

Sun City Shadow Hills *by Del Webb™*

Private Event Room Reservation Contract

Fee Schedule:

	SCSH Residents		Non-Residents	
	First 2 Hrs.	Each Add. Hr.	First 2 Hrs.	Each Add. Hr.
Mara Monte Ballroom (Whole)	\$300	\$75	\$400	\$100
Ballroom (Half)	\$150	\$40	\$200	\$50
Ballroom Santa Ynez I (seats 40)	\$120	\$30	\$160	\$40
Ballroom Santa Ynez II (seats 40)	\$120	\$30	\$160	\$40
Ballroom Marisol (seats 40)	\$120	\$30	\$160	\$40
Cambria & Mirada (Full Room)	\$120	\$30	\$160	\$40
Cambria (seats 40)	\$60	\$15	\$80	\$20
Mirada (seats 40)	\$60	\$15	\$80	\$20
Capistrano (seats 60)	\$60	\$15	\$80	\$20
Event Lawn (Santa Rosa)	\$180	\$45	\$240	\$60
Amphitheatre	\$90	\$25	\$120	\$30
Outdoor Social Patio by Capistrano	\$90	\$25	\$120	\$30
Outdoor Terrace with Fireplace	\$90	\$25	\$120	\$30
Pacifica Billiards Room	\$180	\$45	\$240	\$60
Parking Lot Area	\$450	\$115	\$600	\$150
Bocce Courts	\$30	\$5	\$40	\$10
Outdoor Pool Area	\$300	\$100	\$500	\$150
Tennis Courts	\$200	\$100	\$400	\$150
Shuffleboard	\$30	\$10	\$100	\$40
Catering through Shadows Restaurant				
Santa Rosa-Monterey Room (seats 20 ish)	\$60	\$15	\$80	\$20
Santa Rosa-Pismo Room (seats 40)	\$60	\$15	\$80	\$20
Santa Rosa-Newport Room (seats 40)	\$60	\$15	\$80	\$20
Santa Rosa-Patio Area	\$90	\$25	\$110	\$30

All seating counts are Theatre Style.

Other Charges: 1 hour set-up and tear down fee.

	SCSH Residents	Non-Residents
Security <i>Minimum 1 Guard per 75 Guests 1 per 50 Guests if Serving Alcohol</i>	\$30/hr per Guard	\$30/hr per Guard
Audio Visual Technician	\$35/hr per Tech.	\$35/hr per Tech.

Certificate of Liability Insurance for \$1 million needed, naming SCSH Community Association and PCM as additional insured.

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Equipment Fees:

	SCSH Residents	Non-Residents
Portable PA <i>Microphone/Speaker/CD Player</i>	\$25	\$30
Microphone (corded)	\$15	\$20
Microphone (cordless)	\$25	\$30
Podium (If Available)	\$15	\$20
TV/DVD/VCR	\$40	\$50
Visual System <i>Projector/TV/DVD/VCR/Screen</i>	\$60	\$75
CD/Cassette	\$25	\$30
Tablecloths (Sandalwood)	\$5	\$5
Napkins	\$0.50	\$0.50
Extension Cord	\$4	\$5
Tables	\$6	\$8
Helium Tank Use <i>-refundable deposit</i>	\$30	\$40
Helium Charge	\$8	\$10

Note: In the event of any equipment being damaged or lost, an equipment replacement charge will be added. See Appendix A for replacement charges.

Private Event Room Reservation Contract

Resident and Non Resident Rental Agreement

Purpose:

The purpose of this procedure is to allow for enhanced enjoyment of the Montecito Clubhouse through permitting authorized persons to reserve designated areas of the Montecito Clubhouse within specified times and to plan for use of the Montecito Clubhouse in advance of an event or activity. This procedure is balanced by the recognition that some areas of the Montecito Clubhouse are available for general use by authorized persons at all times that the Clubhouse is open. Such general use areas are not available for reserved use.

General:

The following facilities are available for reservation and rental:

- Mara Monte Ballroom (in part or whole)
- Santa Ynez I (Flex Room)
- Santa Ynez II (Flex Room)
- Marisol (Flex Room)
- Cambria (Multi-Purpose Room)
- Mirada (Multi-Purpose Room)
- Capistrano Room
- Event Lawn
- Amphitheatre
- Outdoor Social Area
- Outdoor Terrace with Fireplace
- Pacifica Billiards Room
- Parking Lot Area
- Bocce Courts
- Outdoor Pool Area (all activities will comply with Pool Regulation)
- Tennis Courts
- Shuffleboard Courts
- Staging Kitchen
- Monterey Room at Santa Rosa Clubhouse (Flex Room)
- Pismo Room at Santa Rosa Clubhouse (Flex Room)
- Newport Room at the Santa Rosa Clubhouse (Flex Room)
- Santa Rosa Patio Area

Private Event Room Reservation Contract

The following facilities are not available for reservation and rental:

- Library Area (exceptions allowed for chartered club)
- Fitness Center
- Indoor Swimming Pool Area (exceptions allowed for classes)
- Common Lounge/Lobby
- Locker rooms

Facility Scheduling:

In order to accommodate the large number of residents who utilize the clubhouse, it is necessary to properly schedule activities. Use of the clubhouse without prior notice and approval is prohibited. Additional rules are provided in the Association's facility reservation procedure. However, schedules shall establish and prioritize requests based on the following hierarchy.

1. Association's Board of Directors and Board Appointed Committees - Any meeting of the Association's Board of Directors, as well as all delegated committees (standing or ad hoc) of the board, have priority over all other meetings. These meetings will be posted and otherwise announced to residents in a timely manner.
2. The Lifestyle Director will schedule community Association special events - all special events, classes, and meetings sponsored by the Association.
3. Private Events – residents and non-residents may reserve select clubhouse facilities for a private event, after signing a reservation contract, room request form and upon approval of the Association Management. Private functions may be prohibited if, in the judgment of the Association Management, these events would detract from the enjoyment of clubhouse facilities by the general membership and/or the event would create an undesirable impact on Association facilities or members.

The Lifestyle Department will evaluate the following factors in the event of multiple requests for the same facility during the same time:

- Club or organization's regularly scheduled meetings
- Date and time request made
- Individual or organization making request
- Length and frequency of meetings
- Meeting time
- Potential revenue
- Size of the group

The Lifestyle Department has the authority to reassign facilities in order to meet the objectives of this procedure; we reserve the right to make reasonable substitutions in functions rooms.

Private Event Room Reservation Contract

General Rules and Fees

The following rules pertain to all reservation and rental of facilities.

Reservations:

1. To confirm the space for your function, a deposit of 50% of the estimated total charges is required at the time the contract is signed. Space held on a tentative basis for seven (7) days will not be considered confirmed without a deposit. The remaining balance is due thirty (30) days prior to the date of the event. Any credit due will be refunded by check within 30 working days.
2. A Certificate of Liability Insurance policy naming Sun City Shadow Hills Community Association Inc. and Professional Community Management (PCM) as additionally insured for the day(s) of the event must be on file prior to confirmation of the room space. The room will not be available until the insurance policy is received.
3. All room rental charges have been approved by the Board of Directors in July 2008. A schedule of room rental fees is available in the Lifestyle Department.
4. Facilities may be reserved for private events (exclusive use) upon completion and signing of a Reservation Contract and approval by the Lifestyle Director or designee.
5. Reservations may be made up to one year in advance but no less than fourteen (14) days for all events at the Association's discretion.
6. Reservations must be made for a minimum of two (2) hours including set up and clean up time.
7. Please allow 3-5 working days to confirm or deny your request.
8. Rental parties must pay one-half of the rental fees at time of completion of a Reservation Contract, and the balance of the rental fees on or before thirty (30) days prior to the event.
9. **Refund in event of cancellation:**
 - All rental fees and deposits will be refunded for events cancelled sixty (60) days or more prior to the event.
 - 25% of the total rental fees and deposits will be forfeited for those events that are cancelled between thirty-one to fifty-nine (31-59) days prior to the event.
 - All rental fees and deposits will be forfeited for events canceled less than thirty (30) days prior to the event.

Private Event Room Reservation Contract

10. Rental parties will receive a copy of the applicable Reservation Contract and Policies & Procedures.
11. Organizations or individuals may not sublease any facilities at any time without written authorization.
12. In cases involving use or access to the facility by non-residents, the contracting party must provide a list of participants to the Association no less than 24 hours in advance of the event to allow for visitors to enter the main gate.
13. All organizations and individuals are prohibited from selling goods or services without prior approval from the Association.
14. All meeting rooms added beyond that which is stipulated in your contract or group confirmation agreement will be charged at current rental prices.
15. Sun City Shadow Hills Community Association reserves the right to make the decision to move any outdoor event inside in inclement weather or based upon impending inclement weather predicted by the National Weather Service. Parties will be moved due to wind, rain, extreme heat, cold or the forecast of rain. If the decision must be delayed or changed and it necessitates the Sun City Shadow Hills Community Association to set both the indoor and the outdoor function space, all outdoor events will end no later than 10:00 pm due to local ordinances.
16. Function rooms are assigned by the number of guests anticipated. Charges for function rooms are based on your program. Should there be a decrease in excess of 15% in your attendance and/or any alterations in your function room requirements SCSHCA reserves the right to change function space reserved, due to the change in anticipated attendance, with notification to your organization. We reserve the right to make reasonable substitutions in functions rooms.

Decorations/Set Up:

1. The Lifestyle Director, prior to decorations being used must approve event decorations and methods of displaying decorations. Tacks, tape, nails or other means that may permanently damage the facility may not be used.
2. Any signs provided by our guests must be approved prior to the function by the Lifestyle Director. Signs must be neat and in good taste. Signs or banners requiring nails, tacks, screws, tape or similar materials will NOT be permitted without prior approval and must meet all safety standards set by the Sun City Shadow Hills Community Association. Signs and banners of this nature must be affixed by authorized Sun City Shadow Hills Community Association personnel.

Private Event Room Reservation Contract

3. For music and entertainment a copy of the signed contract for all entertainers and their staff must be provided in advance of the function. Should the volume from musical groups, entertainment or public address systems create disturbances, Sun City Shadow Hills Community Association reserves the right to adjust or eliminate volume levels. We request that all entertainment programs be reviewed with the Lifestyle Director prior to contracting entertainment. Outdoor musical entertainment will not be allowed after 10:00 pm due to local ordinances.
4. Any, damage to or loss of, Sun City Shadow Hills Community Association fixture equipment or property by the booking party shall be the sole responsibility of the booking party. Appropriate charges will be assessed.
5. The Lifestyle Department is responsible for setting-up and taking-down all tables and chairs for functions. A set up diagram is required a minimum of seven (7) days prior to event. All set ups must adhere to all Fire Code and Safety Laws.
6. To insure that your room/outdoor facility will be properly set-up, the anticipated attendance must be noted on the Reservation Contract or Room Request Form. Standardized set up(s) apply to all rooms. Style selection may be made from lecture, conference, and table. Additional requests will not be accepted less than seven (7) business days prior to the event.
7. The Association provides tables and chairs for indoor rooms only. Additional tables and chairs for outdoor use, may be rented from an outside rental company. Rental of these items is the responsibility of the individual or group.
8. Deliveries, rental items, decorations, etc. must be pre-arranged with the Lifestyle Department.
9. Audio-visual equipment is available. All A/V requests must be specified on the Reservation Contract or no later than seven (7) business days prior to the event. For user fees associated with A/V equipment Please refer to the fee schedule sheet.
10. Amplification is allowed. Outdoor noise levels must comply with the City of Indio code. Interior noise levels should not interfere with other functions in the building or area.
11. Rice, birdseed, confetti and glitter may not be thrown on the premises.
12. All rooms in the clubhouse and outdoor patios are “smoke free” facilities. Smoking may be in designated places only.

Private Event Room Reservation Contract

13. The Sun City Shadow Hills Community Association requires all electrical service needs to be submitted no later than fifteen (15) days prior to the function. Sun City Shadow Hills Community Association has an Audio Visual department. The Audio Visual Department will provide assistance at all functions requiring sound equipment, lighting equipment or electrical assistance. The rate of \$35 per Tech per hour will be charged to the rental party for all audio/video service.
14. Sun City Shadow Hills will provide champagne colored tablecloths and napkins at the rate of \$5.00 per table cloth and \$0.50 per napkin. Any special requests for linen not within our inventory can be made through the Lifestyle Department at an additional charge.
15. All advertising in conjunction with any event held at the Sun City Shadow Hills Community Association must be approved by the Lifestyle Director prior to publication and distribution.
16. The booking party may be required to contract additional security at his or her own expense. Arrangements for security must be made 30 days prior to the planned event. The Lifestyle Department will make the necessary arrangements for security for you. All events, functions, or parties that serve alcoholic beverages require that security is provided for the event at the rate of 1 guard per every 75 guests. The charge for security will be paid in full 30 days prior to event at the rate of \$30 per guard per hour. Overtime charges apply for all events past 10:00 pm. Sun City Shadow Hills Community Association assumes no responsibility for loss or damage to materials or equipment left in the function room.

Kitchen:

1. All caterers must be approved by the Shadows Restaurant Director prior to signing a contract. All Caterers must provide proof of liability insurance naming Sun City Shadow Hills Community Association, and Professional Community Management (PCM) on the policy for the day of the event. Caterers are responsible for the clean-up of all food and beverage, kitchen area and trash removal. In the event a caterer has left without clean-up, the person or group will be responsible for the cleaning charges. The Kitchen is to be used only as a staging kitchen and is not to be used for cooking purposes.
2. A fee will be charged in the event the room is not left in a clean and orderly manner. The use of confetti, glitter, rice, or similar type items for the purpose of decoration/celebration is prohibited. Additional labor charges will apply to events if more than standard cleanup is required at the conclusion of the event.

Private Event Room Reservation Contract

3. No kitchen supplies or utensils are available for use, therefore, all users must provide for their own needs.
4. All food must be brought in and removed within the reserved block of time.
5. All garbage including food, can/glass, waste paper, decorations must be bagged and placed in garbage receptacles. Garbage bags are limited to the bags provided in the garbage receptacles. Additional garbage bags are the responsibility of the individual making the reservation. Cartons and boxes must be broken down and placed near the garbage receptacles.
6. A broom, dustpan and mop (with bucket) will be provided for your use.
7. All counter tops must be cleaned thoroughly.
8. All food debris must be removed from microwaves, range tops and ovens and should be cleaned and grease free.
9. Spills or splatters must be removed from cabinetry, walls and floors.
10. Sinks must be scrubbed clean and drained properly.
11. Refrigerator must be emptied of all food items and wiped cleaned.
12. All cost for excessive cleaning, trash removal or damage, occurring during or in relationship to the function will be the responsibility of the individual making the reservation and will be charged accordingly.
13. The staging kitchen located in the clubhouse is a warming and staging kitchen only. No frying or grilling is allowed inside.

Safety:

All fire codes as well as room capacity limits must be adhered to in all Sun City Shadow Hills facilities. No exit doors shall be blocked in any way, at any time, during an event.

Private Event Room Reservation Contract

User Clean Up Fee:

Rental parties are responsible for leaving the facility in the state in which it was provided. An additional clean-up fee may be imposed for the following or as the Association deems appropriate:

- Clogging resulting from improper use of drains
- Damage from the use of nails, tacks, or tape
- Damage to appliances
- Failure to remove food and/or cooking utensils from interior or appliances
- Failure to return the kitchen to the condition it was found
- Stains from grease, drinks, food or decorations

Alcohol Policy: ALL Through Shadows Restaurant Director

1. The California Department of Alcoholic Beverage Control (“ABC”) establishes a uniform system to regulate and control the manufacture, distribution, advertisement, sale, possession and consumption of alcoholic beverages in California. The Lifestyle Department must be notified in advance if any event includes the sale or consumption of alcoholic beverages. As a licensee, Sun City Shadow Hills Community Association is responsible to abide by regulations enforced by the California State Liquor Commission including not serving anyone under the age of 21 or any obviously intoxicated person. No outside alcoholic beverages may be brought in to any event, activity or party, with the exception of a licensed caterer with a valid California Liquor License.
- Alcohol is allowed to be brought in for catering functions only through a licensed ABC catering establishment. A copy of the catering establishment license and approval from the Lifestyle Director is required prior to filling out the room reservation forms.
 - In all situations, alcohol must be under the auspices of a catering establishment with a CA State liquor license. Whether alcohol is sold or distributed under the catering establishment’s license, or dispensed in a private party setting, the event sponsor remains responsible for the propriety of the event.
 - Alcohol will not be given to anyone under the age of 21. Any misuse of the CA State Liquor Laws is subject to removal from SCSH property, fines, and/or prosecution.

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Private Event Room Reservation Contract

Other Courtesies:

1. Individuals or organizations (lessee) that reserve facilities are responsible for the actions and any damages by their invited guests. Intoxication is strictly prohibited.
2. Improper conduct toward or abuse of members, residents, guests and employees will not be tolerated. The Board of Directors may choose to discipline the individual or organization and may include suspension of membership privileges and/or monetary fines.
3. Non-resident guests of rental party are not permitted in any other area of the Clubhouse outside of the area reserved, including but not limited to the indoor pool area, library area, fitness room, locker rooms, billiards room, etc.
4. The names Sun City Shadow Hills Community Association or Del Webb in any ad reference is prohibited by law due to the trademark registration, except for companies who have entered into written license agreements with Pulte Homes.
5. Storage space may be available and must be arranged through the Lifestyle Director. Sun City Shadow Hills Residents will be charged for the use of rooms, special equipment, special setup/cleanup costs and overtime labor associated with the event.
6. Sun City Shadow Hills Residents renting facilities for events are required to pay a refundable cleanup deposit seven (7) days prior to the event. The refundable deposit will consist of 25% of the total room fee plus the replacement costs of any rented equipment up to \$1000.



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Private Event Room Reservation Contract

Appendix A

Equipment Replacement Charges

In the event of any equipment being damaged or lost, an equipment replacement charge will be added. Costs and rates are estimates and are subject to change based on current market factors and availability.

	Replacement Cost	Check Out	Check In	Replacement Charge
Portable PA <i>Microphone/Speaker/CD Player</i>	\$2,500			
Microphone (corded)	\$200			
Microphone (cordless)	\$300			
Microphone (headset)	\$300			
Microphone (lapel)	\$300			
Lectern	\$500			
TV/DVD/VCR	Market Rate			
Visual System <i>Projector/TV/DVD/VCR/Screen</i>	Market Rate			
CD/Cassette	Market rate			
Tablecloths	\$20 per			
Napkins	\$15 per			
Extension Cord	\$25			
Shade Canopy	\$300			
Tables	\$500			
Helium Tank	Market Rate			
Piano	\$20,000			
Juke Box	\$7,000			

This document must be completely filled out and signed by the requesting party to be considered for a room reservation. It also must be accompanied by the Room Reservation Form giving specific details of the event as well as a signed waiver agreement.