



Saturday Afternoon Clubhouse

Rental Contract

Venue Address: 107 South Oak St. Ukiah, CA 95482

Mailing Address: PO Box 157 Ukiah, CA 95482

We thank you for your business and ask that if necessary, contact us as follows.

*Tel: (707) 380-6570-Rocio Ortega or
(707) 367-4454 Carlos Ortega
Email: Rocio@sacukiah.com*



Event Rental Contract Terms and Conditions

We are honored that you have selected The Saturday Afternoon Clubhouse to host your event. Our experienced, in-kind, support services are offered so to facilitate a successful event.

The date for this reservation will be confirmed upon receipt of the Rental Fee, Non-Refundable Cleaning fee, and upon signing of this Contract.

Optional Cleaning Fee and Sound and or Lighting system fee (if applicable) must be paid in CASH upon booking your event.

The Security/Damage Deposit (must be paid in CASH), Evidence of Security Guard contract (if applicable) and renters Liability Insurance must be provided no later than two weeks prior to your event.

🍏 INITIALS: _____

- Events Cancelled within 45 days prior to the scheduled event shall forfeit 100% of rental fee. Events Cancelled prior to 45 days shall forfeit 50% of rental fee.

🍏 INITIALS: _____

- This Rental Contract is made pursuant to the laws of the State of California and any legal dispute(s) shall be exclusively litigated in Mendocino County, California.

I (and the organization that I represent noted above) have read, do fully understand and completely agree with all of the Terms and Conditions outlined in the *Event Rental Contract Terms and Conditions.*

SIGNATURE: _____ DATE: _____

Saturday Afternoon Clubhouse



RELEASE OF LIABILITY:

- **Renter and/or any Authorized Representative of the Organization do hereby agree(s) to release, indemnify and hold harmless Rocío Ortega and Carlos Ortega, the Landlord, any / all of the agents, subsidiaries, directors, officers, employees of the same and/or Saturday Afternoon Clubhouse Building from any/all actions, liabilities, causes, claims, demands, damages, legal proceedings or attorneys' fees; (a) including but not limited to those arising out of or resulting from the death or bodily injury of any persons(s), (b) and/or for any/all actions, liabilities, causes, claims demands, damages, legal proceedings or attorneys' fees made by any/all parties) against Rocío Ortega and or Carlos Ortega the Landlord, or any/all of the agents of, subsidiaries, directors, officers, employees of the same and/or Saturday Afternoon Clubhouse Building arising out of or related to the Renter's use of or inability to use, any/all services of, and/or the occupancy of the Facility/Premises covered in this Rental Agreement, (c) and/or the damage, loss, theft, or destruction of the Renter, Organization, or any/all guest (s) that may be on or in the Saturday Afternoon Clubhouse Building.**

I have read, fully understand and completely agree with the terms of the Release of Liability.

SIGNATURE: _____ DATE: _____



Insurance and Licensing Responsibilities

- Renter shall maintain in full force and effect, at its own cost and expense, a general liability insurance policy in the amount not less than \$1,000,000 (One Million Dollars), single limit per occurrence, issued by an issuer as defined by the California Insurance Code.
- The Certificate of Liability Insurance indicating complete and accurate coverage must be received, approved, and on file no later than **two weeks prior to the date of the event**. Failure to do so may result in the cancellation of the event where scheduled event shall forfeit **100 % of rental fee**.
 - All Certificates must state “Rocío Ortega, Carlos Ortega and the Saturday Afternoon Clubhouse, located at 107 S. Oak St. Ukiah, California are named as additional insured for the entire rental period.
 - In the event that **more than 150 guests** are expected, the Landlord **will require** the renter at his or her own expense to hire a professional Security Guard Service where the service provider would also provide Teem Insurance and Financial Services, Inc. the event contract naming Teem Insurance and Financial Services, Inc. 345 N. State St. Ukiah CA 95482 as additional insured party on said contract no later than **two weeks prior to the event**. Failure to hire a professional Security Guard Service or if more than 150 persons are on facility premises during your event without security Guard Services may and or result in the cancellation of the event and or renters shall forfeit **100 % of Security/Damage deposit**.
- For a private party where the Renter intends to serve beer/ wine the endorsement of
 - “Host Liquor” must be stated on the Certificate of Liability Insurance.
 - 🍏 INITIALS: _____ N/A: _____
- For public events where the Renter intends to serve and or sell beer / wine the endorsement of “Liquor Liability” must be stated on the Certificate of Liability Insurance.
 - 🍏 INITIALS: _____ N/A: _____
- For public event where the Renter intends to serve and or sell beer/ wine an ABC License issued by the Alcohol Beverage Control of the State of California must be properly obtained and prominently posted on the Premises.
 - 🍏 INITIALS: _____ N/A: _____
- In the event that the Renter fails to properly obtain the mandatory (for public events) ABC License Renter agrees to abstain from serving or and selling alcohol.

I have read, fully understand and completely agree with the terms of Insurance and Licensing Responsibilities.

Signature: _____

Date: _____

Saturday Afternoon Clubhouse



House Rules

- **No underage drinking.**
- **Beer and Wine only. No distilled alcohol, hard liquor, or spirits.**
- **No glass beer bottles or open outside glass container(s), no outside glass beverage containers.**
- **No smoking on Premises. No candles or flames. No propane tanks inside Facility.**
- **Occupancy of the Facility/Premises at any one time is not to exceed 150 guests unless a licensed and professional security guard service is present.**
- **Band and DJ equipment must load in through back door ONLY and remain on stage.**
- **Any and all tables, chairs, furnishing brought into Facility must have rubber feet.**
- **“Painter’s Tape” (blue/green) is the only allowable tape, no pushpins, tacks, nails, staples etc.**
- **Coolers, ice chests, wine boxes/stands, kegs, anything with water or liquid must remain in kitchen.**
- **No moving of the bar or closing of overhead doors without permission.**
- **No balloons attached to overhead fans. No free floating balloons. No confetti.**
- **Music must be off by 10:00pm (Clean up by 11:59pm)**
- **Facility/Premises must be vacated by 11:59pm unless otherwise pre-arranged.**
- **Renter agrees to abide by all of the laws and/or regulations of the City of Ukiah, County of Mendocino and the State of California, with respect to the use of the Facility/Premises.**
- **Landlord and/or Landlord Agent(s) shall have and retain the right, at any time during the rental period, to enter the Facility/Premises in order to observe and assure that the Renter is acting in full compliance regarding any/all of the provision(s) of the House Rules and/or that the Terms and Conditions of the Event Rental Contract is/are met.**
- **The Landlord/Landlord Agent(s) retain(s) the right, at any time during the rental period, to terminate any event, due to any/all unlawful actions, or any/all unsafe conditions or any and all violations(s) pertaining to the clearly defined House Rules.**



I have read, fully understand and completely agree with terms of the House Rules. Signature: _____

REFUNDABLE DAMAGE/SECURITY DEPOSIT:

- All or part of the Damage/Security Deposit shall be retained, to the extent necessary, determined by the Landlord or Land Agent, if any one or more of the following conditions occur:
- House Rules: Failure to comply with any and all House Rules.
- Damage:
 - (A) To any part of the Facility/premises, either inside or outside, including, and not limited to the sound/lighting equipment, windows, furniture, appliances, stage and floors OR
 - (B) Any damage to walls caused by any types, nails, tacks, staples or glue-like products. All such products are strictly prohibited OR
 - (C) To plumbing caused by disposal of any item down sink(s) and or toilet (s) drain(s) that results in the need to hire a plumber to restore proper functions.
- Noise Violations: All amplified music, and all functions noise must be within tolerable levels as stated by the City of Ukiah Noise Ordinance, additionally renter must promptly act on noise violation warning if given by the Landlord or Agent.
- Police Response: The security/damage deposit, in full, will be retained in the event that the Ukiah Police are summoned and respond to any unlawful activities or nuisance complaints.
- Improper cleanup (the facility is not left in the condition it was prior to event. (See Cleaning Responsibilities) [i.e. trash left behind, not swept or moped, tables, chairs not placed in designated area, food items in refrigerators, etc.]: will be assessed at \$ 40 per hour and retained from Security Deposit.

I have read, fully understand and completely agree with the terms of the Refundable Damage / Security / Deposit Terms.

Signature: _____ Date: _____

CLEANING RESPONSIBILITIES

- Renter shall clean and return the Facility/ Premises to “as rented” conditions by adhering to the following outlined responsibilities.

Note: An optional non-refundable cleaning fee, in lieu of the clearly defined clean up responsibilities, is available.

Otherwise you are expected to clean as follows:

- 🍏 Wipe all spills from the chairs and properly store in the assigned location.
- 🍏 Wipe tables and properly store at the assigned location.
- 🍏 Sweep and spot mop all spills from the hardwood floor.
- 🍏 Sweep and mop the kitchen and restroom floors.
- 🍏 Sweep and mop the stage, hallways and front porch.
- 🍏 Wipe down all counters, sinks, refrigerators and stove.
- 🍏 Remove any / all event trash from the exterior perimeter, including cigarette butts, no smoking with in 20ft from facility entrance or exits.
- 🍏 Remove all left over food, garbage and recycling from the Facility / Premises.

I have read, fully understand and completely agree with the terms of the Cleaning Responsibilities.

Signature: _____ Date: _____

