

## **RULES AND CONDITIONS**

### **RENTER FORFEITS SECURITY DEPOSIT IF ANY OF THE FOLLOWING RULES ARE VIOLATED:**

All activities including tables & chairs set up; food set-up, decoration set-up; final clean-up, etc. must be done within the rental time frame as indicated on the contract. Any additional time will be charged at \$150 per hour.

A security deposit equal to half of the total rental fees is required at signing of contract to hold the desired date. The deposit is fully refundable, minus a \$100 processing fee, if the contract is cancelled sixty (60) days or more before the reserved date. If the date is cancelled **LESS** than sixty (60) days before the event, the entire deposit will be forfeited. The security deposit is used to cover any costs for damages, time over the allotted amount, excessive cleaning, and any uncollected rent or fees. Any amount not used will be returned to renter within fourteen (14) days following the event. Security deposit check will be made payable and mailed to the name and address shown on the rental contract.

The remaining balance due is required to be paid in full forty-five (45) days prior to the date of the event. There will be a \$100 charge added to the balance due if up to seven (7) days late. Payments received after seven days will have a charge of \$200 added to the balance due if up to 15 days late. Cancellation of event will occur if balance due payment is not received 30 days prior to scheduled event and there will be no refund of any monies received.

If you change the date of your event, there will be a \$100 fee if notified in writing within the seven (7) day period from booking the event. A fee of \$200 will be charged if notified after seven (7) days.

If alcoholic beverages are to be served, the following must be used: a certified and insured bartender or an insured professional caterer with a liquor license. If you plan to charge a fee/donation for alcoholic beverages, a ONE day liquor license from the ABC is required along with a seller's permit given from the State Board of Equalization prior to the event. Legal identification is required and will be checked for every drink served. Persons under age 21 must not sip, taste or drink any alcohol. NO bottled beer. Keg or canned beer only!

- At least thirty (30) days prior to the event Renter must provide the club with the name and phone number of the selected caterer or beverage service. Current copies of the caterer's or beverage service's health permit, business license and liquor license, if applicable, and certificates of comprehensive liability insurance name the La Mesa Woman's Club as additional insured must be on file with the Rental Manager at that time.
- The event must end no later than 12:00 am. This includes all music and event activities. **NO EXCEPTIONS.** All property belonging to Renter, Renter's guests, caterer, and other persons and services hired by Renter must be removed immediately following the conclusion of the event. Premises must be vacated by 12:00 am.
- Smoking is **NOT** allowed anywhere in the building. Smoking is allowed only on the outside back patio. Please use the ash cans provided.
- All fire ordinances must be obeyed at all times. Do not block any exits.
- The Renter is responsible and must furnish security for his or her own property such as gifts, clothing and money and that of his/her guests.
- The kitchen may be used for warming, refrigeration and serving food only. **NO FOOD PREPARATION ALLOWED.** Serving may be buffet style or a seated meal. The Renter shall set the tables and shall remove all dishes to the pantry area. All dishes, utensils and trash shall be removed from the premises at the end of the event. Caterers and/or Renter must provide their own ice, containers, plates, utensils and linens.
- Table set up for all food and beverages must be served from the carpeted room. No barbecuing allowed on the premises. No cooking, frying, baking or sautéing allowed. Stove and ovens are for warming only.

**Clean-up and proper disposal of litter and debris generated by the Renter and/or the Renter's guests in the Renter's responsibility. Clean-up must be completed within your rental period. All decorations must be removed including all masking tape. Do not pull decorations from ceiling hooks – use the ladder. All tables and chairs must be cleared and wiped clean with a damp cloth and then put away in their proper locations. All trash must be picked up and placed in dumpster. Any spills on the dance floor must be wiped up immediately. Restrooms must be left clean with all trash removed and toilets flushed. State, patio and parking lot must be free of debris.**

If excessive clean-up is required or damage occurs to the building or its contents, charges will be deducted from your security deposit. If the event exceeds the contracted time, an additional hourly rate will be assessed including cleaning time.

- No candles or open flames except sterno on buffet tables.
- Bands and DJs must set up and perform on the stage unless otherwise stated in the rental agreement. The carpet provided on stage must be used for equipment set up. Any scratches on stage by musicians will be deducted from the security deposit.
- Only authorized persons are allowed onstage or backstage.
- No sitting on tables or standing on chairs. A ladder is available if needed.
- All appliances brought into the club must be checked by the rental manager/security staff before use.
- Only the rental manager or security staff shall do adjustments to lights, thermostats, doors and/or windows.
- **Supervision of children is the responsibility of the parents, not club staff or security staff. *After event starts, all children must remain indoors.***
- Special equipment, lighting or decorations must be approved by the rental manager prior to the event. Decorations must comply with La Mesa Fire Ordinances. Decorations may be put up with masking tape only. Magnet holders are the only acceptable things to attach & hang decorations from ceiling gridirons. **NO scotch tape, duct tape, tacks, nails, screws, staples or any other fasteners may be used. NO rice, birdseed, confetti, glitter, bubbles, flower petals, sand, silly string or similar damaging materials allowed. NO talcum powder or any such substance allowed on dance floor. NO smoke/fog machines. NO chocolate fountains. NO fruit punch. No gum.** \_\_\_\_\_ (Initials of renter)
- Sand may NOT be used to anchor balloons – do not bring it into the building. If rental party causes damage as a result of released balloons, they shall incur all liability.
- The hall must be properly lighted at all times.
- Any equipment belonging to the club must not be taken off the premises.

Guests will conduct themselves in an orderly law-abiding manner that is reasonably expected of responsible citizens. The security staff/rental manager has the authority to ask renters and/or their guests to immediately vacate the premises when disturbances or disorderly conduct occurs. If persons do not vacate immediately the LM police will be called.

- The Renter shall leave the premises, equipment and furnishings of the club in the same condition and repair as received; in a clean, neat and orderly manner. The Renter is responsible for any damage or repairs needed after the event. The La Mesa Woman's Club may make repairs necessary to the premises, equipment or furnishings to restore them to their condition at the time and charge Renter for such repairs.
- Vehicles left in the parking lot after the event may be towed at the owner's expense.
- Any conditions or services not covered by this agreement must be arranged in writing with Rental Manager.

Renter acknowledges receipt of a copy of these Rules & Conditions, acknowledges reading and understanding them and agrees to abide by them by signature of the original contract and by initialing of each page of the Rules and Conditions.