

The Pavilion at Redwood Estates
Rental Policies and Procedures Agreement (Non-Resident)

1. Complete application (see below)
2. Read and sign Policy & Procedures – Sign “Application page 2”
3. Liability insurance – Secure a minimum of \$1,000,000, naming R.E.S.A. as additionally insured, including liquor liability – absolutely no sales of alcohol permitted.
4. Security deposit - \$1000.00 (to be refunded 2 weeks after event). Security deposit is due at time of reservation.
5. Rental fee - \$3500.00 due 45 days prior to event. Rental fee includes:
 - The Pavilion and grounds
 - 17 – 6 ft. X 30” rectangle tables
 - 3 – 4 ft. X 24” rectangle tables
 - 150 brown resin folding chairs (interior use only)
 - 150 white plastic folding chairs
 - A/V entertainment package:
 - HD projector, 110” HD screen, 5 channel surround sound with HDMI interface, Apple TV, Google Chromecast, PS-3, DVD player, and wireless microphone.
 - Barbeque pit
 - Professional cleaning: before and after event.
 - See “Pavilion Attendant Walk Through” for the removal of trash and recyclables you are responsible for placing in appropriate containers located within the redwood trash enclosure (located outside the building) after your event.

You can mail completed documents to: R.E.S.A., P.O. Box 591, Redwood Estates CA, 95044, or fax to 408-353-5107, or email to resaservice@comcast.net or drop off completed paperwork at the R.E.S.A. office’s locked mailbox located at 21450 Madrone Drive, Los Gatos, CA 95033 if the office should be closed.

Please feel free to call me with any additional questions at 408-353-1866.

Mona Raby, Office Manager
Redwood Estates Services Association
P.O. Box 591
Redwood Estates, CA 95044

The Pavilion
21450 Madrone Drive
Los Gatos, CA 95033
408-353-1866

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21450 Madrone Drive, Los Gatos, CA 95033
408-353-1866 phone
408-353-5107 fax
Resaservice@comcast.net
www.redwoodestates.net

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The Pavilion at Redwood Estates is owned and operated by the Redwood Estates Services Association (RESA) a California 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 Check list (condition of building, trash emptied, tables and chairs accounted for).

Events may not be “for profit.”

Proof of liability insurance is required.

GENERAL INFORMATION / RESERVATIONS

- A. All reservations are made on a first come first served basis.
- B. Facility / Grounds rental hours of operation are:
 - a. Sunday - Thursday 8:00 am to 5:00 pm.
 - b. Friday and Saturday 8:00 am to 10:00 pm.
- C. Forms for reservations must be completed in person and filed at the RESA office. All applicants must complete an Application Form and sign the Policies and Procedures.
- D. The Security Deposit (\$1000.00) must be paid at the time application is made.
- E. Rental fees of \$3500.00 are due 45 days in advance of the event. Failure to pay at 45 days will void the reservation, and RESA reserves the right to retain any deposits on file.
- E. Reservations may be made up to 1 year in advance of the event. Reservations will not be accepted within two weeks of an event without RESA representative approval.
- F. The services of a Certified Pavilion Attendant are required by RESA. RESA will secure an attendant for you.
- G. Any event found to be misrepresented in the Rental Agreement will be immediately terminated and the deposit forfeited.

USE REGULATION

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 rules, regulations, ordinances, or laws will be sufficient reason for terminating the permit or event.

THE PAVILION ATTENDANT HAS 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 homeowners' 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 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 dashboard provided by RESA.

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

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.

Rules that must be followed include:

1. No amplified music indoors after 9:00 pm.
2. No amplified music outdoors after 5:00 pm.
3. ***The security deposit will be forfeited if music continues after the above specified times.***
4. All decorations must be flameproof or fire retardant.

5. All decorations must be applied with blue masking tape. The use of cellophane adhesive tape, nails, staples, screws, etc., is not permitted. All tape must be removed from all surfaces at the conclusion of the event.
6. Decorations may not be hung from light fixtures, ceiling, smoke detectors, fire sprinkler heads, emergency light fixtures, etc.
7. Smoking is not allowed within the facility.
8. Smoking is only permitted in the parking lots.
9. Absolutely no open flames are allowed, except in the fireplace. Only Presto type logs can be used in the fireplace.
10. All plants must be in waterproof containers. Floor containers must be carefully placed so as not to damage the floor or block the exits.
11. No foreign substances may be applied to the floor.
12. No rice, birdseed, or hay is permitted inside the building. Rice is not permitted anywhere on the premises.
13. Relocation or rearrangement of equipment is not permitted.
14. Nothing can be adhered to the windows as they have a solar shield applied to them.
15. Trash and recycling receptacles must be emptied upon closing.
16. Rental items* (additional chairs, tables, dinner ware, linens, tents) must be picked up the evening of the event, unless prior arrangements are made with RESA.

*Tables and Chairs: The Pavilion does have a limited amount 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.

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. Applicant will be charged the costs of repairing / replacing the facility and or equipment, if damaged.

Other Regulations:

- A. No illegal drugs are allowed on the property.
- B. No weapons are allowed on the property.
- C. Users may not restrict membership on the basis of race, religion, sexual preference, or place of national origin.
- D. No damaging footwear, roller blades, or skates are allowed in the Pavilion.
- E. The Pavilion Attendant or duly authorized R.E.S.A representative shall have the right to enter the facility at all times during any and all occupancies.
- F. Use of the Pavilion under any of the categories above is limited to the Pavilion hall, kitchen area, bathrooms, deck, and grounds.

Loss of Use: Any group or person renting the Pavilion who violates the policies and procedures above will lose their right to future Pavilion use.

Note: Security cameras operate 24 hours a day 7 days a week in and around the Pavilion.

Rev. January 2, 2018

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: _____

Date: _____

Florist: _____ phone: _____

Other: _____ phone: _____

DEPOSITS

Security \$ 1000.00

Amount Received: \$ _____

Date: _____

By: _____

Check No.: _____

Cash: _____ Visa: _____

Date Returned: _____

Amount Returned: \$ _____

Check No.: _____

By: _____

RENTAL FEE

Event Fee: \$ 3500.00

No. of Hours: _____

Total Due: \$ _____

Amount Received: \$ _____

Date: _____

By: _____

Check No.: _____

Cash: _____

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 trash enclosure outside the building within the reserved time. **Renter will forfeit Security Deposit if 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 2 weeks after the event.

| Description: | Before Event | After Event |
|--|---------------------|--------------------|
| Tables: Plastic 6' X 30" rectangle 17ea (placed in closet) | _____ | _____ |
| Tables: Plastic 4' X 24" rectangle 17ea (placed in closet) | _____ | _____ |
| *Chairs: Brown resin 150ea. for interior use only stacked | _____ | _____ |
| Chairs: White folding 150 ea. stacked | _____ | _____ |
| Windows locked shut | _____ | _____ |
| Tend to fireplace as needed | _____ | _____ |
| All decorations removed | _____ | _____ |
| Floors swept | _____ | _____ |
| Bathrooms satisfactory | _____ | _____ |
| Air Conditioner / Heating unit (main hall & hallway) off | _____ | _____ |
| Deck/Barbecue 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 trashcans/recyclables emptied in outside containers | _____ | _____ |
| Lights off (deck, rear walkway outside lights) | _____ | _____ |
| A/V system (screen, remote, projector, mic., speakers) | _____ | _____ |
| Lock and close all doors | _____ | _____ |
| Rented Items – see additional list | _____ | _____ |
| Time in/out | _____ | _____ |
| Reminder: remove all directional/advertisement signs | _____ | _____ |

Please list any unsatisfactory conditions below:

* A cleaning fee of \$10 per brown folding resin chair may be imposed if chairs were used outside the Pavilion.

Rev. January 2, 2018

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 |
|---------|-----------|------|