



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 _____

RENTAL DATE _____ TIME OF EVENT: START _____ END _____ # OF PEOPLE _____ (MAX 80)

All parties MUST end no later than 1:00 a.m. (includes renter's clean up time)

ALL FEES ARE DUE 3 WEEKS PRIOR TO EVENT

ALL FEES MUST BE PAID BY HOMEOWNER

Security Deposit \$ _____ Check # _____ Cash (Receipt#) \$ _____ Staff initials _____

Rental Fee \$ _____ Check # _____ Cash (Receipt#) \$ _____ 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. 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 of \$50.00 will be charged if **rice, any type of confetti, real flower petals, hay or glitter** is used inside or outside Club in any way. 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 Rental 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 table tops, 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. Lightly cleaning of bathrooms, wiping down kitchen counters only, wiping down tables, and cabinets, vacuum area rugs and taking trash containers to dumpster. The renter is responsible for all trash placed in trash containers provided by the Club. 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 must be cleaned up by renter. Intl _____

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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. They are on hand to supervise the retrieval and storage of items mentioned only. We recommend allowing approximately ½ - 1 hour for your clean-up. Failure to comply may result in additional charges and be taken out of renters security deposit. **int!**
14. Folding chairs are not permitted outside the clubhouse. **int!**
15. Parties scheduled before and/or after normal operating business hours are subject to an additional office staff charge of \$15.00/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 overage, payment may be given to the staff personnel that night. Parties after midnight, **any part of the hour** (ex: 12:05am) is subject to a \$50.00 charge. All parties **must** end no later than 1:00 a.m. All subsequent hours, **any part of those hours** is subject to an additional \$50.00 charge. Staff charges not paid prior to event is due and payable to the staff individual at the end of the event. **int!**
16. **NO ONE** is permitted to use or gather outside by the pool, spa, tennis courts. **int!**
17. Use of BBQ's is restricted to food preparation for the event/party only. **int!**
18. Children must remain in the clubhouse at all times or be supervised by an adult when gathering outside of the club.
19. The weight room is restricted and is not to be used by party guests for any reason. **int!**
20. The Club office and weight room is NOT to be used for storing items relating to the party or otherwise. **int!**
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. **int!**
22. If food is being served, tablecloths are required on wood surfaces. **int!**
23. Renter will **NOT** staple, use push-pins, tape, putty, nails or use **any other** means to hang decorations. **DO NOT** hang anything from light fixtures or rafters. **int!**
24. Any and all arrangements made with and approved by the club manager regarding any contradictions to this contract, must be in writing on the Rental Activity Form, under "special instructions" and signed by the club manager. **int!**
25. **Moving of furniture** in the fireplace/TV area is **NOT** permitted, unless special permission has been given by the club manager, see item #24, renter will be charged \$100.00+ . **int!**
26. All parties are subject to manager's approval and may be cancelled by the manager. **int!**

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 _____

Please complete the following questions:

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

2. Is this party a "SURPRISE" party? _____
3. What time will your event start: _____
4. What time will your event end: _____
5. What time will you begin setting up for your event: _____
6. Do you require more than four 6 foot tables? _____ If so, how many _____
7. Do you prefer closure of the weight room? ___only during our event ___all day
8. What type of music will you have, ie; live, DJ, Juke Box, CD player _____
9. Will you require use of our 5-CD player? _____ (Please be sure you ask for assistance)
10. 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).
11. Will alcohol be served? _____
12. Do you require use of the BBQ's? _____
13. Will there be dancing? _____
14. Will you need to use the TV / DVD player? _____ (Please note that our DVD player is a Blu-Ray- be sure your DVD is compatible prior to your event)

MVSRC Members Signature

Date

Manager's Signature

Date