

**The Woman's Club of Carlsbad  
3320 Monroe Street  
Carlsbad, CA 92008**

**APPLICATION FOR USE OF THE WOMAN'S CLUB**

Renter's Name \_\_\_\_\_

Address \_\_\_\_\_

Telephone \_\_\_\_\_

Date of Event \_\_\_\_\_ Type of Event \_\_\_\_\_

Number of Guests \_\_\_\_\_ (Maximum 150) Entertainment \_\_\_\_\_

**Clubhouse Party Rental**

\_\_\_\_\_ **6 Hour Party \$900:** Includes 6 hours of party time, up to 2 hours of preparation time before guests arrive, 1 hour of clear up time after the party, furniture service and a guard. Additional party hours available at \$100 per hour.

\_\_\_\_\_ **Extra hours**

**Prep time:** \_\_\_\_\_ **Party time:** \_\_\_\_\_ **Clear up time:** \_\_\_\_\_

\_\_\_\_\_ **4 Hour Party \$700:** Includes 4 hours of party time, up to 1 hour of preparation time before guests arrive, 1 hour of clear up time after the party, furniture service and a guard. Additional party hours available for \$100 per hour.

\_\_\_\_\_ **Extra hours**

**Prep time:** \_\_\_\_\_ **Party time:** \_\_\_\_\_ **Clear up time:** \_\_\_\_\_

\_\_\_\_\_ **Large Kitchen \$50**

**Total Rental Fee** \_\_\_\_\_ **cash/check**      **Date Due** \_\_\_\_\_

**\*Security / Reservation Deposit : \$300.00 cash/check      Date Paid** \_\_\_\_\_

( **Cancellation Deadline:** \_\_\_\_\_ )

\*Note: The security deposit will be fully refunded after the event providing the club is left in good condition, you did not exceed the occupancy limit, music and entertainment ended by 9:00pm, the club was vacated by 10 pm, and other restrictions were followed.

# Woman's Club of Carlsbad

## Conditions of Use

1. **Maximum occupancy is 150.** Children over 2 should be counted as guests. Exceeding the occupancy limit is cause to refuse the return of the security deposit.
2. A club representative will be present at the club during your party. **The club representative or security guard may remind you of limitations the City of Carlsbad requires the Woman's Club to follow.** No alcohol is allowed outside. No alcohol besides beer and wine may be brought into the club for any reason. Doors and windows must remain closed during amplified sound or music, and the volume must be monitored so there is not sound beyond the fence line of the back parking lot. Failure to follow the City rules of operation may result in the party being halted and may result in your security deposit being forfeited. Adults are responsible for being sure the children play safely. Repeated notification that the children are not following safety or club rules will result in loss of the security deposit and a request that the child remain in the direct supervision of the parent. **The City has requested that children not be allowed to shout and play on the patio.** We also do not allow children in the parking lot or driveways for safety reasons.
3. Since the Club is in a residential area, music (especially the bass tones) must be kept to a reasonable level. **Live bands are not permitted. Live music is limited to non-amplified piano or acoustic guitar only, with a maximum of two performers. Recorded music (karaoke and/or disc jockeys) are permitted. All entertainment must end at 9:00 PM. All exterior doors and windows shall remain closed during activities involving amplified sound, music or live entertainment as to contain the sound within the building.** A club representative will work with the DJ to set a reasonable sound level and it is the renter's responsibility to have the DJ maintain the acceptable volume level. Repeated failure of the renter or the DJ to comply with the club representative regarding sound level will result in loss of the security deposit.
4. **The Club must be vacated and locked up by 10:00 PM.**
5. No hard liquor is allowed. Champagne, wine, or beer are allowed. **No alcoholic beverages shall be served after 8:30 PM.** Guests may be asked to show verification of age. Bring I.D.
6. The piano may be used if you notify the Rental Chairman of your intentions.
7. **Smoking is not permitted on the premises of the Woman's Club.**
8. The throwing of rice, bird seed, or confetti is not allowed in or around the premises.
9. Tents on the patio are allowed although **only passive use of the patio is allowed. No music or alcohol is allowed on the patio. Buffet tables or taco bar type food preparation stations are allowed on the patio.** Bounce toys are not permitted at the Woman's Club.

10. Decorations must be removable without marring the surfaces. Blue painter's tape can be used and removed carefully. Glue, regular tapes, nails, staples, or other defacing materials may not be used by renters. Lit candles are not allowed.

11. The Club's chairs and tables may be used inside and on the patio. No extra chairs or tables may be brought to the club without the Rental Chairman's permission

12. Renters must leave the club in the order it was found, including cleaning up debris and spills. The patio, front yard and parking lot must also be left clean. All appliances, heaters, and lights must be turned off. The kitchen sink and counters need to be wiped down and all trash, including trash from the restrooms, must be left in the dumpster. Gates should be locked by 10:00 pm.

13. The renter is responsible for all damage or loss, by whatever cause, during the period of rental or occupancy; or after the period of rental or occupancy if the premises are left unsecured in any manner. Any damage and/or breakage shall be deducted from the security deposit. The renter is also responsible for the behavior of all persons on the premises.

14. The Woman's Club of Carlsbad is not, and will not be responsible for any loss or damage to personal belongings of the renter or guests while they are on the premises, or to the belongings left on the premises after the event.

15. If the police are called to the Club due to disturbance or noise while you are renting the Club, and the situation can not be resolved by the renter (for example, by adjusting the volume of the music, or bringing guests indoors) the entire deposit will be forfeited. Please be considerate of our neighbors.

### **Payment of Fees**

1. A \$300. security/damage deposit will be collected when this application/agreement is signed.

2. The deposit is refundable only if the premises are left in satisfactory condition and rules of the club are followed. The premises should be left free of trash and undamaged as when it was rented to you. See page 2 and 3 for specifics.

3. The security/ damage deposit will be forfeited if there is a cancellation of less than 60 days prior to the date of your event.

4. The refund of your deposit will be processed within 10 working days and mailed to you as a check.

5. The full rent is due at least 60 days before your event. It may be paid in cash or check. Call the rental chairman to make arrangements to make the payment. Failure to make arrangements 60 days before the event will result in the loss of your reservation

## Leaving the Club in Good Condition

**Music Must End At 9:00 P.M. & Club Must Be Closed Up By 10:00 P.M.  
Doors and Windows Closed During Entertainment. No Liquor Served After 8:30**

1. Leave the club house in the same condition you received it.
  2. Anything you brought in must be removed when you leave the premises.
  3. Any spills or accidents should be cleaned up.
  4. **Place garbage bags into the dumpster** which is outside the kitchen door near the exit gate. **Be sure to collect the trash from the restrooms.**
  5. **All trash or debris must be picked up from the patio, parking lot, and driveways.** Check for paper, cups, cigarette butts, candy wrappers, food, drink cans, decorations and party favors.
  6. Stove burners and the oven must be turned off. Clean up any spills on the stove. The refrigerator should be empty and turned off. Prop the refrigerator door open. Wipe down the kitchen sink and counters.
  7. **Turn off all lights including the parking lot lights.** The parking lot light switch is by the dumpster by the out-gate.
  8. Make sure all windows and doors are closed and locked. The two exit doors in the main room need to be pulled closed to lock. **Lock the parking lot gates.**
  9. Chairs and tables must be left where you found them. Tables should be wiped down if there are spills. If we arranged your furniture, leave it where it is. Don't stack chairs.
- If you set up the furniture yourself, you also have to put it back.:  
STACK THE CHAIRS NEATLY. FOLLOW THE DIRECTIONS AND DIAGRAMS IN THE CHAIR STORAGE AREAS. TABLES ARE STORED UPRIGHT IN THE AREA BESIDE THE STAGE BEHIND THE CURTAIN.
10. Supervise children in the clubhouse. Don't allow them to play in the bathrooms. CHILDREN SHOULD NOT BE ALLOWED to handle or operate the stage curtain, vertical blinds, or pocket doors due to the delicate nature of the items.
  11. Watch the kids. **The patio can not be noisy**, so kids are only allowed out with their parents and must speak quietly and not play, or go into the parking lot or driveways.

**The club must be left in good condition and rules listed here must be adhered to or you could lose all of your security deposit.**

**Indemnification**

To the fullest extent permitted by law, the renter shall indemnify and hold harmless the Club and its Officers, Directors, employees, and members from claims, demands, causes of actions and liabilities of every kind and nature what so ever arising out of or in connection with renters activities conducted under this agreement. This indemnification shall extend to claims occurring after this agreement is terminated as well while it is in force. The indemnity shall apply regardless of any active and/or passive negligent act, or omission of the Club. The indemnity set forth herein shall not be limited by insurance requirements or by any other provision of this agreement.

**AGREEMENT**

I have read this agreement, including the sections Conditions of Use, Payment of Fees and Leaving the Club in Good Condition. I am aware that my entire deposit will be forfeited to the Woman’s Club of Carlsbad if I do not comply with the foregoing. I will be totally responsible and held liable in the event of property damage or theft in excess of my security deposit.

I also agree to hold harmless and to indemnify the Woman’s Club of Carlsbad for liability arising from personal injury or property damage caused by or to members, guests, or invitees by my party, club, group or any other entity renting or leasing the premises of the Woman’s Club of Carlsbad.

This signed agreement/application with security deposit shall be forwarded to:

Woman’s Club of Carlsbad, c/o Valerie Jahan

3320 Monroe Street

Carlsbad, CA 92008

Phone (626) 482-8149

Renter: \_\_\_\_\_

Date: \_\_\_\_\_

Rental Chair: \_\_\_\_\_

Date: \_\_\_\_\_