



Palm Desert Country Club Association Requirements for Alice Marble Hall Rental

1. All requests for Palm Desert Country Club Association (PDCCA) Alice Marble Hall (Hall) use must be made and forms completed by the PDCCA homeowner, tenant or outside party (Renter) only at the PDCCA office. Hall reservations are not made over the phone or by email.
 - PDCCA tenants must have proof of tenancy on file at PDCCA office.
2. The Renter is required to sign the **Alice Marble Hall Rental Agreement**, the **Hold Harmless Agreement** and the Renter acknowledges responsibility for the following:
 - Renter must be present during the entire event time; this requirement also includes Renter presence during decorating time. **If the Renter is not present during the event, security deposit will be forfeited. No exceptions.**
Initials: _____
 - Decorating time availability and event availability will be determined by PDCCA staff and may vary due to event day and previously scheduled events.
 - The maximum amount of time that a Renter event is six (6) hours unless additional hours are purchased at the time of event scheduling. This six hour includes both decorating and event times. **Purchasing additional hours on the day of the event is not permitted.**
 - **All events must end by 10 pm. There is no exception to this policy.**
 - Renter may use the kitchen refrigerator, stoves, ice machine, freezer, sinks and counters. Any kitchen equipment used by Renter must be cleaned and returned to same condition as received prior to event commencement.
 - If the Renter 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.
 - Renter is responsible for the behavior and actions of all event attendees.
 - If any damage is caused to the PDCCA 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 PDCCA office. The following requirements must be fully met before any outside vendor equipment is placed on PDCCA property:**
 - **All outside vendors are required to provide a Certificate of Insurance for liability, auto and workers compensation for outside vendor and its employees, listing the Palm Desert Country Club Association and Personalized Property Management as the certificate holder and 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.

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- Outside vendors include, but are not limited to, catering companies, equipment rental companies, amusement devices, DJ's and music companies.
- The PDCCA staff will not sign for any outside vendor deliveries. It is the responsibility of the homeowner/tenant to be present to sign deliveries.
- All outside vendor equipment must be removed no later than one hour after the homeowner/tenant event ends.
- Vehicles, whether outside vendor or homeowner/tenant, may park in the green loading zone for loading/unloading of event supplies. Any damage to PDCCA 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 PDCCA's sidewalks at any time.

5. Music requirements are as follows:

- Any complaints to law enforcement from neighboring residents, PDCCA staff, or security company personnel regarding loud music will result in premature ending of event and total deposit forfeiture.
- All music must end by 10:00 pm, no exception to this policy.

6. Cleanup is the responsibility of the homeowner or tenant. All Hall users will comply with the following requirements:

- Cleanup must be completed within one hour after the event ends.
- Renter will follow all instructions regarding cleanup from PDCCA staff person assigned to event. Failure to follow the PDCCA staff instructions may result in total deposit forfeiture.
- Renter is responsible to return all PDCCA furniture and other PDCCA items to their original location prior to the event.
- **If Renter does not fully cleanup and follow staff instruction, and the PDCCA staff person must provide the final cleanup, the total reservation deposit will be forfeited.**

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7. Alcohol at event is governed by the following requirements:

- Renter acknowledges that he/she is fully responsible for the alcohol consumption by guests at his/her event. Renter is responsible for monitoring alcohol consumption.
- No alcohol is permitted to be consumed in the front yard, breezeway or around the pool area. Alcohol may be consumed only in the Hall and the Courtyard and Covered Patio area adjacent to the Hall.
- **If a PDCCA staff person or security personnel witness alcohol consumption by anyone under the age of 21, the PDCCA staff person has the immediate right and obligation to shut down the Renter event and the PDCCA staff person or security personnel will notify the police department of this law violation. Security deposit will be forfeited.**

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- If security personnel are scheduled for the Renter event, due to alcohol being served 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 Renter marked on Reservation Form that alcohol would not be served at event, and subsequently alcohol is present at event, Renter will forfeit total reservation deposit and will no longer be eligible to use Hall without permission of the PDCCA board of directors at an open board meeting.**

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8. Any damage to the Hall or any part of the facility used by the Renter during the scheduled event will result in total reservation deposit forfeiture. In addition, any damage caused by the Renter and/or their guests may also result in the Renter losing future use of the Hall or any other part of the facility.
9. Smoking is prohibited in the Hall, outside of the Hall and area behind the Hall building designated as the school area.

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10. Use of any of the school's playground equipment, bikes, scooters, toys, etc. will result in total forfeiture of security deposit.

Initials: _____

11. Insurance Requirements:

The Renter using the Hall **must** provide a one (1) day event insurance certificate **two (2) weeks** prior to the event date. **Palm Desert Country Club Association and Personalized Property Management must be named as additional insured and an Endorsement Form B shall be attached to the certificate of Insurance.**

Initials: _____

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.

Renter Signature:

_____ Date: _____

Printed Name of Renter:
