



Palm Desert Country Club Association

Alice Marble Hall Reservation and Rental Agreement

Hall Renter Name: _____ Owner/Tenant Outside Party

Address: _____

Telephone: _____ Email: _____

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 2 hours for set-up. You are allowed 1 hour for clean-up after the event.

Event Purpose: _____ Number 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 kitchen stove or oven be needed: Yes No

Required Reservation Deposit (\$500.00) \$ _____

Additional Rental Fee (2nd event in calendar year/\$250) \$ _____

Purchase Additional Hall Rental Hours @ \$100.00 per hour (**optional**) \$ _____

Purchase Cleanup Service @ \$85.00 per hour
with minimum 2-hour purchase (**optional**) \$ _____

Security Service for alcohol at event
4 hours minimum @ \$40.00 per hour - **not optional & nonrefundable** \$ _____

Outside Party User Fee (\$100.00 per hour) \$ _____

Total Due \$ _____

Cashier's Check or Money Order made payable to PDCCA. **Cash, checks or credit cards are not accepted for payment.**

- *Reservation deposit of \$500.00 is refundable within twenty-one (21) days after event if all event conditions and PDCCA policies have been met.*

ONE DAY EVENT INSURANCE MUST BE PURCHASED BY RENTER AND MUST BE BROUGHT INTO PDCCA OFFICE TWO WEEKS PRIOR TO EVENT. 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 ***Hold Harmless Agreement*** and have read and agree with all documents attached to this reservation agreement. I accept responsibility for performance of the above PDCCA ***Rental Agreement***, agree to abide by all requirements as stated on PDCCA ***Requirements for Alice Marble 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 _____