



Palm Desert

Country Club Association

77-800 California Drive
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www.pdcca.com

ALICE MARBLE HALL RESERVATION FORM
For Palm Desert Country Club Association ("Association") Homeowners or Tenants with Current Transfer of Membership

Hall Renter Name: \_\_\_\_\_ Owner \_\_\_\_\_ Tenant \_\_\_\_\_
Local Address: \_\_\_\_\_
Telephone: \_\_\_\_\_
Email Address: \_\_\_\_\_
Event Date: \_\_\_\_\_ Time of Event: \_\_\_\_\_ to \_\_\_\_\_
Total Hours Reserved (including decorating time may not exceed 6 hours): \_\_\_\_\_
Decorating Time: \_\_\_\_\_ to \_\_\_\_\_
(Please note you are allowed 1 hour for clean-up after event.)
Clean Up Time: \_\_\_\_\_ to \_\_\_\_\_
Event Purpose: \_\_\_\_\_

Number of guests attending \_\_\_\_\_ (maximum number of guests is 85)
Will Alcohol be served at this event: YES [ ] NO [ ]
(There is a non-refundable charge of \$160.00 for Security Services for alcohol consumption at event)
Will the Hall Stove/Oven be needed: YES [ ] NO [ ]

Table with 2 columns: Description and Amount. Includes Reservation Deposit (\$500.00), Additional Rental Fee, Cleanup Service, Security Service, and Event Attendant.

Total Due \$ \_\_\_\_\_
Payment Method (Cash is not accepted) – Check, Cashier’s Check or Money Order: \_\_\_\_\_

Events may be canceled up to thirty (30) days before scheduled date with full refund. If this reservation is canceled on or after \_\_\_\_, the total reservation deposit will be forfeited. Reservation Deposit of \$500.00 is refundable within fifteen (15) days after event, if all event conditions and Association policies have been met.

ONE DAY EVENT INSURANCE MUST BE PURCHASED BY RENTER AND MUST BE BROUGHT INTO OFFICE TWO WEEKS PRIOR TO EVENT. IT CAN BE PURCHASED THROUGH THIS LINK.
http://www.specialeventinsurance.com NOTE: Palm Desert Country Club Association and Personalized Property Management must be named as additional insured on certificate. An "Endorsement Form "B" shall be attached to the Certificate of Insurance.

I (We) have reviewed the PDCCA Use of Alice Marble Hall Policy, and have read and agree with all documents attached to this reservation agreement. I/we accept responsibility for performance of the above Agreement, agree to abide by all requirements as stated on Association Requirements for Hall Rental, and also accept responsibility for all damages incurred during the event.

Signature of Hall Renter \_\_\_\_\_

Date \_\_\_\_\_