

**Middletown Lions Club
15399 Central Park Rd
P.O. Box 507
Middletown, CA 95461
(707)355-1414, (707)987-0602
Email ~ mikej@kvusd.org**

Dear Applicant,

Enclosed is a rental agreement for the Middletown Lions Club building. The building has been reserved for you on the following date(s):

Deposit Receipt

Rental Building fee:	_____	
Rental Bar fee (if applicable \$300.00)	_____	nonrefundable
Cleaning/security deposit:	<u>\$500.00</u>	
Total:	<u>\$_____</u>	

1. Deposits are due with returned agreement to hold reservation. Balance must be paid two weeks prior to the rental date.
2. Payment should be made payable to MIDDLETOWN LIONS CLUB and mailed to:
**Mike Jones
21683 Hwy 29
Middletown, CA 95461**
3. Proof of Liability Insurance for day(s) of building rental must be received two weeks prior to event date.
4. Cancellation Policy: Event must be cancelled at least 7 days prior to rental date to receive a refund.

Middletown Lions Club Building Rental Agreement

- Final payment due two weeks prior to event date.
- Renter must provide proof of Liability Insurance two weeks prior to event.
- Access code to the building will be provided upon receipt of final payment.
- Access before & after event must be arranged with building manager.
- Rental of Middletown Lions Club building includes the following; Main Hall, Kitchen (sink, stove, refrigerator, serving tables), Tables (seventeen 6' tables), and Chairs (up to 175 folding chairs)
- Rental does not include; plates, utensils, cooking supplies, pots, pans, etc
- RENTER is RESPONSIBLE for the action of his or her guests.
- RENTER is RESPONSIBLE for ANY DAMAGE caused during rental agreement.
- RENTER is RESPONSIBLE FOR HIRING SECURITY PATROL DURING EVENT.
- NO ALCOHOL IS PERMITTED IN THE PARKING LOT.
- Maximum building capacity is 175 people.
- No loud music/noise is permitted after 11pm
- At the discretion of the bartender, the said event may be closed down, at which time renter forfeits his or her deposit.
- Access to the building may be permitted the afternoon prior to the event for setup and the morning after, for cleanup, at no additional charge, **depending upon other scheduled events. Prior arrangements must be made with the building manager.**
- Requirement of Bar Agreement must be completed for bar to be in operation.
- The full deposit will be refunded upon the condition of the facility. As determined by the Building or Bar Manager. CLEANUP RATE \$100/HR.
- Required Cleanup & Maintenance includes:
 - Sweeping & wet mopping all floors (halls, restrooms, kitchen)
 - Damage check (inside & out)
 - Removing all garbage from premises (please supply your own bags)
 - Turning off all lights (main hall, restrooms, kitchen)
 - Turning off water heater, swamp coolers, heaters, stoves, ovens & appliances)
 - Locking all doors
- **A portion of the deposit may be forfeited if any terms of this agreement have been violated.**
- Cancellation Policy: Event must be cancelled at least 7 days prior to rental date to receive a refund.
- If problems or questions, please contact the building manager, Mike Jones (707)987-0602, (707)355-1414, mikej@kvusd.org

MIDDLETOWN LIONS CLUB BUILDING RENTAL APPLICATION

Please fill out this form and return to the building manager to complete your reservation for the building. The building date(s) requested:

PLEASE PRINT LEGIBLY

Full name of responsible party: _____

Mailing Address	City	State	Zip
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Physical Address (if different from above)	City	State	Zip
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Telephone: Day () _____
Evening () _____
Other () _____

Email: _____

Event Date: _____ Event start time: _____

Type of Event: _____ Est. end time: _____

Number of guests expected: _____

_____ No, I do not need bar services; no alcohol will be on the premises.
_____ Yes, I would like to rent the bar and agree to the terms listed in the Bar Agreement. (Please complete Middletown Lions Club Bar Agreement & return with Rental Application)

_____ *signature* _____ *print name* _____ *date*

Your signature above affirms your understanding of, and agreement to all terms and conditions listed within the Building Rental agreement.

~~~~~office use only~~~~~

**Received on:** \_\_\_\_\_ **by:** \_\_\_\_\_

Rental Building fee: \_\_\_\_\_

Rental Bar fee (if applicable \$300.00) \_\_\_\_\_  
Cleaning/security deposit:           \$500.00           Total:           \$          

### **MIDDLETOWN LIONS CLUB BAR AGREEMENT**

- NO OPEN LIQUOR IS PERMITTED IN THE PARKING LOT
- Due to Liquor Liability, all alcohol must be controlled & distributed by the Middletown Lions Club.
- CORKAGE FEE of \$5/bottle is charged for wine or champagne brought in.
- No charge for Lions Club Bartender the first 4 hours of event. Cost is negotiable for any time after those 4 hours.
- All drinks sold for posted prices
- Requests for special types of liquor or drinks must be made in advance.
- Bar requires a \$300.00 non-refundable minimum fee.
- Please initial drinks requested:
  - \_\_\_\_\_ Domestic Beer
  - \_\_\_\_\_ Imported Beer
  - \_\_\_\_\_ Wine
  - \_\_\_\_\_ Mixed Drinks
- Estimated supplies needed: Bar stock includes vodka, gin, scotch, tequila, brandy
- Bar closes at 11 pm unless prior arrangements have been made.

Time Bartender will be needed: \_\_\_\_\_

Number of Bartenders requested: \_\_\_\_\_