

RANCHO SANTA TERESA SWIM & RACQUET CLUB
286 Sorrento Way, San Jose CA 95119
(408) 227-5758 Office - (408) 225-6325 Fax

HALL RENTAL AGREEMENT - MEMBER

Member Name _____

Address _____ ZIP _____

Phone Numbers: Home _____ Work _____ Cell _____

Type or Purpose of Function (attach copy of invitation) _____

Date of Function ____/____/____ Hours of Function _____

Total Planned Attendance (150 Max.) _____ Will Alcohol Be Served? Yes No

RENTAL FEE - Basic Fee \$350, Cleaning \$150 \$ 500.00

SECURITY PATROL FEE \$ 150.00

DEPOSIT – REFUNDABLE, for reservation, damage, cleaning, and keys . . . \$ 500.00

TOTAL to be paid 2 weeks before Event \$1150.00

DEPOSIT must be paid at time of reservation. Remainder of Fees must be paid no later than two (2) weeks prior to event. RESERVATION DEPOSIT WILL BE FORFEITED IF FUNCTION IS CANCELLED LESS THAN FOUR (4) WEEKS PRIOR TO EVENT. DEPOSIT WILL BE FORFEITED IF KEYS ARE NOT RETURNED; **KEYS ARE NOT TO BE DUPLICATED.** Applicant must provide a current CERTIFICATE OF LIABILITY, HOMEOWNER or RENTER POLICY within TWO WEEKS of deposit, naming Rancho Santa Teresa Swim & Racquet Club as “additional insured”, and verifying the MINIMUM amount of \$1,000,000.00 for Bodily Injury and Property Damage Liability limits. See further insurance information on Rental Rules & Regulations sheet. **Applicant shall conform to all necessary components of Applicant Checklist/Timeline.**

MEMBERS MAY NOT RENT FACILITIES FOR NON-MEMBERS. IF THIS OCCURS, THE MEMBER SHALL BE CHARGED THE NON-MEMBER FEE OF \$1,600 PLUS SECURITY FEES.

As a Member in-good-standing of Rancho Santa Teresa Swim & Racquet Club, I certify that this function is being held on behalf of myself or for a member of my immediate household family. I assume full responsibility for all damages that may occur as a result of this function and will reimburse the Club for any/all such costs or expenses. Rancho Santa Teresa Swim & Racquet Club is not responsible for any lost and/or stolen personal articles. I also certify that this is a private party, not a business function, and I have received a copy of the Rental Rules & Regulations and agree to comply with them. If any questions arise, the Board of Directors shall make the final determination.

PROPRIETARY MEMBER SIGNATURE _____

(PRINT NAME) _____ KEYS # _____

KEYS PICK-UP DATE _____ KEYS RETURN DATE _____

DEPOSIT OR AMOUNT PAID _____ CASH _____ CHECK # _____

DATE PAID _____ REC'D BY _____ DATE _____

BALANCE DUE _____ REC'D BY _____ DATE _____

ADDITIONAL FEES/CHARGES _____ DATE _____

DOCUMENTED BY _____ DATE _____