

Marina Event Center

200 Marina Blvd
Pittsburg, CA 94565

www.marinaeventcenter.com

Phone: (925)252-1472

Fax: (925)432-3747

Rules & Conditions Agreement

Renter's Name _____

Date of event _____ From _____ To _____

The purpose of this document is to set forth the rules for using the Marina Event Center at the Elks Lodge. These rules are in place to a) abide by State, County, or City laws; b) to be courteous to our neighbors; or c) to protect the Marina Event Center from damage. Charges against your security deposit may be made for rules that are not followed. Charges will be based on costs incurred to fix any damage, additional cleaning of the facilities or furnishings, employee overtime charges, etc.

Note: Honoree and Renter must be at least 21 Years of Age.

Exception: Baptism or other Religious Celebrations for children less than 1 year old.

General Rental Hall Information

- Only licensed caterers are allow to provide food for events.
- Your group may not exceed your rental room's capacity.
- Party rental items not coordinated by Marina Event Center must be picked up during hall rental hours unless advance written authorization is obtained.
- Your scheduled hours include pre-event decorating and post-event clean up. If you are on the premises longer than your schedule hours, you will be charged the hourly rate for the room and for additional security hours (if applicable).
- In the event of emergency, natural disaster, or other extraordinary circumstances, we reserve the right to re-schedule an event.
- Events must end by 11:30pm (Sunday-Thursday) or 1:00am (Friday & Saturday)
- Depending on the size & type of your event, we may be required to have one or more security guards on site. You will be charged an hourly rate for each security guard on duty.

Decorations:

- Decorating, set-up and cleanup must be done within your paid rental time. If you exceed your rental time you will be charged at our standard hourly rate.
- The use of nails, tape, tacks, staples or glue is not permitted anywhere on the property.
- The use of glitter, rice, birdseed, and confetti is not permitted anywhere on the property.
- Candles are permitted if they are enclosed inside of a glass votive.
- Balloons are permitted; however, you are responsible for gathering any loose balloons. Balloons left floating around cause our fire and security alarms to go off!

Renter's Initials: _____

Marina Event Center is a Subsidiary of Pittsburg, California Lodge #1474 of the Benevolent and Protective Order of Elks of the United States of America – A California Corporation.

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Music:

We border a residential area, therefore we must be considerate of our neighbors. A city ordinance requires that any amplified or loud music be indoors only.

- **Outside Lawn Area:** Non amplified music only.
- **Inside:** DJ's or Live Music is permitted within the following curfew:
 - Sunday through Thursday: Until 10:00pm
 - Fridays and Saturdays: Until 11:30pm
 - New Year's Eve: Until 1:00am

Alcohol & Beverages:

- All beverages (alcohol & non-alcoholic) must be supplied by Marina Event Center. No outside beverages are allowed without prior written permission. This includes, but is not limited to sodas, bottled waters, alcohol, punch, juice, etc.
- No alcohol may be taken outside of the Marina Event Center. Additionally, no alcohol may be consumed on the property outside (driveway, parking lot, etc).
- Alcoholic beverages may only be served to individuals over 21.
- Alcohol sales or service must end by 11:30pm (Su-Th) or 12:00am (Friday & Saturday).

Desserts:

- You may provide desserts for your guests; however, desserts must be purchased from a retail store, bakery or other similar facility.
- if you supply your own desserts you must also supply your own dessert plates, forks & napkins. If you would like us to supply the items, there will be an additional charge.
- "Candy Buffets" or "Candy Bars" have become a popular activity at many events. You are welcome to set up a "Candy Bar"; however, marshmallows and gum are not allowed.

Outside Caterers:

- You are welcome to use a caterer that is not on our preferred list; however, the caterer must have a business license, a health department permit and Liability Insurance.
- The caterer is only allowed to use the kitchen if advanced permission is given. A fee will be charged for used of the kitchen. The fee will vary based on the type of use.
- The caterer must bring their own equipment. Cooking and serving utensils are not provided.
- The kitchen must be wiped & swept clean and garbage taken to the outside dumpster.

Required Clean Up:

- All dining room tables must be cleared of all dishes, decorations and garbage.
- Any spills (floor or table) must be wiped up.
- All trash must be removed from the building and placed in the dumpster.
- Any signs, decorations, or balloons placed inside or outside must be removed.

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Smoking / Marijuana:

- Tobacco: Smoking is permitted in the designated smoking area (currently in the front area that is marked with Smoking Poles).
- Marijuana: Use and / or possession of marijuana on the premises is prohibited. Although California Proposition 64 made recreational use of marijuana legal under California State Law, it remains illegal to use or possess marijuana in a public place that is not licensed for on-site marijuana consumption.

General Stipulations

- We reserve the right to refuse rental to any person, persons, group or organization.
- The Marina Event Center on-site representative has the authority to eject any person from the premises or to terminate the event for improper or disorderly conduct.
- Any property brought onto the premises by a tenant or guest is the sole responsibility of the tenant or guest. Marina Event Center is not responsible for lost or stolen property.

Facility Inspection:

- Immediately after the event, a representative of Marina Event Center will perform a facility inspection. You or a designated representative must accompany the representative during the inspection. Once the inspection form is complete, both our representative and you or your designee will sign the form acknowledging the results.

My signature certifies that I have read and agree to abide by the conditions above and that I will take full responsibility for seeing that the use of the facilities/areas is in full adherence and compliance with these conditions during my rental period.

Renter's Signature _____ Date _____