercial General Liability policy with limits of not less than $ 1,000,000.00 naming Nepenthe Association as an additional insured.