

# RENTAL CONTRACT

**POLICIES AND REGULATIONS  
FOR RENTAL OF  
THE ALPINE COMMUNITY CENTER**

## 2026

1830 Alpine Boulevard

Alpine, CA 91901

(619) 445-7330

Ext 100

[TheAlpineClub.org](http://TheAlpineClub.org)

**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 ACC 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**

An ACC Staff Member will always be present when the building is in use. An additional charge may accrue an if an ACC 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 ACC Attendant must be followed and adhered to.

## **MINORS**

### **For the Safety of Minors The Alpine Community Center 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 the ACC. 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 ACC 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 ACC 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, 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 Alpine Community Center employee/bartender. ABC 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 ACC.
5. The ACC does not allow open bottles of alcohol on dining tables. All alcohol must be served by an approved A BCC Bartender.

## **GUIDELINES FOR REQUIRING SECURITY**

1. **Staff Attendants:** ACC may require that you obtain additional staff personnel subject to approval of the ACC. 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 USE**Is Prohibited. The kitchen can only be used by ACC staff. If room is available the ACC staff will store items in the refrigerator an freezer for the dinner.

### **FOOD / CATERING**

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

### **DECORATING GUIDELINES FOR THE INTERIOR OF THE ACC**

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 Sincerely, 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 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 ACC.
8. Staff reserve 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 ACC 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 and maintain for the duration of the ACC 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.

### **PARK RENTALS**

A special permit by the County of San Diego (CEP) must be filed with any event that is opened to the public, and alcohol consumption/sales will require another separate permit by ABC and permission of the Alpine Community Center.

**Prohibited Activities/Items** Include but are not limited to: glitter or confetti, illegal drugs/alcohol, open fire, aircraft/drones, fireworks, hitting golf balls, weapons/firearms, motorized/non-motorized bikes, skate boards, scooters, animals (except service dogs), glass bottles/containers, camping, loud noise in excess of 100ft. Radius., destroying/removal/defacing any plant or shrub, fences, signs or structures.

ALL TRASH MUST BE DISPOSED OF

ALPINE COMMUNITY CENTER  
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. **The applicant has inspected the ACC property of 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 ACC, its Officers, Employees, Agents and Invitees will not be liable for any injury to any person damage to any property resulting from the activities of applicant or applicant's group or organization conducted on or about the property of premises of the ACC.**
4. **Applicant and the member of applicant's group or organization, individually and collectively, hereby agree that: Applicant shall indemnify and hold harmless entity and its officers, officials, employees and agents from and against all claims damages, losses and expenses including attorney fees arising out of the Applicant or any member of the Applicant's group or organization, any more directly or indirectly employed by any of them or anyone whose acts any of them may be liable, except where caused by the active negligence, sole negligence or willful misconduct of the entity.**
5. **Applicants are expressly authorized to bind each and all members of applicant's group or organization.**
6. **By signing this Document, I hereby agree to all Regulations outlined in ACC Policies and regulations. I hereby agree that I have read all policies and procedures as outlined in the ACC Contract and hereby agree to said Policies.**

I have read and understand the above information and agree to comply with these policies.

**SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**PRINT FULL NAME:** \_\_\_\_\_

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

