



Los Alamos Valley Men's Club
 429 Leslie Street
 P.O. Box 13
 Los Alamos, CA 93440
 lavmc.org
 Clubhouse: 805.344.3500

Thank you for your interest in renting our Clubhouse. Please read this application and the "One-Day Rental Agreement". If agreeable, please sign and return 1 copy of each, with a refundable deposit of \$850, and evidence of insurance and of a security contract. The rent balance of \$950 is due 3 weeks before your occupancy.

ONE-DAY RENTAL APPLICATION

Name _____ Email _____

Address: _____ Phone _____

CA Driver License# or ID Card# _____ Other ID _____ Over 21? _____

Alternate Contact phone _____ Start Time: _____ End Time _____

Music/Noise must stop by 11:00 pm on Friday and Saturday nights. Other nights 10pm.

Type of Event _____ Date _____ Number of Guests _____

Dance? _____ Liquor? _____ Liquor sales? _____ ABC Permit # _____

_____ \$850 Refundable Deposit _____ \$950 Rental Fee (due 3 weeks before)

_____ Security Contract _____ Insurance coverage

Mail payments, signed Application, Agreement, security contract & insurance contract to:
 Los Alamos Valley Men's Club
 Attention: Steward/Clubhouse Rentals
 P.O. Box 13
 Los Alamos, CA 93440

LOS ALAMOS VALLEY MEN'S CLUB
(LAVMC)
ONE-PAY RENTAL AGREEMENT

This AGREEMENT is made on _____ between the Los Alamos Valley Men's Club (Owner) and the Tenant indicated below. Tenant desires to use the described Premises and Owner hereby authorizes Tenant to use the Premises for a specified Event under the following express terms and conditions. In the event Owner observes a violation of law, or a threat to the participants or the Community, or a breach of this contract, Owner reserves the right to modify or terminate this Agreement, and/or **close down** the Event.

1. **Owner & Premises:** LAVMC, 805-344-3500 429 Leslie Street, Los Alamos, CA 93440

2. **Tenant:** Name _____ Phone _____

Mailing Address: _____ Email: _____

3. **Term & Use.** Owner hereby grants to Tenant, on the terms and conditions contained herein, the non-exclusive use of portions of the Premises consisting of the Dance Floor, Restrooms, Kitchen, Courtyard and Outdoor BBQ area. Hours of usage and date on (date) _____ from _____ to _____. Event _____. # of guests _____
This Agreement may be revoked if the intended use is misrepresented. **If premises are not vacated by the above agreed upon time, the Security Deposit (or portion) may be retained.**

4. **Fees for Use.** Tenant agrees that the Rental Fee covers only the use of the Dance Hall, Restrooms, Kitchen, Courtyard and Outdoor BBQ Area. The parking lot is included for parking cars only. Included are indoor portable tables and chairs for seating up to 180 guests.

5. **Payment Terms.** The application, proof of security and insurance, security deposit and full payment are **required prior to use** under this Agreement. Payments can be made by Check, Cash or Money Order. Make checks payable **Los Alamos Valley Men's Club**. Tenant is not entitled to interest on any portion of the security deposit. All submittals, including the application and proof of Security Contract, become property of the Owner and shall not be returned.

6. **Assignment or Sublease.** Tenant may not transfer this Agreement or any rights hereunder to any third party. Tenant may not assign, sublet or share the whole or any part of the Premises without prior consent of the Owners.

7. **Rental Fee. Rental Fee is due 3 weeks prior to the event.** For short-notice events booked less than 3 weeks prior to the event, the Rental Fee is due at the time of booking.

8. **Security Deposit. A Security Deposit of \$850 is due at the time that the tenant books the Premises. The facility is not considered reserved until the Security Deposit is received.** The Security Deposit is refundable upon compliance with all terms and conditions of this Agreement. Tenant is responsible for a walk-through inspection at the beginning and end of this tenancy. The Premises must be cleaned and repaired immediately upon the end of use unless other arrangements are made with Owner. The Tenant acknowledges responsibility for any loss or damage done by Tenant or any of Tenant's guests or agents, employees, contractors, or vendors. Both inside and outside areas must be left as they were found (or better) for the full amount of the security deposit to be refunded. The Security Deposit shall be applied toward reimbursement for any cost incurred, including but not limited to clean up and damage repair. **Security Deposit may also be charged for non-compliance with noise restrictions and \$100 for loss of key.**

A refund check in the amount of the Security Deposit minus any deductions will be mailed to the Tenant's stated address within 21 days following the premises use. In the event any deductions are made, the Tenant will be furnished with a statement detailing amounts withheld. Tenant will be billed for any damage not covered by the Security Deposit.

9. Smoking. Smoking is prohibited inside the building and in the doorways. All cigarette butts and other evidence of smoking must be discarded and cleaned up by the end of the event.

10. Alcohol. Tenant agrees to ensure that alcohol consumed upon the Premises during the term of this Agreement is done in full compliance with all local, county, state and federal laws and regulations. If alcoholic beverages are to be sold during Tenant's use of the premises, Tenant must obtain a license from the Department of Alcoholic Beverage Control. The liquor license must be presented to the Owner at least 3 weeks before Tenant's use of the Premises. **In addition to any sanctions or penalties otherwise imposed by local law enforcement, consumption of alcohol on the premises by minors will result in forfeiture of the security deposit, plus liability for any damages suffered by Owner as a result thereof.**

11. Security. To enforce laws and regulations regarding the use of alcoholic beverages, noise containment and all other governing rules, Tenant agrees to employ security personnel from a licensed, insured and certified company pre-approved by the Owner. Tenant agrees to instruct guests to adhere to directions given by security personnel. The Tenant must provide the Owner with proof of security no later than 21 days prior to the reservation date. Tenant will ensure that security personnel will stay until all guests have left the premises.

Security personnel required are:

Under 50 Guests -1 Security Guard; 151 to 100 Guests - 2 Security Guards;
101 to150 Guests - 3 Security Guards; 151 to 200 Guests - 4 Security Guards.

12. Decorations. Use of tape is **NOT** allowed to attach decorations to the walls or tables. Thumbtacks or staples may be used on the white part of the walls. Please do not attach anything to the dark part of the walls. Decorations may not be hung from the ceiling. Removal of all evidence of decorations is required before refund of the security deposit.

13. Pets/Animals. Pets/Animals are not permitted on the Premises without express written consent from the Owner in advance of your event.

14. Cancellation Fee. If the reservation is cancelled 30 days or more prior to rental, \$250 of security deposit will be retained. No refund shall be granted with less than 30 days notice.

15. Manner of Conducting Event Tenant hereby agrees to carry out the event in a careful, lawful and orderly manner, without disturbance to the public and adjoining homeowners, and so as not to damage the Premises. No Loitering or drinking outside of the Club is allowed. Young children must be under direct supervision and control of an adult 18 years of age or older. Tenant acknowledges that a fee may be levied if complaints are received by Owner. Tenant shall not obstruct any public rights of way. The Club Building Steward, President or any authorized LAVMC member reserves the right to enter the Premises during your rental period to ensure compliance with these rules. **Music and noise must stop by 11:00 on Friday and Saturday nights; 10:00 other nights. Security Deposit may be retained if music/noise continues past these times.**

16. Tables and Chairs. Please do not drag tables or chairs across the floor! Tables and chairs must be carried to prevent scratching the floor. Do not allow guests to sit or stand on tables. Following your event all tables and chairs must be **cleaned and put away**. The tan plastic tables belong on the rolling cart. The chairs are to be put on the carts provided. Table covers must be used. Any additional furnishings required by the Tenant are the responsibility of the Tenant.

Arrangements must be made at least 14 days prior to your event to assure an appointment time for drop off and pick up of any additional furnishings. The LAVMC will not be held responsible for damages to outside furnishings. Any personal property is the responsibility of the Tenant.

17. Floors. No drinks on dance floor. Do not use any wax, sawdust, tape or soap of any kind on the floors. Floors are to be spot mopped immediately upon any spillage during your event for safety reasons. **Wood floor is to be swept, then mopped with water only.**

18. Chewing Gum. Tenant will be billed for removal of any chewing gum anywhere.

19. Kitchen. The use of the kitchen is included in your rental fee. Clearly notify the Steward if the kitchen will be needed for the event. Yes ___ No ___ Appliances include 2 electric stoves and two ovens, and a large refrigerator. No freezer is available. Do not leave anything on top of the stove, including cutting boards. The steam table is available and inserts are to be provided by the Tenant. The LAVMC does not supply any supplies or cooking utensils, dishes, silverware or paper products, other than those needed for sanitation.

20. Trash and Cleanup. Tenant acknowledges that all deliveries, setup, cleanup and removals must be completed within the term of this Agreement unless other arrangements have been made. The Tenant shall remove all trash and unwanted decorations to the dumpster at the parking lot side of the building. If your event generates more trash than will fit into the trash bin with the lids closed, you will be responsible to haul away the excess. Trash cans are provided for use in transporting trash to the dumpster. All trash must be picked up from both inside and outside all Premise areas, including but not limited to: cigarette butts, bottle caps, candy, gum and wrappers. No trash is to be placed in the BBQ pit areas.

21. Utilities/Closing. Turn off all water faucets, lights & fans. Close and lock all windows securely. Turn off the heat if you have turned it on. A \$50 fee will be collected if the heat or lights are left on! Do not turn off lights using the breaker box.

22. Disclaimer and Acknowledgement. The Los Alamos Valley Men’s Club is not responsible for any illegal activities. Such will void this Agreement. Tenant must be on the premises during hours of use. It is understood and agreed that the Tenant assumes all risk for loss, damage, liability, injury, cost or expense that may arise during or be caused by the use of the facility.

23. Insurance & Hold Harmless. Tenant agrees to purchase a one-day liability insurance policy naming LAVMC as an additional insured. Tenant also agrees to save and hold harmless The Los Alamos Valley Men’s Club from any loss, claims or liability for damages or injuries to persons or property that in any way may be caused by the Tenant’s use of the facility.

24. Certification. Tenant(s) hereby acknowledge that they have read this Agreement and certify that all completed statements of the Tenant herein, and on the application form are accurate and true. Tenant hereby agrees to assume personal responsibility for any damages to the building, grounds, furniture or equipment occurring during the above listed occupancy. Signature of Tenant signifies certification that all information given is true and correct and Tenant understands that any misstatements or omissions of information may cause forfeiture of deposits.

Signature - Tenant _____ Date _____

Signature - LAVMC _____ Date _____

Hall Cleanup Guidelines

1. Portable tables must be thoroughly cleaned and placed on table carts: 10 - 8 ft tables and 2 - 6ft tables on each cart.
2. Chairs must be thoroughly cleaned and placed on carts in the cart garage. Fill carts completely and put extra chairs in storage area next to the stage. Do not stack on top of carts.
3. Wood floor in dance hall must be swept then mopped with **WATER ONLY**.
4. Restrooms must be thoroughly cleaned, including all fixtures.
5. Empty all trash (including from restrooms) into dumpster next to the parking lot.
6. Kitchen area must be cleaned; stove and counter tops wiped down; and floors mopped
7. Outside areas must be cleaned of all debris **including but not limited to cigarette butts, bottle caps, candy wrappers, gum, etc.** You are responsible for cleaning up parking areas, front of clubhouse and any other areas your guests use in the surrounding neighborhood.
8. Remove all decorations. Use only tacks to attach decorations. No tape of any kind is to be used. **Do not attach any decorations to the ceiling.**
9. Close and securely lock all windows.
10. Turn off heat, lights and fans.
11. Lock all doors securely.
12. Contact the Building Steward immediately if any problems are noticed.

Any additional clean up necessary after the time you vacate the Premises will be billed at \$100/hour and this amount will be retained from your security deposit.

Please be sure to allocate enough time at the end of your event to clean up thoroughly within the time listed on your rental license. Additionally, you will be charged accordingly for failure to comply with any other items listed here as well as any damage. The undersigned hereby acknowledges that they have read and understand the cleanup instructions and are aware that they are responsible for making sure cleanup is completed on the Premises.

Tenant _____ Date _____