

# BRIARWOOD COMMUNITY CENTER, INC

(Application for Dining Room & Kitchen Usage)

Date of application: \_\_\_\_\_

I, \_\_\_\_\_, \_\_\_\_\_  
*Owner/Lessee* *Unit* *Phone Number/contact number*

Hereby apply for permission to use the *Dining Room, patio, and Kitchen* of the Briarwood Community Center (hereinafter called "Clubhouse")

Date: \_\_\_\_\_  
*Month* *Day* *Year*

Time: \_\_\_\_\_  a.m.  p.m. **TO** \_\_\_\_\_  a.m.  p.m. Caterer:  Yes  No

Number of Guests: Adults \_\_\_\_\_ Minors: (Age Group) \_\_\_\_\_

Music: (Check all that apply): Tapes \_\_\_\_\_ Records \_\_\_\_\_ CDs \_\_\_\_\_ Live Band or DJ (circle one)

Event: \_\_\_\_\_

(Premises to Be Vacated One (1) Hour after Close of Event)

**NOTE: Assessments Must Be Current Before Approval Is Granted  
Please Carefully Review the Following Information/Rules**

1. Use of the facility is restricted to the Dining Room with access to the Kitchen and Patio only. The number of guests cannot exceed eighty (80).
2. The rental fee of **\$500.00** **AND** a *refundable deposit* of **\$200.00** will be charged for use of the rental space for **a total of \$700.00**. Two hundred (\$200.00) will be refunded, if all guidelines of the contract are followed. A Security Officer shall be present at all times during your event. **Event is limited to six (6) hours with one (1) additional hour for clean up.**  
**ADDITION:** Security Officer Coverage @ 26.90 per hour. In addition to the above fees, you will pay for security coverage for the amount of hours you place on application. If you exceed the hours on this application we will deduct the security coverage balance from your deposit.
3. The application, with appropriate **cashier's check or money order** made payable to "Briarwood Community Center" must be presented to the Office Manager at least one (1) month prior to your event. The balance must be paid two (2) weeks prior to your event. Reservations will only be reserved with the \$200 deposit (cashier's check or money order) and will be refundable only if cancellation occurs two (2) weeks prior to event.
4. **Evening events MUST END BY 11:00PM. ALL PARTIES MUST BE TOTALLY OUT OF CLUBHOUSE BY MIDNIGHT (this includes clean up time). Only the actual event hours should be placed on the application. Check with the office to confirm the time you can come in prior to the start time for your event to set-up or decorate. If you paid for tables/chairs set-up, your paid set-up will be ready four (4) hours prior to your event start time, unless prior arrangements have been made with management. Set-up/decorating hours MUST BE approved in advance of your party date.**  
**SET-UP/DECORATING TIME:** \_\_\_\_\_ a.m./p.m.  Initial OFFICE Mgmt. approval  
(The table set-up will be ready at the time noted above. (custodian set-up only)
5. In addition to the stated **\$500.00**, at the time of reservation, the applicant shall deposit **\$200.00** (*refundable deposit*) which will be refunded only if the facility is used for the stated purpose, if it is cleaned to the satisfaction of the BCC Board, and if all equipment used is cleaned and restored to its proper order. **Deposit will not be refunded if facility is not cleaned and restored according to the guidelines of this contract.** This includes broken items, soiled draperies, damaged door handles, screens, ovens, cook top, etc. (see page 3 for more explanation). Your deposit fee is forfeited if reservations are cancelled with less than two (2) weeks' notice. **ALL FEES MUST BE PAID ONE MONTH PRIOR TO YOUR SCHEDULED EVENT AND PAID BY MONEY ORDER OR CASHIER CHECK. WE DO NOT ACCEPT PERSONAL CHECKS.**

6. Applicant (Briarwood homeowner/resident) is solely responsible for any and all damages or injuries that may result from the use of the facility and equipment: and “Will Hold Harmless” the Clubhouse from any and all liability for the injuries or damages suffered by any persons as a result of usage of the facility by him/herself, guest(s), caterer, or any person whomsoever associated with your event. **The Homeowner/Resident is responsible for their guests at all times while they are on Briarwood property and must be present during the entire event.**
7. Applicant will reimburse the Clubhouse for any repairs that, in the opinion of the Board of Directors, are made as a result of the usage of the facility by the applicant/resident, guest(s), or any person whomsoever attending your event.
8. The Board of Directors reserves the right to rescind its permission to use the facility at any time.
9. At least one Briarwood homeowner or resident **MUST be present at all times**, while renter is using the facility. If a disturbance occurs, or if the facility is not maintained or left in proper order, the BCC Board retains the right to withhold the deposit and to refuse subsequent requests by the applicant to use the facility.
10. According to the Briarwood Rules and Regulations, no permission will be granted if use of the facility is intended for:  
A) Business    C) Religious    D) Government    F) School Organization  
B) Political    E) Union    G) Weddings
11. All persons attending the “Private Party” are required to stay within the reserved area (Dining Room, kitchen, and, patio). This means that **NO ONE** is allowed in the **SWIMMING POOL AREA, BILLIARD ROOM, PING PONG ROOM, LIBRARY, or LIVING ROOM/LOUNGE. There will be NO loitering outside in front of the community center at any time.**
12. **LOUD or UNUSUAL NOISES which disturb other residents of Briarwood are PROHIBITED.** This includes amplified musical instruments and loud voice levels. Inglewood City noise ordinance is in force after 10:00 p.m. **Ord. 88-29 9-13-88).**
13. Applicant **MUST** provide an **Alphabetical List of guests by last or first names** to the BCC Manager for the Briarwood Community Center of all guests **three (3) days prior to the event.** Briarwood Manager will provide a copy to security.
14. The applicant using the facility is responsible for setting up and taking down tables and chairs used for the event, unless they have engaged the services of the Briarwood Custodian to perform this task. The facility **MUST** be left the way it was originally set up, unless special arrangements have been made and authorized by the Clubhouse Management. **DO NOT DRAG** tables and chairs across the floors. **If any tables and chairs are taken outside, they MUST be brought back inside the clubhouse at the end of your event. Under NO circumstances are the tables and chairs to be left outside overnight. You are responsible for any damage to Briarwood tables and chairs.**
15. The floors are to be swept only if there is visible food or droppings. **DO NOT MOP unless there is a spill.** The Clubhouse custodian is the only person authorized to clean floors. This avoids damage to the wax finish caused by incorrect use of cleaning materials.
16. **DO NOT ATTACH ANYTHING TO WALLS, CEILING, DRAPERIES, OR FLOORS.**  
Decorations are allowed if hung on the existing permanent ceiling hooks only that do not cause damage to ceiling. Do not add additional hooks to ceiling. Please use caution when removing decorations as to not cause damage to rental space.  
**NO ITEMS SUCH AS JUMPERS, ANY SIZE SWIMMING POOLS, CANOPES, or NON-BRIARWOOD COMMUNITY CENTER OWNED ITEMS CAN BE PLACED ON BRIARWOOD COMMUNITY CENTER. PROPERTY. Security cannot grant permission for such items.** All decorations **MUST** be removed from clubhouse immediately after your event.

**BRIARWOOD COMMUNITY CENTER, INC**

17. *PARKING is restricted to Briarwood Drive only. Guests CAN NOT park in Briarwood parking lots.* PLEASE INSTRUCT YOUR GUESTS PRIOR TO YOUR EVENT; THERE IS NO PARKING IN BRIARWOOD PARKING LOTS. **Double parking is also prohibited.**

Parking in front of the Clubhouse (white zone) is allowed only for **loading** and **unloading** and cannot be used **CONTINUOUSLY** while the event is in progress.

18. There shall be NO SELLING of any items, goods, or merchandise in the Clubhouse; this includes food and drinks except as designated by the Clubhouse Board of Directors or during a Briarwood Community Event.

19. No food is allowed on stage (this includes the set-up of tables on stage for this purpose)

20. No Marijuana smoking, vaping, or Hookah smoking is permitted on Community grounds or in front of the building or in any common area. If not compliant, you will forfeit your rental deposit and will be in jeopardy of no future rentals with the community center.

21. Applicant/s will have (1) one hour after the ending time noted on the application for clean up to be totally out of clubhouse, no exceptions.

22. Music and festivities must cease/stop one hour before the ending time noted on application.

Example: **If your event is until Midnight, the event must end at 11:00 p.m.**

23. The Community Center is not responsible for any lost items or any items left in the community center.

I, \_\_\_\_\_, applicant, herein accept all conditions and restrictions contained herein, including Briarwood General Rules and Regulations in consideration of permission to use this facility.

Signed by applicant on this \_\_\_\_ day of month \_\_\_\_\_ year \_\_\_\_\_ by order of the Community Center Board of Directors.

\_\_\_\_\_  
*Applicant Signature*

\_\_\_\_\_  
*Office Administrator*

\_\_\_\_\_  
*Approval Date*

I understand there is a **\$50.00** fee, to engage the services of the Clubhouse custodian.

I **want** to engage the services of the Clubhouse Custodian to set up and take down tables for the above event.

I **do not want** to engage the services of the Clubhouse Custodian to set up and take down tables for the above event.

PLEASE NOTE: You are responsible for cleaning the room after the event. This includes removing all table covers, debris from tables and floors, decorations, etc. **Tables MUST BE placed back in storage area in a neat and orderly fashion.** All trash **MUST** be placed in **OUTSIDE** trash containers.

**Note:** Money order's/cashier's checks should be payable to: Briarwood Community Center, Inc.

**Briarwood Community Center, Inc.**  
**3500-1 West Manchester Boulevard**  
**Inglewood, CA 90305**  
**Phone: (310) 412-5009 Fax: (424) 227-8661**

**COMMUNITY CENTER**  
**PRIVATE PARTY RENTAL CONTRACT**  
**NON-REFUNDABLE FEES**

The following is a list of items and fees that will be deducted from your private party deposit in accordance to the Private Party Rental Contract:

<u>ISSUE</u>	<u>FEE</u>
Non-compliance to Management or Security	\$100.00
Double-parking on Briarwood Drive (non-compliance with Security)	\$ 75.00
Tables and Chairs left in party area or outside	\$ 50.00
Un-swept floors in kitchen area/banquet hall	\$ 25.00
Wet spills left in kitchen, lobby, or banquet areas	\$ 50.00
Any trash left in kitchen or party area/banquet hall	\$ 50.00
Non-receipt of alphabetical guest list to Community Center or no list provided at all.	\$ 50.00
Tables not covered – left dirty	\$ 5.00 per table
Kitchen not restored to its original condition	\$ 50.00
<b>Use of Pool or Pool area is PROHIBITED (RELINQUISH TOTAL REFUND)</b>	<b>\$200.00</b>
Kitchen/Dining Room Keys not returned	\$ 50.00
Air-Conditioning Remote non returned to BCC Office.	\$150.00
Air-Conditioner left ON.	\$ 50.00

ANY broken glass, windows, screen doors, window treatments, equipment, tables, chairs, stove, ovens, garage disposal misuse or stoppage, damage to floors, ceilings, or walls, etc., *will be assessed and charged according to cost of repair.*

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| <ul style="list-style-type: none"> <li>• <b>THIS SECTION APPLIES TO ALL PARTICIPATES OF THE PRIVATE PARTY</b></li> <li>• All guests are to remain in the rental areas to include outdoor patio area.</li> <li>• Guests are <b>not allowed</b> in billiard, ping pong/storage room, or living room at any time.</li> <li>• Guests are <b>not allowed</b> to use lobby area as part of their event area.</li> <li>• Guests are <b>not allowed</b> in the POOL AREA at any time.</li> <li>• Guests are <b>not allowed</b> to loiter in front of building at any time.</li> <li>• Guest must dine in the dining or outdoor patio areas. <b>NO</b> food is to be taken into the lobby area.</li> </ul> |
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**RESIDENT IS RESPONSIBLE FOR THEIR GUESTS AND ANY DAMAGES TO BRIARWOOD PROPERTY**  
**and MUST BE PRESENT DURING THE ENTIRE EVENT.**

*Upon leaving, deposit kitchen and banquet hall keys in the Community Center Office Mailbox upstairs,  
Return air-conditioner remote to security*

I, \_\_\_\_\_ accept and understand all the above-mentioned conditions and fees contained herein this rental application and by signing this document I accept and agree to its terms. I have acknowledged by my signature receipt and acceptance of this signed contract.

\_\_\_\_\_  
*Resident Signature*

\_\_\_\_\_  
*Date*