

Ojai Valley Woman's Club RENTAL APPLICATION

APPLICANT INFORMATION			
Applicant Name		Event Description	
Address		City	State Zip
Primary Phone	Alternate Phone	E-mail Address	
Contact Person available by phone during event: Name:		Select Rental Period	
Phone		<input type="checkbox"/> Mon	<input type="checkbox"/> Day = \$225 6:00am-3:00pm
Event Date		<input type="checkbox"/> Tues	<input type="checkbox"/> Eve = \$275 4:00pm-1:00am
Expected Attendance (300 max)		<input type="checkbox"/> Wed	<input type="checkbox"/> All = \$425 6:00am-1:00am
Event Time		<input type="checkbox"/> Thur	
From: To:		<input type="checkbox"/> Fri	<input type="checkbox"/> Day = \$300 6:00am-3:00pm
		<input type="checkbox"/> Sat	<input type="checkbox"/> Eve = \$500 4:00pm-1:00am
		<input type="checkbox"/> Sun	<input type="checkbox"/> All = \$700 6:00am-1:00am
FEES		office use only	
Payable by check to the "Ojai Valley Woman's Club"		Date	Amount Reference
Security Deposit (no reservation held without deposit – see Management for rate)	\$		X#
Facility Fee (must be paid in full before receipt of keys or entry to Clubhouse)	\$		X#
Other Fees:		Key #:	Provided: Returned:
ALCOHOL USE		EVENT SECURITY	
circle one		Who will be responsible for security at this event?	
Does the event involve the <u>sale of</u> , <u>use of</u> , or <u>no</u> alcoholic beverages?		_____ Sponsoring organization staff/volunteers	
If yes, I _____		_____ Professional Security (complete information below)	
will ensure that alcohol will only be consumed by adults of legal drinking age. For sales, Alcohol Beverage Control approval must be obtained and submitted to the Chamber. ABC licenses may be checked by law enforcement during your event.		Company	
		Address	
		Phone	
APPLICANT SIGNATURE		AGENT SIGNATURE	
I am an authorized agent of the organization submitting this application. The information provided on this application is true and correct. I have received the Rental Use Conditions and understand and agree to all of the rules, regulations and conditions of use.		The Ojai Valley Chamber of Commerce is the sole authorized rental agent for the Ojai Valley Woman's Club. The Chamber office/staff is available Monday through Friday from 9:00 am until 4:00 p.m.	
Signature		Approved by Date	
		Emergency Contact	
Print Name Date		Name Phone Number	

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The Ojai Valley Woman's Club has designated the Ojai Valley Chamber of Commerce the sole Rental Agent for the Clubhouse, located at 441 East Ojai Avenue, Ojai, California 93023.

A. RESERVATIONS

initial

- 1) This Clubhouse is not considered reserved until (1) Renter delivers to the Ojai Valley Chamber of Commerce the Rental Application and deposit in full; and (2) receives an approved and signed copy of the Rental Application.
- 2) A person who is at least 18 years of age must sign this Rental Use Conditions and the Rental Application.
- 3) Renter shall provide a single contact who is to serve as the representative for Renter's activities.
- 4) The Clubhouse shall be used for the purposes stated in the Rental Application and no other use will be permitted.
- 5) Renter shall be responsible for picking up the keys to the Clubhouse from the Ojai Valley Chamber of Commerce prior to the event during normal business hours (Monday through Friday 9:00 am to 4:00 pm).
- 6) Renter shall not use the Ojai Valley Woman's Club's name to suggest endorsement or sponsorship of the event without prior written approval of the Ojai Valley Woman's Club. Renter's publicity of the event shall clearly and accurately identify the name of the sponsoring organization or individual.
- 7) Renter shall permit any Ojai Valley Woman's Club officer or agent to visit the event described in this agreement.
- 8) Under no circumstances shall Renter sublease or allow any other organization or individual to use the Clubhouse for the period for which Renter has contracted. Renter is an independent contractor and not the agent or employee of the Ojai Valley Woman's Club nor the Ojai Valley Chamber of Commerce.

B. FEES

initial

- 1) Renter is to pay Deposit and Rental fees prior to event. Failure to do so will result with event being canceled or placed on hold until fees are paid.
- 2) Any person or agency holding a reservation for the use of the Clubhouse and desiring to cancel such reservation may be subject to the withholding of a portion of or the entire deposit fee for the Clubhouse. See Section G. CANCELLATION POLICY.
- 3) The Ojai Valley Woman's Club may charge an additional amount of double the regular rental rate for any event continuing past the ending time stated in the Rental Application.
- 4) Renter is responsible for any lost keys, and any costs that the Ojai Valley Woman's Club may incur to replace and/or re-key the Clubhouse. Keys are to be delivered to the Ojai Valley Chamber of Commerce by the next business day, unless other arrangements have been made and put in writing.
- 5) In the event the Clubhouse is left damaged or dirty, Renter shall be charged for any and all janitorial and/or repair fees incurred by the Ojai Valley Woman's Club.
- 6) Any remaining security balance will be returned to Renter within 10 business days.

C. SECURITY

initial

- 1) Renter is solely responsible for supervising all individuals at the Clubhouse and adjoining property during the event.
- 2) The Ojai Valley Woman's Club, at its sole discretion, may require a certain number of security officers for the event. Renter shall be responsible for procuring and paying for security officers.
- 3) The Ojai Valley Woman's Club must be secured by closing and locking all doors and windows. Renter will be held responsible if the clubhouse is left unsecured after event.

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D. SET-UP, CLEAN-UP, DECORATIONS

initial

- 1) Renter, caterers, bands, transportation of rental equipment and related individuals and activities will not be permitted access to the Clubhouse prior to or after the event time stated in the Rental Application. Renter shall be solely responsible for arranging vendor access to the Clubhouse.
- 2) Renter shall not prepare or decorate the Clubhouse prior to the event start time, unless Renter provides rental fees, deposits and insurance for the time of the preparation and/or decoration.
- 3) Renter shall not drive or permit to drive nails, hooks, tacks, screws, poles, stakes or other forms of fasteners into any part of the Clubhouse and shall not make or allow to be made any alterations of any kind therein. Renter shall not use duct tape, packaging tape, scotch tape or other strong adhesives. Painters tape may be safely used, but all traces must be removed at end of rental.
- 4) Renter shall be responsible for all clean-up of the Clubhouse, including adjacent grounds, at the end of the rental. Renter shall pick-up, bag and remove all trash generated by all activity in any way connected with its use of the Clubhouse, leaving the Clubhouse clean and free of all trash and litter. Trash may be disposed of in large locked trash bin located in parking lot by using the key hanging in the window above the kitchen sink. Renter to provide own trash bags.
- 5) Renter shall be responsible for returning all tables and chairs to their original positions.
- 6) Renter shall also leave all fixtures, in good working condition.
- 7) Renter shall not store any equipment or materials at the Clubhouse or adjoining property without the prior written approval of the Ojai Valley Woman's Club.
- 8) Renter is solely responsible for renter's equipment or property left in the building. The Ojai Valley Woman's Club is not responsible for lost or stolen items.
- 9) Renter shall be responsible for any and all damage to the Clubhouse and/or its contents during use. In the event damage occurs or excessive cleaning is necessary, Renter shall be charged for any and all janitorial and/or repair fees incurred by the Ojai Valley Woman's Club as a result.

E. EQUIPMENT & ACCESSORIES

initial

- 1) Renter shall not remove, relocate, or take the Ojai Valley Woman's Club property outside of the Clubhouse for any reason without the prior written approval of the Ojai Valley Woman's Club or their designee.
- 2) The piano located on the stage of the Clubhouse is not to be removed from the stage for any reason. Nor is it to be used for any purpose unless rented for an additional fee.

F. MISCELLANEOUS

initial

- 1) Renter shall not admit a larger number of individuals than can lawfully, safely, and freely move about the Clubhouse. The Clubhouse occupancy capacity is 300 people standing / 225 people seated.
- 2) Renter shall comply with all local, state and federal laws and regulations related to the use of the Clubhouse.
- 3) Renter shall cease all loud noise and amplified sound equipment by 10:00 pm out of respect for the residential neighbors and in accordance with the City of Ojai's Noise Ordinance.
- 4) Gambling of any kind is not permitted at the Clubhouse.
- 5) Smoking is not permitted within the Clubhouse or on Clubhouse grounds.
- 6) No animals are permitted at the Clubhouse, with the exception of guide dogs without the prior written approval of the Ojai Valley Woman's Club or their designee.

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- 7) Fires, open flames and/or candles are not permitted at the Clubhouse at anytime.
- 8) If the Renter violates any part of this agreement, the Ojai Valley Woman's Club, may refuse Renter further use of the Clubhouse and Renter shall forfeit a portion of or all of the rental fee and/or the deposit.
- 9) The Clubhouse premises must be vacated no later than 1:00 am following the event date.

G. CANCELATION POLICY

initial

- 1) A full refund of the security deposit will be issued if cancellation is received by the Ojai Valley Chamber of Commerce up to five business days prior to the event date.
- 2) A 50% refund of the security deposit will be issued if cancellation is received by the Ojai Valley Chamber of Commerce up to three business days prior to the event date.
- 3) The entire security deposit will be forfeited if cancellation is received by the Ojai Valley Chamber of Commerce after three business days prior to the event date.

H. INDEMNIFICATION AND INSURANCE

initial

- 1) Renter shall indemnify, defend, and hold harmless the Ojai Valley Woman's Club and the Ojai Valley Chamber of Commerce, their officers, employees, and agents from any and all losses, costs, expenses, claims, liabilities, actions, or damages, including liability for injuries to any person or persons or damage to property arising at any time during and /or arising out of or in any way connected with Renter's use of occupancy of the Clubhouse and adjoining property.
- 2) Renter shall procure, and maintain general liability insurance against any and all losses, costs, expenses, claims, liabilities, actions or damages, including liability for injuries to any person or persons or damage to property arising at any time during and/or arising out of or in any way connected with Renter's use or occupancy of the Ojai Valley Woman's Club, Clubhouse, facilities and adjoining property in the amount of \$1,000,000 (one million dollars) per occurrence. Such insurance shall name the Ojai Valley Woman's Club and the Ojai Valley Chamber of Commerce, their officers, employees, and agents as additional insured prior to the rental date of the Clubhouse. Renter shall file certificates of such insurance with the Ojai Valley Chamber of Commerce which shall be endorsed to provide thirty (30) days notice to the Ojai Valley Chamber of Commerce of cancellation or any change of coverage or limits. If a copy of the insurance certificate is not on file prior to the event, the Ojai Valley Woman's Club, or their designee, may deny access to the Clubhouse.

I am an authorized agent of the organization submitting this agreement. The information provided in this agreement is true and correct. I have read, initialed and understand this agreement and agree to all of the aforementioned rules, regulations, and conditions of use.

Signature

Print Name

Date