

RENTAL CONTRACT

POLICIES AND REGULATIONS

**FOR RENTAL OF
THE ALPINE CLUB**

2025

1830 Alpine Boulevard

Alpine, CA 91901

(619) 445-7330

Ext 100

www.alpinecommunitycenter.com

THIS DOCUMENT MUST BE SIGNED AND RETURNED BEFORE YOUR EVENT

RESERVATIONS

1. Based on space availability, a non-refundable deposit for the room rental is required to hold your reservation. The deposit is held separately, is not applied to your final invoice.
2. We reserve the right to refuse service and facility use to any group at any time.
3. The balance of all fees is to be paid no less than fourteen (14) days in advance of the event date. If the fees are not paid at this time, the group's reservation (s) may be cancelled.
4. Reservations shall not imply or constitute proprietary rights or benefits for any applicant.

CANCELLATION POLICY

The deposit is forfeit if event is canceled. If full payment is made the event must be canceled more than 30 days prior to the event date to receive the full refund minus the deposit amount.

SET UP TIME

For events of 4+ hours The Alpine Club provides a two-hour set-up prior to your event and 1 hour at \$50 per hour to break down after your event. For events 4 hours and less you may have ½ hour before for set up and ½ hour after at \$50 per hour. We may allow extra setup time depending on availability at \$50 per hour.

COMMUNITY CENTER ATTENDANT

A staff member will always be present when the building is in use. An additional charge may occur if a staff member is required to remain after designated hours of the event. This Attendant is available to answer procedural questions, explain equipment use and monitor the event and general facility. Directions given by The Alpine Club staff member(s) must be followed and adhered to.

MINORS

For the Safety of Minors The Alpine Club STRICTLY ENFORCES the following Regulation: All minors under the age of 18 shall be supervised at all times during your Event. Groups composed of minors (Under 18 Years of Age) shall be supervised by no less than four (4) adults (must be 21 years of age or older), per each twenty-five minors (25) while using TAC. The application for use of the facility must be made by an adult who will be responsible for the activity.

Minors are defined as those under the age of 18, except in the case where alcohol is served. Minors are then defined as those under the age of 21 years old. Under no circumstances should children be left unattended or unsupervised during your event. The Alpine Club reserves the right to terminate your event, if the safety of unsupervised minors is in question.

REGULATIONS CONCERNING THE USE OF ALCOHOL

All clients must comply with all State Laws, County Policies and Alcoholic Beverage Control, (A.B.C) regulations. Failure to comply will result in the immediate revocation of permission to use alcohol; possible termination of the event; and forfeiture of deposits and/or room fees.

1. Alcohol refers to any beverage that contains any amount of alcohol. If money is exchanging hands and alcohol is sold on The Alpine Club premises, a liquor license must be obtained.
2. **Alcohol should not be served to minors under the age of 21.** The Renter's failure to comply with, monitor and enforce this law is grounds for terminating the activity and forfeiting the refundable deposits and all the room fees that have been paid.
3. Serving refreshments containing alcohol is prohibited unless dispensed by an approved TAC employee/bartender. A.B.C regulations are to be strictly enforced by the bartender. Alcoholic beverages are not to be consumed outside the rented area.
4. Alcohol may only be served during the hours stipulated in the Rental Agreement and only by a designated server appointed by The Alpine Club.
5. The Alpine Club does not allow open bottles of alcohol on dining tables. All alcohol must be served by an approved A.B.C Bartender.

GUIDELINES FOR REQUIRING SECURITY

1. **Staff Attendants:** The Alpine Club may require that you obtain additional staff personnel subject to approval of The Alpine Club. All fees for this service will be paid for the Renter.
2. **Request for Staff Attendant:** Events requiring staff attendants may include, but are not limited to, events which include the following: Youth Events; Wedding Receptions; Bands (Live Music); Use of special equipment, events held indoors and outdoors, displays, large groups, night events, valuable property.

KITCHEN USEIs Prohibited. The kitchen can only be used by The Alpine Club staff. If room is available The Alpine Club staff will store items in the refrigerator and freezer for the dinner.

FOOD / CATERING

Outside catering must be approved by The Alpine Club. No kitchen access, No open flame or barbecue pits. All cooking must be done off site unless approved by The Alpine Club.

DECORATING GUIDELINES FOR THE INTERIOR OF THE ALPINE CLUB

1. All decorating is to be done by renter or hired service.
2. Decorations may consist of balloon bouquets, floral arrangements, freestanding arches, Easels, or tabletop displays. Balloons must be anchored to individual tables.
3. No decorations are to be hung, taped, tacked or nailed to any walls, ceilings or fixtures. No free-floating balloons are permitted because of lights and air vents. No streamers allowed. Do not use tape or any confetti, adhesive materials on the walls. Helium balloons may be used, but only if weighed down, balloons should not be tied to the back of chairs.
4. Staff Reserves the right to request the removal of any decorations which may be considered a fire or safety hazard, or which may be damaging to equipment or facility. No Sparklers, No Fog machines are allowed.
5. No confetti, (foil or glitter), no hay or rice will be permitted inside the facility. Confetti is not to be thrown or scattered on the tabletops as decoration. Foil confetti cannot be vacuumed up. Birdseed and bubbles may be used only outside.
6. Break down and clean up of decorations, center pieces, balloons and floral arrangements must be completed by the Renter IMMEDIATELY following the event, during the allotted time.
7. Per The Alpine Fire Department Regulations, battery operated candles, hurricane chimneys or floating candles are acceptable. The flame must be contained within a container, Example, votive. We do not allow free standing candles, where the flame is exposed. All candles must be pre-approved by The Alpine Club.
8. Staff reserves the right to extinguish or deny any open flames prior to or during the event, which they feel are unsafe, improperly located or which may cause harm or damage to occupants or facility.

DANCE FLOOR

If guests will be dancing at your event, you are required to rent a dance floor.

COVID MANDATES

It is the responsibility of the renter to ensure their event follows all government mandates concerning COVID19.

VEHICLE PARKING

Parking of vehicles is allowed in marked or authorized parking areas only. Parking on the lawn is prohibited.

SMOKING

The Alpine Club is a non-smoking facility. There are designated areas located around the outside perimeter.

INSURANCE REQUIREMENTS

For events including alcohol, dancing or 200 + people require the renter to procure insurance and maintain for the duration of The Alpine Club facilities. User Insurance against claims for injuries to persons or damages to property which may arise from or connection with such use. The Cost of such insurance shall be paid by the Renter.

The Alpine Club
HOLDS HARMLESS/INDEMNIFICATION AGREEMENT

Applicant Represents and Agrees to As Follows:

1. Applicant has received, reviewed and fully understands the Policies and Regulations for the use of the Facility. Applicant and all members of Applicant's group or organization shall abide by all the Policies and regulations.
2. Applicant has inspected The Alpine Club property or premises proposed for use and determined that they are in a safe and appropriate condition for the activities planned. Applicants and all members of Applicant's group or organization hereby ensure that said property or premises are kept and operated in a safe and appropriate condition.
3. The Applicant expressly understands and agrees that The Alpine Club, its Officers, Employees, Agents and Invitees will not be liable for any injury to any person or damage to any property resulting from the activities of Applicant or Applicant's group or organization conducted on or about the property or premises of The Alpine Club.
4. Applicant is expressly authorized to bind each and all members of applicant's group or organization.
5. By signing this Document, I hereby agree to abide by all requirements outlined in The Alpine Club Policies and requirements.

SIGNATURE: _____ **DATE:** _____

PRINT FULL NAME: _____

THIS IS A CONTRACT MUST BE SIGNED AND RETURNED PRIOR TO YOUR EVENT

