

Marina Event Center

At the Pittsburg Elks Lodge

200 Marina Blvd, Pittsburg, CA 94565

www.marinaeventcenter.com

Phone: (925)432-6905

Rental Deposit Contract - Save the Date!

Renter Information:

Renter's Name: _____

E-Mail Address : _____ Phone: _____

Address: _____

Event Details:

Event Title: _____ Date of event: _____

Estimated # of Guests: _____

Arrival Time: (Includes Set-Up, Decorating, etc.)	Time Event Begins: (When Guests Arrive)	Time Event Ends: (When Guests Leave)	Departure Time: (Cleaned and Vacated by)	Total Hours On Site:	Total Hours Charged*:

* We provide one hour of complimentary decorating / set up time. All other hours are charged at the hourly rate.

Venue Rental Fees:

Area Rented: Full Event Room (includes use of lounge and outside patio)

Hourly Rate: \$ _____ / Hour Security: \$ _____ Insurance: \$ _____

To Reserve Your Date:

- Review the following important conditions:
 - The Honoree and Renter must be at least 21 Years of Age.
 - Beverages: We have a full service lounge on site. As a result, all beverages (alcohol & non-alcoholic) must be supplied by us. No outside beverages are allowed – including from caterers. This includes, but is not limited to sodas, bottled waters, alcohol, punch, juice, etc. We offer a host or no-host bar service and a beverage bar with non-alcoholic selections.

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○ Food:

- Main course, appetizers or snacks MUST BE from a licensed caterer, restaurant or facility. You cannot provide homemade food for your event. We have a list of preferred caterers. You may choose to use your own caterer. You must supply a copy of the caterer's Health Department Permit and General Liability Insurance prior to signing this agreement.
- You may provide desserts for your guests. We encourage you to purchase your desserts from a retail store, bakery or other similar facility. Homemade desserts are allowed as long as they are baked goods.

○ Kitchen Use: The Kitchen may only be used for refrigeration (i.e. to chill desserts / wedding cake) or by your caterer for "staging". No cooking or food preparation may be done on-site. Ovens, Stoves and Kitchen equipment are reserved for use by Employees only.

○ To Secure your Event Date:

- For events within 30 days, the full amount of the Venue Rental Fees is due upon booking.
- For events more than 30 days from today, a **non-refundable** deposit of \$250 is due to reserve the date. This deposit will be applied to the final total.

NOTE: These payments **will not** be returned in the event of cancellation. A date change is considered a cancellation.

- You acknowledge that you have read the Rules & Conditions set forth in Attachment A and agree to the terms set forth in Attachment A.

Acknowledgement:

My signature certifies that I have read and agree to abide by the conditions as set forth governing the use of the facility as specified on this contract;

Renter's Signature _____ Date _____

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ATTACHMENT A – RULES & CONDITIONS OF RENTAL

READ AND INITIAL EACH PAGE OF ATTACHMENT A. The purpose of this document is to set forth the rules for using the Marina Event Center. 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.

1. PAYMENT OF FEES:

- a. Balance of Venue Rental Fees (including Room Rental, Insurance, and Security Guard Fee) is due 30 days prior to your event. Failure to pay the balance 30 days prior to your event will result in cancellation of your event and forfeiture of your initial deposit.
- b. Balance of Additional Services (including Linens, Catering Packages, and Other Services) are due 10 days prior to your event.
- c. Payments must be made by cash or card. Checks are not accepted.
- d. A Convenience Fee may be added to On-Line Transactions.

Payment 1: \$250 Save the Date Deposit (Non-Refundable) Paid on: _____

Payment 2: Balance of Venue Rental Fees (Non-Refundable) Due on: _____

Payment 3: Balance of Additional Services (Non-Refundable) Due on: _____

2. **INSURANCE:** Lessees are required to have insurance for the event providing Bodily Injury and Property Damage Liability protection in the amount of \$1,000,000 per occurrence, naming Pittsburg Elks Lodge #1474, dba Marina Event Center, its directors, officers, agents, staff, and volunteers as additional insured and **must include** host liquor liability if the lounge will be open. The lessor can purchase the insurance certificate on your behalf for \$176.

3. **SECURITY PERSONNEL:** Depending on the size and time of event a security guard may be required.

4. RENTAL TIME:

- All rental hours must include set-up and clean-up time.
- We reserve the right to book additional events before or after your confirmed rental times.
- The facility will be opened for the renter, or a Designated Representative, at the Arrival Time noted on Page 1. The facility will not be opened early. Instruct your service companies such as florists, caterers, musicians, decorators, etc. to arrive on or after the Arrival time.
- Events must end by 10:00pm (Sunday-Thursday) or 11:00pm (Friday & Saturday). Clean up must commence and venue and parking lot must be vacated by 11:00pm (Sunday-Thursday) or 12:00am (Friday & Saturday).

5. FOOD SERVICE:

- **Only licensed caterers are allowed to provide food for events.**
- 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 for refrigeration and "staging". No cooking or food preparation is allowed on site.
- The kitchen must be wiped & swept clean and garbage taken to the outside dumpster.

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6. DESSERTS:

- You may provide desserts for your guests. We encourage you to purchase your desserts from a retail store, bakery or other similar facility. Homemade desserts are allowed as long as they are baked goods.
- if you supply your own desserts you must also supply your own dessert plates, forks & napkins.
- "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.

7. ALCOHOL AND BEVERAGES:

We are required to follow rules set forth by the California Alcohol & Beverage Control (ABC).

Because we are monitored by this outside agency, **violation of these rules will cause your event will be terminated immediately.**

- 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).

8. GENERAL HALL INFORMATION:

- Honoree and Renter must be at least 21 Years of Age.
- The Lounge may be Open to Elks Lodge Members during your event.
- Tables covers are required.
- Your group may not exceed your rental room's capacity.
- 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.

9. DOORS:

- Because we border a residential area the doors inside the event hall must remain closed during your event. Guest entry and exit must be through the main Front Entry way only.

10. REQUIRED CLEAN UP: Room should be returned in the condition in which it was received.

- Remove or dispose of all decorations.
- The floor should be left "vacuum ready". Large items dropped on the floor (i.e. flowers, large food spills) should be picked up and placed in trash cans.
- Balloons brought in must be popped and disposed of or removed from the premises.
- Boxes / cardboard must be broken down (recycle ready).
- Trash must be taken out to the dumpster.

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11. RENTAL SET UP:

- Your room rental includes set up of the tables & chairs. This includes tables and chairs for your Guests, the Cake, Gifts, Check in, DJ and others you may need to make your event successful.
- Additional Items and Services are available at an additional charge.

12. DECORATIONS:

- Your scheduled hours include pre-event decorating and post-event clean up. If you are on the premises longer than your scheduled hours, you will be charged the hourly rate for the room.
- Party rental items not coordinated by Marina Event Center must be picked up during hall rental hours unless advance written authorization is obtained.
- The use of nails, tacks, masking tape, scotch tape, duct tape, staples, etc. is strictly prohibited.
- Nothing can be attached to the walls. Decorations, banners, balloons, etc must be on freestanding items supplied by the renter. If you have signs, banners or other decorations that you would like to display, bring an easel or freestanding frame to display them.
- The use of glitter, birdseed, confetti, or rice is not permitted anywhere on the property.
- Candles are permitted if they are enclosed inside of a glass votive where the highest point of the flame is at least 1 inch below the top of the votive.
- Helium balloons must be weighted down.
- The use of glitter, rice, birdseed, and confetti is not permitted anywhere on the property.
- Any signs, decorations, or balloons placed inside or outside must be removed.

13. SMOKING / MARIJUANA:

- Tobacco: Smoking is permitted in the designated smoking area.
- Marijuana: Use and / or possession of marijuana on the premises is prohibited. Although CA PROP 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.

14. 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 Patio 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 11:00pm

15. INDEMNIFICATION: Lessee hereby voluntarily assumes any and all risks including injury to any person or property, and agrees to indemnify, defend, protect, and hold harmless Pittsburg Elks Lodge #1474, its directors, officers, staff, volunteers, and agents from and against any claim, damage, loss, lawsuit, expense and/or liability whatsoever for any injury, death, or damage to any person or property in any way related to the use of these facilities by the lessee, guests, caterers, and any other person on the premises of the facility.

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