

LOS ALAMOS VALLEY MENS CLUB
P.O. BOX 13
LOS ALAMOS, CA 93440
805-344-3500
Dwayne Cripe Steward 344-6115

Thank you for your interest in the Men's club facility. In order the better serve your needs please read and return this application with the rental and membership fee. The facility is not considered reserved until this payment is received.

The club is located at 429 Leslie Street in Los Alamos. Arrangements to pick up the key should be made by calling the Steward a day or two prior to the event. Our facility includes an outdoor BBQ area with seating for approximately 100, a full kitchen (excluding pots, pans and utensils), inside dining with portable tables and chairs for 180 and a dance floor.

The Men's Club will hold your security deposit until the Steward can ascertain that you returned the facility in the same condition as when you rented it.

Your security deposit will be charged for any damage done to our property and/or our cost the clean up after your event.

Fees:	Amt. Due	Date Rec.	LAVMC (Initial when paid)
Membership Fee (mandatory)	\$45 _____	_____	_____
Rental Fee	\$805 _____	_____	_____
Security Deposit	\$600 _____	_____	_____
Bar (includes Bartender & License)	\$125 _____	_____	_____
Total due:	_____	_____	_____
Date requested _____			
Balance due:	_____	_____	_____
Total amount due for rental, less bar, is \$1450.00			

Responsible Party: _____
Mailing address: _____ City _____ Zip: _____
Day Phone: _____ Evening Phone: _____
Alternate Contact: _____ Phone: _____
Approximate attendance: _____ Type of Function: _____
Hours of Use: _____ to _____ Will there be a Dance? _____
Will participants be charged Admission? _____ Will Liquor be served? _____
Will Liquor be sold? (You must have a liquor license) _____ ABC Permit # _____
If LAVMC is providing the Bar, what time will you need bartenders? _____
CA Drivers License# _____

RENTAL POLICIES AND FEES

Membership Fee

We rent only to members of the Los Alamos valley Men's Club. In order to rent our facility, you must become a member. The Membership fee is \$45.00, which includes a \$15.00 initiation fee. The membership fee is non refundable.

Security Deposit

The security deposit is intended to cover only minor damages that sometimes occur during group gatherings. It does not limit the responsibilities of the renter for any major damages to the premises, the grounds or furnishings. If no damage is evident and the cleaning is complete your deposit will be refunded.

The Steward may authorize a security deposit exemption.

Minimum Security/Cleaning Deposit: \$600.00

There will be a walk-through of the facility before the rental period begins, and a second one at the end of the rental period, to check for any damages and compliance with facility cleanup.

Date of walk-through: _____ Initialed: _____

**Submittal of a signed Security/Cleaning Policy is required. A copy of your signed Policy will be provided for you upon request. The checklist within the Cleaning Policy will be completed at the end of the rental period and kept on file at LAVMC for future reference.

Cancellation Fees: Should you find it necessary to cancel your reserved date, please call the Steward immediately. A portion or all of your security deposit will be retrained for cancellation as follows:

- Notice received 30 days or more prior to rental Membership Fee and \$55.00 of security deposit will be retained.
- Notice received less than 30 days prior to rental Membership Fee and \$450 of security deposit will be retained.

Security Personnel

The Renter will hire a Security Service. This company, by attached approved list or local law enforcement, is to protect our property and to call the police in the event of an emergency or disturbance. You shall hire outside security from an established security company, and provide the Steward with the name of the company and a copy of your contract with them. Security Service requirement may be waived at the discretion of the Steward of the LAVMC.

Please carefully read the Security Policy.

IMPORTANT NOTICE

The Los Alamos Valley Men's Club will NOT tolerate any underage drinking at any event. Disregard of this notification may result in security personnel calling the police or closing down your event.

If the music is too loud the police may close you down. *The neighbors will complain!*

When events are specifically held for minors, the consumption of alcohol shall be restricted the outside eating area or bar area. **NO EXCEPTIONS!!**

CONDITION FOR THE USE OF THE HALL

The Rental agreement states that it is the responsibility of the renter to leave the hall in good condition and to comply with the following rules established to preserve our hall for everyone's enjoyment. The Steward, President, or other authorized LAVMC member reserves the right to enter the hall during your rental period to ensure compliance with these rules.

Decorations:

Use of any 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 hung from the ceiling must be hung from the hooks provided. Ladders are available for use at your own risk. Ask the Steward for use.

Chairs and Tables:

Do Not drag tables across the floor. Tables must be carried by 2 people to prevent scratching the floor. Do Not allow guests to stand or sit on the tables. Following your event, tables and chairs must be cleaned and put away on the rolling carts. It is recommended that you use table covers. Additional furnishings required by the renter are the responsibility of the renter. Arrangements must be made at least 1 week prior to your event to assure an appointment time for drop off and pick up of any additional items needed. The LAVMC will not be held responsible for and damages to the outside furnishings. Any personal property is the responsibility of the renter.

Floors:

Do not use dance wax, sawdust or tape of any kind on the floors. No GUM. Floors are to be spot mopped immediately upon any spillage during your event for safety reasons. Dust mop the entire inside area then wet mop with warm water only. Do not use Bleach on the dance floor. Do not use the dust mop for wet mopping.

Kitchen:

The use of the kitchen is included in your rental fee. Please clearly notify the Steward if the kitchen will be needed for the event. Appliances including the six burner stove with the griddle and two ovens and a large refrigerator. A freezer is not available for your use. Do not leave anything on top of the stove, including cutting boards. The steam table is available when requested. Inserts are not supplied. Also the LAVMC does not supply cooking utensils, dishes, silverware, or paper products, other than those needed for sanitation.

Trash:

The renter shall remove all trash and unwanted decoration to the dumpster at the parking lot side of the building. Trashcans are provided for the use in transporting trash to the dumpster. Please do not allow your guests to dispose of litter on our grounds. Please use the containers provided.

Miscellaneous:

Check out to make sure there is not running water anywhere, the heater is off and all the lights are turned off. There is a light switch location map available. Do not turn all the lights off with the breaker box.

Facility Rental Fees:

The rent specified on the rental agreement is due and payable no later than 21 days prior to your rental date.

DISCLAIMER

The Los Alamos Valley Men's Club is not responsible for any illegal activities. No liquor is to be brought on premises when the Men's Club is providing liquor for sale. The responsible party must be on the premises during hours of use.

It is distinctly understood and agreed that the applicant assumes all risks for loss, damage, liability, injury, cost or expense that may arise during or be caused by the use of the facility. The applicant further agrees, that in consideration of being permitted to use the facility, he or she will save or hold harmless, The Los Alamos Valley Men's Club, from any loss, claims or liability damages or injuries to persons or property that in any way may be caused by the use of the facility.

I hereby certify that I will personally be responsible for any damages to the building, grounds, furniture or equipment occurring during the above listed occupancy. My signature certifies that all the above information is true and correct and I understand that any misstatements or omissions of information may cause forfeiture of any or all deposits.

Signature: _____ Date: _____

Security Staff shall be provided by Renter

Up to 150	2 Security Guards
Greater than 150	3 - 4 Security Guards

Insurance information for Rental