



Mission Viejo Swim & Racquet Club
26221 Tierra Circle, Mission Viejo CA 92691
Ph: 949-837-4070 ~ Fax: 949-837-4076
Email: club@mvsrc.com Web Site: www.mvsrc.com

RENTAL CONTRACT

HO NAME HOME # CELL/OTHER#

ADDRESS TYPE OF EVENT

(INCLUDES CLEAN UP TIME)

RENTAL DATE START TIME: END TIME: # OF GUESTS (MAX 80)

HO EMAIL ACCOUNT# (office use) \$

All parties MUST end no later than 12:00 a.m. (includes renter's clean up time)

ALL FEES ARE DUE 3 WEEKS PRIOR TO EVENT

Security Deposit \$ Cash-Receipt# / Check # Staff initials

A) Rental Fee \$ B) Cleaning Fee \$ C) Staff Fee # Hrs \$ Staff

Payment Information (A+B+C): \$ Cash-Receipt# / Check # Staff initials

THE RENTER AGREES

- 1. MVSRC Account must be in good standing. Intl
2. The MVSRC member signing the agreement must be present at all times during the rental period, including set up, clean up and all deliveries/pick ups. Additionally, the renter's failure to comply with any of MVSRC regulations may result in the cancellation of the event with no fee reimbursement. Intl
3. To pay for and assume all liability in connection with damage done to the facilities. To hold harmless the Club from any or all personal injuries (including death), property damage arising out of or incurring in connection with the use of the facility. Any outside vendors will be required to provide insurance, naming the MVSRC as an "additional insured". Intl
4. The Club's facilities will not be used for any purpose in violation of applicable State Laws, Federal Laws or Club policies. Liability insurance is required by non-profit organizations, sponsored by a club member, naming the club as "additional" insured or an "endorsement" may be required, a copy must be given to the manager before event date. Intl
5. Cancellations MUST be made "in writing" at least 3 (THREE) weeks before the rental date to receive a FULL refund. Intl
6. An additional fee will be charged if rice, any type of confetti including, but not limited to, decorative plastic gemstones, beads, marbles etc., real flower petals, glow sticks, bubbles, fogging machines, piñatas (or anything hanging from the main beam), hay, or glitter is used inside or outside the Club. Intl
7. Renter shall not reconfigure electrical cords used to connect the Club's decorations, holiday or non-holiday. If renter requires electrical outlet, renter should contact staff member for assistance. Intl
8. Renter may not add any electrical lights or other electrical decorations unless approved by the club manager prior to event. Any special arrangements must be written on the rental contract questionnaire activity form, under "special instructions". Intl
9. Renter shall not add, remove or replace decorations, holiday or non-holiday, already placed by the Mission Viejo Swim and Racquet Club inside or outside the clubhouse. Intl
10. If not already provided by the club, additional decorations may be placed on tabletops, cabinet counters, coffee tables and end tables. However, the stairway and foyer must be kept clear so as not to create a hazard. Intl
11. No food or drinks, other than water is permitted in sitting (furniture) area. Intl

- 12. **A cleaning fee is required**~ A pre-inspection will be done prior to set-up and should be signed by the renter and a staff person. If the renter does not sign the pre-inspection form, renter will be held liable for any damage found during the post-inspection by a staff person and manager(s). **NOTE:** The cleaning fee covers **light cleaning only** such as sweeping and mopping of ceramic floors, cleaning and restocking of bathrooms, wiping down kitchen counters only, wiping down tables, and cabinets, vacuum area rugs. **The renter is responsible for placing trash from party into trash containers provided by the Club and taking trash to outside dumpster.** All decorations, including balloons and streamers inside and outside Club must be cut down, including removal of string/ribbon used on balloons and must be deflated before placing in trash containers. All edible items are to be removed from the kitchen, including refrigerator and freezer. **DO NOT** use the Clubs food or beverages! Any spillage from cooking either in the oven, stove, or microwave, etc., must be cleaned up by renter. **intl**
- 13. The staff will assist the renter in locating table leaves, folding chairs and 6' tables. The staff is not required to assist in placement of tables, table leaves or chairs unless special arrangements have been made and is stated on the rental contract questionnaire form, otherwise the staff will only help supervise the retrieval and storage of tables, leaves and chairs. We recommend allowing approximately ½ - 1 hour for your clean-up. Failure to comply may result in additional charges and be taken out of renter's security deposit. **intl**
- 14. Folding chairs are not permitted outside the clubhouse. **intl**
- 15. Parties scheduled before and/or after normal operating business hours are subject to an additional office staff charge of \$25.00/hour. Renter is expected to pay for the number of staff hours they have defined in this contract there will be **no pro-rating** for **early** departure. If renter should stay beyond the number of hours defined in this contract, renter is expected to pay for the time they went over to the staff person working that night. Parties **MUST** end no later than 12 midnight. Renter is subject to a \$100.00 fine if party goes past midnight and be paid out of the renter's security deposit. **intl**
- 16. **NO ONE** is permitted to use or gather outside by the pool, spa, tennis courts. **intl**
- 17. Use of BBQ's is restricted to food preparation for the event/party only. No mingling outside by the pool area. **intl**
- 18. Children must always remain in the clubhouse or be supervised by an adult when gathering outside of the club. **intl**
- 19. The weight room is restricted and is not to be used by party guests for any reason. Do not store any items or use as an overflow area. **intl**
- 20. The Club office and weight room is NOT to be used for storing items relating to the party or otherwise. **intl**
- 21. Any and all items used for the event, including rental supplies may **NOT** be left at the club overnight, if left, homeowner will be charged an overnight fee. **intl**
- 22. If food is being served, tablecloths are required on wood surfaces. **intl**
- 23. Renter will **NOT** staple, use pushpins, tape (or 3M tape), putty, nails or use **any other** means to hang decorations. **DO NOT** hang anything from light fixtures, rafter, or valances. **intl**
- 24. All arrangements made with and approved by the club manager regarding any contradictions to this contract, must be in writing on the rental contract questionnaire form, under "special instructions" and signed by the club manager. **intl**
- 25. **Moving of furniture** in the fireplace/TV area is **NOT** permitted, unless special arrangements have been made with the club manager, see item #24, renter will be charged **\$100.00+** for unauthorized moving of furniture. **intl**
- 26. All parties are subject to manager's approval and may be cancelled by the manager. **intl**
- 27. No banners or signs are allowed to be placed in the landscaping outside the club. The only decorations that may be placed outside the club are balloons, or **FREE-STANDING** decorations. Renter is required to remove all items that are placed outside, failure to do so may incur an additional charge. **intl**

By signing this contract, I agree to adhere to all Club policies and rules as stated above. I understand that my security deposit may be used to settle any outstanding financial obligations. I am also aware that violating the rules of this rental agreement can result in the loss of my security deposit. The manager, if warranted will return security deposit within 10 days *after* final inspection.

MVSRC Members Signature

Date

Manager's Signature

Date

• **NO ONE UNDER 21 PERMITTED TO RENT CLUB**
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RENTAL CONTRACT QUESTIONNAIRE FORM

NAME _____ HOME # _____ CELL/OTHER# _____

ADDRESS _____ RENTAL DATE _____

GLOW STICKS OF ANY KIND ARE NOT PERMITTED INSIDE THE CLUBHOUSE

Please complete the following questions:

1. What kind of event will you be holding at the club, ie; Birthday, Anniversary, Organizational Meeting;

2. Is this party a "SURPRISE" party? _____
3. What time will your event start: _____ (when you expect guests to arrive)
4. What time will your event end: _____ **(includes your clean up time)**
5. What time will you begin setting up for your event: _____ (club opens at 9:00 am)
6. Do you prefer closure of the weight room? ___yes ___no
7. Will your party be catered? _____ Caterer Name: _____ Caterer Ph: _____
(If your party is to be catered, please make sure your caterers do not leave their property overnight, you will be charged extra storage fee).
8. Do you or your caterer require use of BBQ's _____ Oven _____ Stove top _____ Microwave _____ Warming Oven _____.
9. Will alcohol be served? _____
10. Will there be dancing? _____
11. Will you need to use the TV/DVD player/Music Digital Sound System? _____ **(Please be sure any of your media is compatible with our system prior to your event. Also note that the sound system is a digital app enabled system and is controlled by office staff. PLEASE ASK FOR ASSISTANCE!)**

 MVSRC Members Signature Date Manager's Signature Date

SPECIAL INSTRUCTIONS: _____

 Manager Signature Date