



Palm Desert Country Club Association

77-800 California Drive
Palm Desert, CA. 92211-8008
Tel: (760) 345-2331
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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 _____ Other _____
Address: _____
Telephone: _____ Email Address: _____
Event Date: _____ Time of Event: _____ to _____
Total Hours Reserved (time may not exceed 6 hours): _____
Decorating Time: _____ to _____ Clean Up Time: _____ to _____
(Please note you are allowed 1 hour for clean-up after event.)
Event Purpose: _____ # of guests attending _____
(Maximum number of guests is 150)

Will Alcohol be served at this event: YES [] NO []
(There is a non-refundable minimum 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. Rows include Reservation Deposit (\$500.00), Additional Rental Fee, Cleanup Service, Security Service, and Outside User Group Fee.

Total Due \$ _____
Payment Method (Cash/Credit Cards are not accepted)
Check, Cashier's Check or Money Order made payable to PDCCA: _____

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.
www.eventhelper.com NOTE: Palm Desert Country Club Association and Personalized Property Management must be the certificate holder and named as additional insured on certificate. An "Endorsement Form "B" shall be attached to the Certificate of Insurance. You may also try obtaining a one day event insurance certificate through your homeowner's insurance policy.

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

Signature of Hall Renter _____ Date _____

Palm Desert Country Club Association ("Association") Requirements
for Hall Renters
Effective May 1, 2018

1. All requests for Association Hall use must be made and forms completed by the Association homeowner or tenant only at the Association office. Hall reservations are not taken over the phone or by email.
2. The Association homeowner or tenant is required to sign the Alice Marble Hall Rental Agreement, and the Association homeowner or tenant acknowledges responsibility for the following:
 - Homeowner/tenant must be present during the entire event time; this requirement also includes homeowner/tenant presence during decorating time. **If homeowner/tenant is not present during event security deposit will be forfeited. No exceptions. Initials _____**
 - Decorating time availability and event availability will be determined by Association staff, and may vary due to event day and previously scheduled events.
 - The maximum amount of time that is allowed to a homeowner/tenant event is six (6) hours, unless additional hours are purchased at the time of event scheduling. This six hours includes both decorating and event times. Purchasing additional hours on the day of the event is not permitted.
 - All events must end by 9 pm. There is no exception to this policy.
 - Homeowner/tenant may use the kitchen refrigerator, stoves, ice machine, freezer, sinks and counters. Any kitchen equipment used by homeowner/tenant must be cleaned and returned to same condition as received prior to event commencement.
 - If homeowner/tenant elects to purchase cleanup service, he/she/they are still responsible to place all event trash in dumpster, and remove all event food, decorations and equipment that were a part of event.
 - Homeowner/tenant is responsible for the behavior and actions of all event attendees.
 - If any damage is caused to Association landscaping by event attendees, it may result in total deposit forfeiture.
 - Partying or setups on the front lawn, breezeway, parking lot, etc. are not permitted by any event attendee.
3. **Decorating requirements are as follows:**
 - Decorations may be hung from wires attached to ceiling. Do not, however, take down decorations in such a manner as to damage the ceiling wires.
 - No decorations may be attached to walls, ceilings, fans, window coverings or window valances.
 - Confetti, rice, or sprinkles are not permitted in any area of the Hall or facility. This includes the front lawns and the breezeway.
4. Outside vendor equipment will be permitted only with advance permission by the Association office. The following requirements must be fully met before any outside vendor equipment is placed on Association property:

- All outside vendors are required to provide a Certificate of Insurance for liability, auto and workers comp for outside vendor and its employees, listing the Association as the certificate holder and listing the Association (PDCCA and Personalized Property Management) as additionally insured on this certificate. No exceptions to this requirement. **If certificate of liability insurance for an outside vendor is not received security deposit will be forfeited.** Initials _____
 - Outside vendors include, but are not limited to, catering companies, equipment rental companies, DJs and music companies.
 - The Association staff will not sign for any outside vendor deliveries. It is the responsibility of the homeowner/tenant to be present to sign for deliveries.
 - All outside vendor equipment must be removed no later than one hour after homeowner/tenant event ends.
 - Vehicles, whether outside vendor or homeowner/tenant, may parked in the green loading zone for loading/unloading of event supplies. Any damage to Association sidewalks or property from vehicle parking on sidewalks will result in total reservation deposit forfeiture and possible additional charges as determined by the board of directors.
 - No vehicles over 10,000 lb. gross vehicular weight are permitted to be parked on the Association's sidewalks at any time.
5. Music requirements are as follows:
- Amplified music is not permitted. Any complaints to law enforcement from neighboring residents, Association staff, or security company personnel regarding loud music will result in premature ending of event and total deposit forfeiture.
 - All music must end by 9 pm, no exception to this policy.
6. Cleanup is the responsibility of the homeowner/tenant. All Hall users will comply with the following requirements:
- Cleanup must be completed within one hour after event ends.
 - Homeowner/tenant will follow all instructions regarding cleanup from Association staff person assigned to event. Failure to follow Association staff instructions may result in total deposit forfeiture.
 - Homeowner/tenant is responsible to return all Association furniture and other Association items to their original location prior to the event.
 - **If homeowner/tenant does not fully cleanup and follow staff instruction, and the Association staff person must provide the final cleanup, the total reservation deposit will be forfeited. Initials _____**
7. Alcohol at event is governed by the following requirements:
- Homeowner/tenant acknowledges that he/she is fully responsible for the alcohol consumption by guests at his/her event. Homeowner/tenant is responsible to monitor alcohol consumption.
 - No alcohol can be consumed outside the Hall or inside courtyard area. No alcohol is permitted to be consumed on the front yard, breezeway or around the pool area.
 - **If an Association staff person or security personnel witness alcohol consumption by anyone under the age of 21, the Association staff**

person has the immediate right and obligation to shut down the homeowner/tenant event and the Association staff person or security personnel will notify the police department of this law violation. Security deposit will be forfeited. Initials _____

- If security personnel are scheduled for the homeowner/tenant event, due to alcohol served at 6pm or later, the homeowner/tenant is responsible to follow all verbal and written instructions of the security personnel. **Failure to follow any security personnel instruction will result in total reservation deposit forfeiture.**
 - **If homeowner/tenant marked on Reservation Form that alcohol would not be served at event, and subsequently alcohol is present at event, homeowner/tenant will forfeit total reservation deposit and will no longer be eligible to use Alice Marble Hall without permission of the board of directors at an open board meeting. Initials _____**
8. Any damage to the Hall or any part of the facility used by the homeowner/tenant during the scheduled event will result in total reservation deposit forfeiture. In addition, any damage caused by homeowner/tenant and/or their guests may also result in the homeowner/tenant losing future use of the Alice Marble Hall or any other part of the facility.

I have read the above policy and agree to comply with all terms and conditions as stated above. Any violation of these rules may result in complete or partial forfeiture of deposit.

Signature: _____ Date: _____

Printed Name of Association Homeowner/Tenant: _____

7/1/2017



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HOLD HARMLESS AGREEMENT FOR USE OF ALICE MARBLE HALL
AND ASSOCIATION FACILITIES
AS OF JANUARY 1, 2015

Homeowner or Tenant ("User") covenant and agree that User will indemnify and hold free and harmless the Palm Desert Country Club Association ("Association"), Personalized Property Management, its members, association manager, employees, contractors and their successors, heirs, assigns and agents, from any and all claims, liability, damages, costs or causes of action whatsoever, known and unknown, existing or contingent, including claims sustained due to personal injury or death, due to or brought by any and all persons and/or property in any way that arise out of the Hall rental and use of the Palm Desert Country Club Association facility for User's event. This hold harmless indemnification includes any loss, cost, damage or expense sustained by the Association and/or its members, or any of the above described entities, and this hold harmless indemnification includes attorney fees and costs, mediation and/or arbitrator fees and costs.

Signed by User: _____

Printed Name: _____

Date: _____