

## ZLAC Rowing Club, Ltd.

1111 Pacific Beach Drive  
San Diego, CA 92109  
(858) 274-0661

### 2017- 2018 CLUBHOUSE RENTAL CONTRACT NON MEMBER

Name of Applicant \_\_\_\_\_ Date of Function \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_ Zip \_\_\_\_\_ Day Phone \_\_\_\_\_  
E-mail address \_\_\_\_\_ Additional Phone \_\_\_\_\_  
Type of Function \_\_\_\_\_ Estimated Attendance \_\_\_\_\_  
Time Period: From \_\_\_\_\_ To \_\_\_\_\_  
Caterer \_\_\_\_\_ Caterer's Phone \_\_\_\_\_

### RENTAL FEES AND CONDITIONS

**FEES** All fees are payable to ZLAC Rowing Club and must be paid 2 MONTHS prior to event.

	<u>Weekend Daytime</u>	<u>Weekend Evening</u>	<u>Weekday Daytime</u>	<u>Weekday Evening</u>	<u>Security</u>
	Sat/Sun Holiday	Sat/Sun Holiday	Monday- Friday	Monday- Friday	<u>Deposit</u>
6 Hour Event Time	8 AM – 2 PM	4 PM – 10 PM	8 AM- 2 PM	4 PM – 10 PM	
Rental Fee Nov 1- July 31	\$1400.00	\$2,500	\$1300.00	\$1,500	\$500*
Rental Fee Aug 1-Oct 31	NA	\$3,000	NA	\$2,000	\$500*
Overtime Fees		\$335		\$250	

- A. The Rental Fee includes set-up for ZLAC tables and chairs by ZLAC staff members.
- B. The Security Deposit is separate from the Rental Fee.
- C. Cancellation refund: \$400 is refundable if the event is cancelled at least 180 days before the reserved date. No full or partial refund of the Security Deposit is made if the event is cancelled less than 180 days before the event.
- D. The Security Deposit reserves against damage, excessive clean-up or extra hours worked by ZLAC staff members beyond contracted rental period. Any Security Deposit amount not used will be refunded within 21 days following the event, provided the conditions of this contract were met.

### CONDITIONS

- A. Our seating capacity is 150 persons.
- B. ***The food and beverage served at the event must be provided by a professional, licensed and insured caterer included on ZLAC's Approved Caterers List only. No Exceptions. All catering rules must be observed. See "Information For Caterer's" provided with this agreement for a list of catering rules. Acceptance of this agreement implies agreement with the terms and conditions set forth in the "Information for Caterers "sheet.***
- C. Hard liquor is prohibited. Only wine, beer and champagne are permitted. No minors shall be served alcohol or allowed to serve or consume alcoholic beverages on the premises. Kegs are permitted, but must be removed promptly at the end of the event. If kegs are left behind after the rental event, a \$100 fee will be charged per keg.
- D. No ZLAC furniture or property may be moved outside or placed on the beach. No ZLAC equipment is to be taken off the premises.
- E. The San Diego Fire Code must be enforced. Decorations must not be fastened or taped to the walls, draperies, blinds, light fixtures or furniture. Any candles used must be in glass containers and no candles are allowed in the bathrooms. No smoking is allowed in the ZLAC clubhouse or anywhere on the premises except for the designated smoking area at the front entrance, by the garage. Guests will find a cigarette disposal container at the designated smoking area. No exit doors may be blocked.
- F. No confetti, rice, birdseed, glitter, paper streamers or materials that require excessive clean up shall be used on the premises.
- G. The clubhouse must be adequately lighted at all times.

- H. Due to the residential nature of the area, and in compliance with the San Diego Municipal Code ordinances on noise, no hard rock bands will be allowed. Noise volume may not exceed 45 decibels. The ZLAC Resident Manager is authorized to reduce the music volume at any time. See "Information for the DJ" provided with this Contract. Acceptance of this Contract implies acceptance of the terms and conditions set forth in "Information for the DJ."
- I. The renter is responsible for ensuring that the guests conduct themselves in an orderly, law-abiding manner. All youth events and activities must be supervised by adult chaperones. Minors are not to be left unsupervised. Any guest acting in a disorderly manner or in violation of City ordinances will be removed.
- J. The renter is responsible for any damage to ZLAC property, including damage caused by vendors hired by the renter, such as caterers and music providers.
- K. Only ZLAC staff members are authorized to use ZLAC equipment.
- L. The renter or the renter's caterers must provide their own event chairs, ice, linens, serving containers, tableware, glassware, dishes, utensils, serving pieces, etc. No ZLAC dishes are to be used.
- M. The clubhouse kitchen may only be used for warming, refrigerating, and serving food. No food preparation is allowed. No open flames are allowed in the main room. The dishwasher is not to be used.
- N. Clean up of the premises, equipment, and furnishings is the responsibility of the renter or the vendor(s) hired by the renter, and must adhere to the clean-up procedure posted in the kitchen. The trash is to be bagged and put in the trash dumpster in the parking lot.
- O. The kitchen must be left clean and in good order. The kitchen floor is to be swept and mopped. The counters and sinks are to be thoroughly cleaned. Cabinets are to be wiped down.
- P. The person responsible for clean-up must review the "Caterer's Checklist" with the Resident Manager before leaving.
- Q. See "Information for Caterers" and "Caterer's Checklist" provided with this agreement. Acceptance of this agreement implies agreement with the terms and conditions set forth in the "Information for Caterers" and "Caterer's Checklist."
- R. For evening rentals, the rental event, including music must terminate by 10 pm. The premises, including parking lot, must be vacated by 11 pm. If the rental party and all vendors have not left the premises by 11 pm, the hourly rate shown on the first page of this agreement will apply starting at 11 pm and continuing until the premises are vacated. For daytime events, if the premises are not vacated by the time shown on the first page of this agreement, the hourly rate will apply as soon as the rental period has expired and continuing until the premises are vacated. For both evening and daytime events, there will be no reduction in the hourly fee if only a portion of the extra hourly time is used in vacating the premises.
- S. All property belonging to the renter or vendors hired by the renter must be removed from the premises immediately following the event. There are no exceptions.
- T. The renter is responsible for and must furnish security for personal property such as gifts, clothing, money and vehicles. ZLAC Rowing Club disclaims all responsibility for damage or loss to the personal property of the renter or the renter's guests.
- U. The Resident Manager of ZLAC Rowing Club will be on-site during the event and is authorized to enforce all rental conditions. \_\_\_\_\_

I understand and agree to the ZLAC fees and conditions as stated above.

\_\_\_\_\_  
Renter's Signature

\_\_\_\_\_  
Date

A Security Deposit of \$ \_\_\_\_\_ has been received.

\_\_\_\_\_  
ZLAC Rowing Club Resident Manager

\_\_\_\_\_  
Date

Approved by:

\_\_\_\_\_  
ZLAC Rowing Club Rental Chair  
or President

\_\_\_\_\_  
Date

Please return this signed contract and the security deposit check to the ZLAC clubhouse address given above. Make check payable to "ZLAC Rowing Club" and include the date of the rental event on the memo line. The original contract signed by the Rental Chairman or Resident Manager will be returned with information to help you plan your event.