

Los Alamos Valley Mens Club

429 Leslie Street/P.O. Box 13

Los Alamos, CA 93440 | Email: Rentals@lavmc.org

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 \$1,000, and evidence of insurance. For gatherings over 150 guests a security contract for 2 guards is required. The rent balance of \$1,500 is due 3 weeks before your occupancy. Our weekday rentals Sunday – Thursday with no live music, no use of BBQ or gatherings over 50 is \$500 deposit and \$500 rent, evidence of insurance is also required. No dates will be reserved until deposit is paid and submitted. An additional \$100 deposit is required for use of the Smart TV.

ONE-DAY RENTAL APPLICATION

Name: _____ Email: _____

Street Address: _____

City: _____ State: _____ Zip: _____ Phone: _____

CA Driver License#/ 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. Sunday through Thursday 8 pm.
DUE TO OUR PROXIMITY TO RESIDENTIAL AREAS, ALL MUSIC MUST BE PLAYED INSIDE.**

Type of Event: _____ Date(s): _____

Days of Week: Friday Night / Saturday / Sunday

Community Rental \$300 – Sunday through Thursday

Type of Event: _____ Date _____

Sign: _____ **Date:** _____
 Steward, Los Alamos Valley Men's Club

Sign: _____ **Date:** _____
 Tenant **Your Printed Name Here Constitutes Your Signature

Amount of Refundable Deposit: \$ _____ Date Deposit Received: _____

Amount of Rental Fee: \$ _____ Date Due: _____ (3 weeks before Rental)

Date Rental Fee Received: _____ Security Contract: Insurance coverage:

You may mail payments, signed Agreement, security contract & insurance contract to:
 LAVMC PO Box 13, Los Alamos, CA 93440

**LOS ALAMOS VALLEY MEN'S CLUB (LAVMC)
ONE-DAY 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 (Los Alamos Valley Men's Club) 429 Leslie Street, Los Alamos, CA 93440,

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

Street Address: _____

City: _____ **State:** CA **Zip:** _____ **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 _____. No. 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 200 guests. An additional \$100 deposit will be required if tenant wishes to use Smart TV. Deposit will be returned when all remotes and cords are received.

5. Payment Terms. The application, proof of security if needed and insurance, security deposit and full payment are required prior to use under this Agreement. Payments can be made by Check, Cash, Venmo 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 Refundable Security Deposit of \$1,000 full rental, \$500 Community Rentals 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. **ANY DECORATIONS OF ANY TYPE ADHERED TO THE CEILING TILES OR DAMAGE TO TILES WILL FORFEIT 100% OF SECURITY DEPOSIT. NO GLITTER OR CONFETTI ALLOWED.** 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 14 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. Smoking is allowed only in designated areas, all tobacco waste (butts, cigars etc.) 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 for 150 guests or more. 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 recreation date. Tenant will ensure that security personnel will stay until all guests have left the premises. Security personnel required are:

For 150 Guests or more – a contract for 2 Security Guards is required.

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 day's 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. 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 Stewards, 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; 8 pm 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. Rolling carts may be stored outside during the event, but must be placed back in the club with all the tables stacked. 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 two electric stoves, microwave and a large refrigerator. No freezer is available. Do not leave anything on top of the stove, including cutting boards. 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 :** _____

**Your Printed Name Here Constitutes Your Signature

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. Round tables and extra chairs must be put back in closet adjacent to the stage.
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. Replace with clean trash bags.
6. Kitchen area must be cleaned; stove and counter tops wiped down; and floors mopped. Use appropriate cleaner to clean electric stove top. All items must be removed or will be thrown away.
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. The full deposit will be retained if any decorations or items have been attached or hung from 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:** _____

**I have complete authority to sign for this entity(s) and understand that my typed name hereto acts the same as my written signature by hand.