

Rancho Santa Fe Garden Club

P.O. BOX 483

17025 Avenida de Acacias

RANCHO SANTA FE, CA 92067

(858) 756-1554 Fax (858) 756-9521

www.rsfgardenclub.org

(Revised 7/14/2011)

Weddings, Fund Raisers, Dinner Dance, Meetings, etc. Information, Fees and Inclusive Features

1. USE FEE: Wedding, Dinner Dance, Fund Raiser, Meetings, etc.; \$2500 for five hours use. Additional (or less) time will be at the rate of \$300 per hour.

NOTE: Plus refundable Security Deposit of \$1,000.00

Fees are for rental of the building and its equipment, the gazebo and grounds, and parking facilities for the day of the event. Wedding rehearsal time, if required, will be billed at \$300 per hour.

2. The Event Package includes:

- a. Available chairs, tables, and the use of the kitchen (by licensed Caterer).
- b. Labor to set-up and restore the facilities, including normal cleanup.

3. MAXIMUM OCCUPANCY of the building:

- a. Dinners, Receptions, Buffets, etc. is 250
- b. Dinners, Receptions, Buffets, etc. (with dancing) is 200

4. A Club Coordinator/ Hostess will arrange for the necessary details to make certain the event is a success.

The Club Coordinator/Hostess will:

- a. Make the Club available for pre-event inspections, planning sessions, and rehearsals at times agreeable to all parties.
- b. Direct the placing of tables and chairs, etc., according to customer-provided floor plan.
- c. Arrange for support staff to prepare for the event and restore the Club facilities to pre-event status.
- d. Be present in the Club during the event.

5. The Applicant understands that the Club will deduct from the security deposit the cost to repair any damage and/or breakage or cleanup beyond normal, and excess rental time which occurs as a result of the event, and also for any additional staff hours in excess of those hours provided in 4 above. Any damage/breakage/labor/rental costs greater than the amount of the deposit will be billed to the Applicant.

6. PAYMENT OF FEES:

- a. One-half of the predetermined fees plus the Security Deposit – with this signed Application/Agreement – is required to secure the date.
- b. Balance is due sixty (60) days prior to the event.
- c. All checks made payable to: “Rancho Santa Fe Garden Club”.

7. CANCELLATION: In case of cancellation within (6) months of the event date, a fee of \$300.00 will be assessed; if within (3) months or less, \$600.00 will be assessed. All remaining monies will be returned to the Applicant.

8. CONDITIONS OF USE of the Rancho Santa Fe Garden Club

- a. Applicant understands the Club’s “Conditions of Use” are to be observed at all times.

- b. Since the Club is located adjacent to a residential area, noise levels must be kept to a level of no more than 90 decibels. Applicant is responsible for informing the band or “DJ” of this restriction.
- c. Club to be open a maximum of ten (10) hours on the day of the event, including setup of the facility by caterers and/or decorators.
- d. Alcoholic beverages may be served only by a properly licensed caterer.
- e. Applicant is responsible for informing all contractors that certificate(s) of insurance for liability (naming the “Rancho Santa Fe Garden Club” as a named or additional insured, in the minimum amount of \$1,000,000 per occurrence) and worker’s compensation must be on file at the Club at least sixty (60) days before the event.
- f. Smoking is permitted outside of the building only.
- g. The Club Manager must approve decorations. Candles must be placed on non-combustible bases, and enclosed in chimneys.
- h. The piano is to remain on the stage.
- i. The throwing of rice, seed, or confetti, glitter, and flower petals is not allowed. Bubbles are allowed.
- j. Tents on the lawn, or plastic side-walls on the patio, and portable heaters must be pre-approved and must meet all fire, safety, and permit requirements. (Required Fire Department inspection is the responsibility of the Applicant, not the Club).

9. INDEMNIFICATION: To the fullest extent permitted by law, Applicant shall indemnify and hold harmless the Club and its officers, directors, and members from claims, demands, causes of actions and liabilities of every kind and nature whatsoever arising out of or on connection with Applicant’s activities conducted under this Agreement. The indemnity shall apply regardless of any active and/or passive negligent act or omission of the Club, but no such indemnification shall be required if the conduct of the Club is characterized as “grossly negligent” or reckless disregard.” This indemnification shall extend to claims occurring after this Agreement is terminated as well as while it is in force. The indemnity set forth herein shall not be limited by insurance requirements or by any other provision of this Agreement.

10. INSURANCE: Applicant will require all contractors, such as caterers, bands, DJs, lighting, etc., to provide the Club with a certificate of liability insurance covering all of the activity under this Agreement with insurance carriers, and in amounts acceptable to the Club. The minimum amount required will be \$1,000,000 (one million dollars) per occurrence. Contractor shall name the “Rancho Santa Fe Garden Club” as a named or additional insured under the liability insurance policy. Such insurance shall be primary and non-contributory with insurance carried by the Club. Applicant will also require all contractors to provide the Club proof of Worker’s Comp Insurance. Applicant is responsible for informing the contractors that insurance documentation is due sixty (60) days prior to event.

11. FILING OF APPLICATION AND SUPPORTING DOCUMENTS:

- a. This signed Application/Agreement, with one-half of the fees, and security deposit should be forwarded to:

Rancho Santa Fe Garden Club
P.O. Box 483
Rancho Santa Fe, Ca 92067

- b. Sixty (60) days prior to the event, the following fees and documentation should be forwarded to the address above:
 - 1. Balance of fees
 - 2. Insurance certificates in accordance with Section 10 herein
- c. Until all fees and certificates of insurance are received, final permission to conduct the event may not be assumed.

Date: _____ **Signature of Applicant:** _____
(Or Applicant's Rep., as appropriate)

Date: _____ **Signature of Club Official:** _____

Rancho Santa Fe Garden Club

P.O. BOX 483

17025 Avenida de Acacias

RANCHO SANTA FE, CA 92067

(858) 756-1554 Fax (858) 756-9521

www.rsfgardenclub.org

Application and Agreement for Use of Garden Club (The “Club”) and Facilities

Name of Applicant:

Name of Applicant’s Representative (if any):

Address:

Telephone: Cell:

Email:

Type of Event: Expected # Attendees:

Date of Event: Time: From: To:

For Club Use Only

Date:

Date Signed Application/Agreement Received:

Fees: Deposit: One-Half: Balance:

Insurance Documents (Date Received):

Applicant:

Caterer Liability: Workers’ Comp:

Rancho Santa Fe Garden Club

P.O. BOX 483

17025 Avenida de Acacias

RANCHO SANTA FE, CA 92067

(858) 756-1554 Fax (858) 756-9521

www.rsfgardenclub.org

RSF Garden Club Rules for Caterers

Insurance: The Garden Club must have on file a current Certificate of Liability Insurance (minimum \$1,000,000 per occurrence, naming RSF Garden club as additional insured), Business License, and Proof of Worker's Comp Insurance.

Beverage Service: Liquor, beer, wine and soft drinks must be served in glass or plastic containers only. No bottles or cans should be given to guests. Bars must be set up only in areas specifically approved by the Garden Club Manager. Bar service must end one half hour prior to the end of the client's contracted time. This allows guests a half hour to depart and saves the client from incurring overtime charges. If bartending is provided by other than the contracted, properly licensed caterer, proof of liquor liability insurance must be provided. A no-host (cash bar) is allowed only when a licensed bartender presents a one day liquor license issued by the Board of Equalization and an Alcoholic Beverage Control Commission permit. Tipping bartenders is not allowed. Beer kegs and shots are not allowed. The Garden Club Manager reserves the right to close the bar if necessary.

Food Service: Served meals or buffet service may take place only inside the Garden Club facility. Hors d'oeuvres (snacks) may be served on the patio as part of a cocktail reception type event. Deep fat frying is not allowed. Open-flame grilling is not allowed inside the building or on patios or in gardens. However, supervised open-flame grilling is permitted behind the building in an area designated by the Garden Club Manager. A piece of astro-turf, tarp, or aluminum foil must be placed under the grill to catch oil/grease. Care must be taken to dispose of coals/fuel and the area must be left clean without unsightly grease spots. Food service must end one half hour prior to the end of the client's contract.

Parking: To facilitate unloading/loading, two parking spaces on the street at the north end of the building (La Granada) can be set aside for the caterer's vehicles. The vehicles should be pulled up sufficiently so that the landscaping prevents guests inside the Garden Club from viewing the vehicles. Catering staff must find other parking on the street or in the Garden Club parking lot.

Rental Equipment: The time for the introduction and removal of rental equipment must be coordinated with the Garden Club Manager keeping in mind subjecting the client to possible overtime charges.

Clean-Up: The kitchen must be left in good order. This requires the wiping of the stovetops, refrigerators, countertops, and sinks. The floor is to be swept and mopped. The caterer is to supply all cleaning materials (to include cleansers, towels, trash can liners, and dish soap). Leftover ice should never be poured into the sinks, fountains, or plants. The patio areas must be swept, removing foodstuff and litter.

Trash and Garbage Disposal: All trash and garbage must be removed by the caterer on departure. To avoid wear and tear of the garbage disposal, it should be used only sparingly and not for large scale consumption of garbage. The caterer may not leave the Garden Club until the last of the guests have departed and the Garden Club Manager has inspected the facility.

Event Date: _____ **Name of Catering Co:** _____

Caterer's Signature: _____ **Date:** _____