

Nepenthe Association
 FACILITY RENTAL RESERVATION APPLICATION
MAIN CLUBHOUSE

Date Rec'd: _____
Time Rec'd: _____
Emp. Initials: _____

Member Name: _____ Address: _____
 MUST SIGN IN AND BE PRESENT FOR ENTIRE EVENT

Phone Number: _____ Alt: Number: _____

Date of Event: _____ Time: Start _____ End _____
 (INCLUDING SET UP) (INCLUDING CLEAN UP)

Type/General Description of Event: _____

Estimated # of Guests: _____ Additional Contact Person (Optional): _____

Circle One Answer for each question:

Use of Kitchen? YES NO Use of Tables/Chairs? YES NO Entertainment? YES NO Alcohol? YES NO
 If you will be having alcohol at your event please closely review the Alcohol Guidelines regarding the required liability insurance.

By signing, you agree to the terms outlined below and within the Rental Application:

I understand I (or another adult member of my household) must be present for the entire event.
 I understand that room rental does **NOT** include use of other inside or outside amenities. (Use of restrooms are included)
 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.

The reservation is not confirmed without written authorization from Nepenthe Staff.

Member Signature: _____ Date: _____

Reservation Approved By: _____ Date: _____

OFFICE USE ONLY

Refundable Deposits		Date Rec'd	Emp. Initial	Date Ret'd	Emp. Initial
Cleaning/ Damage & Security Deposit	\$100.00				

(Deposited are refundable within (7) seven days of the rental if the room is returned in the condition in which it was rented)

RENTAL FEES	RATE		HOURS		TOTAL
Rental Rate	\$40.00 (Hourly)	X		=	\$
			Employee Initial of Receipt		

 Check # for Deposit

 Check # for Payment

FACILITY RENTAL LIABILITY WAIVER

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.

SIGNATURE _____ **DATE** _____

PRINT NAME _____

Rental Fees & Deposits:

- ♦ \$100.00 Check – Cleaning/Damage Deposit/Use of Alcohol without insurance requirements

(Deposits are refundable within seven (7) days of the rental if the room is returned to the condition in which it was rented)

- ♦ \$40.00/hr. – Hours are unlimited (please make sure to include set-up and clean-up time when securing your event.)

* Cleaning, Rental and Security deposit (if applicable) checks must be presented to staff at the time application is given in order to secure event (No Cash or Credit Cards).

Occupancy / Room Size:

- ♦ 88 persons (Ballroom)
- ♦ 20 Persons (Card room)

Room Rental Includes Use Of:

- ♦ 4 – 3’X6’ Tables (*plastic*)(*Ballroom*)
- ♦ 40 Stacking Chairs
- ♦ 1 Kitchen
- ♦ Outside Patio immediately adjacent to ballroom (*no pool access*)
- ♦ Projector and A.V. system

Security Information:

*In the event of a true safety emergency please call 911; But for after-hours safety and security concerns contact the FirstService Customer Help Center at 1(800)428-5588. A representative will take down all relevant information and dispatch security.

During open business hours, you can call the office at (916) 929-8380 to report any security concern for assistance. (Office hours M-F 9:00am-6:00pm)

Homeowner Initials: _____

Staff Members Initials: _____

Homeowner Event Rules

1. The Clubhouse must be cleaned and vacated when your scheduled event time is over. Trash must be taken out to the dumpster.
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. See layout attached to application or hanging on wall in lounge area.
3. No alcoholic beverages will be sold and no keg beer is allowed at events. Alcohol only allowed with proof of \$1,000,000 liability insurance. If alcohol is discovered to have been served at the event, the homeowner may receive a violation at the Boards discretion.
4. Clubhouse ballroom and card room are restricted to 108 people.
5. There is no minimum or maximum of hours that the clubhouse may be rented. Please note when scheduling that you include all set up and clean up time needed for your event. Make key arrangements with staff ahead of your rental.
6. The clubhouse is not available for rental on the first Wednesday of each month.
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. Rental area is restricted to ballroom, card room/library, kitchen, and the patio area immediately outside the ballroom next to the storage room. Use of other facilities such as the **gym or pool is strictly prohibited**.
9. 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.
10. 4 Pots of coffee, cream, sugar and Styrofoam 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 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. No amplified music past 9:00pm. Music must be played indoors only. Live bands are permitted.
13. **Make all checks payable to Nepenthe Association. Requested date of event cannot be reserved until completed application and deposit are received.**

Homeowner Initials: _____

Staff Members Initials: _____

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

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 Association 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 naming Nepenthe Association and FirstService Residential as additional insured.

Homeowner Initials: _____

Staff Members Initials: _____