

RIVIERA HEIGHTS HOMEOWNERS ASSOCIATION CLUBHOUSE RENTAL AGREEMENT

EVENT DAY: _____ EVENT DATE: _____

TYPE OF EVENT: _____ # OF ATTENDEES: _____

EVENT START TIME: _____ EVENT END TIME: _____

REQUESTED SET UP TIME: _____

HOMEOWNERS NAME: _____

RIVIERA HEIGHTS STREET ADDRESS: _____

MAILING ADDRESS: _____

TELEPHONE: _____ E-MAIL: _____

RENTAL FEE: _____ Rec'd: ____/____/____

DEPOSIT AMOUNT REQUIRED: _____ Rec'd: ____/____/____ Returned: ____/____/____

- Clubhouse Rental Fee includes using the Clubhouse (including chairs, tables, kitchen, bathrooms, and deck), set-up and tear-down of tables and chairs as requested, heat, light, and power.
- Clubhouse rental hours are from 8 AM to 10 PM.
- The maximum room capacity is 129 people.
- A check for the rental fee in the amount of **\$150 per day** and a separate deposit check in the amount of **\$300** per day for cleaning/damage, as well as a signed copy of the terms of this agreement, are required to confirm your event booking of the Clubhouse.
- Upon booking request, RHHA will hold your desired event date on a tentative basis for a maximum of 14 days. If we do not receive your rental fee and deposit check within 14 days of your booking request, the clubhouse space will be released for availability to other homeowners. In the rare instance that another homeowner requests the same event day while the space is being held for you on a tentative basis, the RHHA office will contact you and give you the first opportunity to confirm the event space rental (with a signed contract and deposit) or release space.

- **Please – to prevent damage, no tape, glitter, confetti, push pins, tacks, or nails are to be used on Clubhouse walls, beams, or ceiling**
- Please provide table and chair setup requirements at least two weeks prior to the event. If the clubhouse is not rented for another event within 24 hours of your scheduled event date, you may set up and decorate the day before at no additional charge. Please contact the RHHA office to check availability.
- Please contact the RHHA office and arrange to pick up the keys just prior to your event date. Office hours are Tuesday through Friday, 9 am to 4 pm.
- The owner is to provide their own tablecloths, dishware, and utensils as needed for the event. There are some basic kitchen utensils and trays provided at no charge.
- Upon event conclusion, it is the responsibility of the homeowner renting the Clubhouse to:
 - ❖ Leave the hall, kitchen, deck, and bathrooms in the same clean condition as they were provided at the onset of the rental. Floors should be swept and mopped. Sinks and toilets (flushed) should be wiped clean. For your convenience, cleaning supplies and garbage bags are under the kitchen sink.
 - ❖ Kitchen should be cleaned: stove, microwave, sink, counter tops, refrigerator, and dishwasher if used.
 - ❖ All tables used should be wiped clean, left in place, or stacked along the wall, if necessary for cleaning.
 - ❖ All decorations and signage are to be removed from the Clubhouse and its facilities.
 - ❖ Remove all trash from the Clubhouse Hall, kitchen, bathrooms, deck, and parking lot. Take the trash out to the dumpster (located at the south end of the parking lot).
 - ❖ All recycling should be placed in the blue bin at the Northwestern end of the parking lot near the entrance gate. If recycling is full and your event is on a Friday, Saturday, or Sunday, please place the recycling bin along the street at the end of the driveway (outside of the gate) for Monday pickup.
 - ❖ Turn off the heaters/AC and lights.
 - ❖ Turn off the stove and faucets.
 - ❖ Lock all doors.
 - ❖ Put Clubhouse keys in the office door mail slot or return them to the RHHA Office the next business day.
 - ❖ The gate at the end of the driveway must be closed and padlocked upon leaving the facility. A fine of \$100 will be deducted from your deposit if left opened or unlocked.

The undersigned has read the above rules and regulations related to the use of the clubhouse and related facilities at the Riviera Heights Homeowners Association. The undersigned agrees that they will comply with all rules and regulations relating to the use of the clubhouse and will immediately report any problems with the facilities that are detected during the use of the clubhouse to the Association.

Homeowner Signature

Date signed

RHHA Office Representative

Date signed

RIVIERA HEIGHTS HOMEOWNERS' ASSOCIATION

3040 Riviera Heights Drive

Kelseyville, CA 95451

Office (707) 279-224

Email rivieraheightshoa@gmail.com Website www.rivieraheights.com

RELEASE OF LIABILITY

By signing this agreement, I, _____, acknowledge that I am volunteering for Riviera Heights Homeowners' Association on my own free will, and I voluntarily agree to assume all of the foregoing risks and accept sole responsibility for any injury to myself (including, but not limited to, personal injury, disability, and death), illness, damage, loss, claim, liability, or expense, of any kind, that I, may experience or incur in connection with my volunteer activities ("Claims").

I hereby release, covenant not to sue, discharge, and hold harmless the HOA Board, employees, other association members, agents, and representatives, of and from the Claims, including all liabilities, claims, actions, damages, costs or expenses of any kind arising out of or relating thereto.

Property Owner's Signature

Date

Property Owner's Name (Print)

Property Owner's Address

RIVIERA HEIGHTS CLUBHOUSE RENTAL CHECKLIST

Clubhouse rental hours are from 8 a.m. to 10 p.m.

Please make sure there is no noise after 10 p.m.

NO DECORATIONS MAY BE PINNED, NAILED, OR TAPED TO WALLS OR CEILING

CLEANUP CHECKLIST:

- ☐ Garbage is to be removed from the Clubhouse after the event. There is a large dumpster at the eastern end of the parking lot for all trash. All recycling should be placed in the blue bin at the western end of the parking lot. If recycling is full and your event is on a Friday, Saturday, or Sunday, please place the recycling bin along the street at the end of the driveway (outside of the gate) for Monday pickup.
- ☐ The clubhouse was cleaned before your rental. The hall, kitchen, and bathrooms should be left in the same manner that they were provided at the onset of the rental. Floors should be swept and mopped. Sinks and toilets should be wiped down, if necessary. Cleaning supplies and garbage bags are under the kitchen sinks.
- ☐ The kitchen should be cleaned: stove, microwave, sinks, countertops, refrigerator, and dishwashers if used.
- ☐ All tables used should be wiped clean. Tables left in place or stacked along the wall, if necessary for cleaning. Chairs should be folded and stacked along the wall.
- ☐ All decorations should be removed, both inside and out.
- ☐ All lights and air conditioning/heaters should be turned off before leaving.
- ☐ The gate at the end of the driveway must be closed and padlocked upon leaving the facility.
- ☐ Clubhouse keys may be returned on the next business day or dropped in the office door mail slot.

If extra cleaning is required after inspection, a portion of your deposit will be deducted to cover the cost of janitor services.

Signature: _____ Date: _____

Office Rep.: _____ Date: _____

Riviera Heights Homeowners Association

3040 Riviera Heights Drive • Kelseyville, CA 95451 • 707-279-2245

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RELEASE OF KEYS

I, _____ acknowledge that I have received keys to the RHHA main gate and Clubhouse for my rented event on _____ and agree to return the keys after the event by dropping them through the front door mail slot or in person at the RHHA office to a RHHA staff person.

_____ I understand and accept that there will be a \$250 fine for losing the keys.

X _____
Homeowner

X _____
RHHA office staff

Date: _____

☐ Clubhouse keys received in the office
Date: _____