

**Middletown Lions Club
15399 Central Park Rd.
Middletown, CA 95461**

Please contact the Building Manager at (707) 671-3384 if you have questions.

Dear Applicant:

Enclosed is a rental agreement for the Middletown Lions Club building. If our website calendar is clear on the date(s) you would like to rent the building, then please call the Building Manager at 707-671-3384 so that it can be verified that the date(s) are open.

Note: All forms pertaining to your requested rentals must be completed, signed and received with the security deposit to ensure the date(s) requested are reserved for your event.

Please list your requested rental date(s):

Middletown Lions Club Building Rental Costs

Building Rental Fee	\$800.00	_____
Kitchen Rental Fee:	\$100.00	_____
Bar Rental Fee:	\$300.00	_____
Security & Cleaning Deposit:	\$500.00	_____
	Total:	_____

1. Deposits are due with returned agreement to hold the reservation.
2. Checks payable to Middletown Lions Club and mailed to:

**Middletown Lions Club
15399 Central Park Rd.
Middletown, CA 95461**

3. A certificate of insurance naming the Middletown Lions Club additionally insured with a liability coverage amount for a minimum of one (1) million dollars must be received two weeks prior to the event date.
4. Cancellation Policy: Event must be cancelled at least 7 days prior to the rental date to receive a refund.

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

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

# Middletown Lions Club Building Rental Application

Please fill out this form and return to the Middletown Lions Club to complete your reservation for the building.

**PLEASE PRINT LEGIBLY**

Full name of responsible party: \_\_\_\_\_

\_\_\_\_\_ Mailing Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

\_\_\_\_\_ Physical Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Telephone: Day: \_\_\_\_\_

Evening: \_\_\_\_\_

Other: \_\_\_\_\_

Email: \_\_\_\_\_

Event Date: \_\_\_\_\_ Event start time: \_\_\_\_\_

Type of Event: \_\_\_\_\_ Est. end time: \_\_\_\_\_

Number of guests expected: \_\_\_\_\_ (Max 175)

## Middletown Lions Club Building Rental Agreement

Please note: This is a binding contract and all requirements must be met and all guidelines followed.

1. Building Rental is \$800.00.  
If a renter seeks a discounted rate, then they must attend a Lions Board Meeting with their request and explanation as to the need for reduction. The Lion's Board will make the final determination.
2. Cancellation: Event must be cancelled at least seven (7) days prior to the rental date to receive a refund.
3. Security Deposit is Required of \$500.00 and will be returned upon a walk through to ensure all requirements and terms of this contract are met.
4. **Renter must provide a Certificate of Liability Insurance for a minimum of one (1) million dollars listing the Middletown Lions Club as additionally insured two (2) weeks prior to the event.**
5. Renter is **Responsible** for **ANY DAMAGE** caused during their use of the premises.
6. Maximum building capacity is 175 people.
7. Per County Ordinance the event must end by 10:00 pm.
8. Rental of the Middletown Lions Club building includes the following: Main Hall (including restrooms); Seventeen (17) 6' Tables; and Up to 175 Folding Chairs.
9. **Kitchen Rental Includes Only:** Stoves, Refrigerator, Sinks, Prep Area.
10. The Lions Club Bar Agreement must be completed for the bar to be in operation.
11. **NO ALCOHOL IS PERMITTED ON THE PREMISES WITH THE EXCEPTION OF WHAT THE MIDDLETOWN LION'S BAR PROVIDES or IF PRIOR ARRANGEMENTS ARE MADE TO BRING IN WINE OR CHAMPAGNE and CORKAGE FEE OF \$10.00 PER BOTTLE WILL APPLY – ABSOLUTELY NO ALCOHOL ALLOWED OUTSIDE THE BUILDING OR IN THE PARKING LOT.**
12. At discretion of the Bartender or representative, the said event may be closed down at which time the Renter forfeits their Deposit.
13. **Renter is Responsible** for any actions of their guests. ***This includes guests bringing alcohol on site. The event will be shut down immediately to comply with CA Department of Alcohol & Beverage Control's guidelines.***
14. The Middletown Lions Club does not provide Security for events.
15. **Required Cleanup & Maintenance Directly After the Event Includes:** Damage Check inside and out; Removal of all garbage generated by the event from the premises using **garbage bags supplied by the Renter** – including removal of garbage from the Men's and Women's Restrooms (**A \$100 fee for garbage removal will be taken from the security deposit for any garbage left on site**); Removal of all items brought to the building by renter; Turning Off Water Heater, Swamp Coolers, Heaters, Stoves, Ovens & Appliances; Turning Off All Lights in the building and Locking All Doors.
16. If problems or questions arise, please contact the Building Manager.

By my signature I acknowledge that I have read, understand, agree and will abide by the above terms of the Middletown Lions Club Building Rental Agreement. I further understand that if the day of the rental there are any infractions found regarding this agreement, I may be asked to close the event down and vacate the premises. I also understand that any guest(s) may be asked to leave the event at the discretion of the Bar Tender(s), Building Manager or Lions Board Member.

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Signature

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Print Name

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Date

## Middletown Lions Club Bar Agreement

1. Rental of the Bar requires a \$300.00 non-refundable minimum fee.
2. Bar closes at 10:00pm per County Ordinance.
3. ***Due to Liquor Liability, all alcohol must be controlled and distributed by the Middletown Lions Club – No outside beer or liquor is allowed on the premises including the parking lot to comply with the California Department of Alcohol & Beverage Control's guidelines.***
4. ***Wine and champagne may be brought into the building and there will be a \$10.00 per bottle corkage fee. Note: No open bottles of wine or champagne are allowed outside the building or in the parking lot.***
5. ***Renter is Responsible for the actions of their guests. This includes guests bringing alcohol on site including the parking lot.***

***The event will be shut down immediately if the Renter or guest(s) are found to be out of compliance with the California Department of Alcohol & Beverage Control's guidelines.***

6. All drinks are sold for the posted prices at the bar.
7. Liquor bar stock includes beer, vodka, gin, scotch, tequila, brandy, whiskey and rum.

By my signature I acknowledge that I have read, understand, agree and will abide by the above terms of the Middletown Lions Club Bar Agreement. I further understand that I am held responsible for the actions of guest(s) that do not follow the stipulations of number 3-5 as stated above. I also understand that a guest or guests may be asked to leave the event at the discretion of the Bar Tender(s), Building Manager or Lions Board Member.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date