

# BRIARWOOD COMMUNITY CENTER, INC

## Rental 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* 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 **\$350.00** **AND** a refundable deposit of **\$250.00** will be charged for use of the facility for a **total of \$600.00**. Two hundred and fifty (\$250.00) will be refunded, if all guidelines of the contract are followed. A Security Officer shall be present at all times during your event.  Initial  Initial

Event is limited to **six (6) hours** with one (1) additional hour for clean-up time.

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 two (2) 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.**  Initial  Initial

SET-UP/DECORATING TIME: \_\_\_\_\_ a.m./p.m.  
*(The time table set-up should be ready this (custodian se-up only)*

*Office Management  
Approval/initial here*

3. In addition to the stated **\$350.00**, at the time of reservation, the applicant shall deposit **\$250.00** (*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 one (1) week notice. **ALL FEES MUST BE PAID TWO (2) WEEKS IN PRIOR TO YOUR SCHEDULED EVENT AND PAID BY MONEY ORDER OR CASHIER CHECK. WE DO NOT ACCEPT PERSONAL CHECKS.**  Initial  Initial
4. Applicant (Briarwood homeowner/resident) is solely responsible for any and all damages or injuries that may result from the usage of the facility and equipment: and "Will Save and 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.**  Initial  Initial

5. 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.
6. The Board of Directors reserves the right to rescind its permission to use the facility at any time.
7. At least one Briarwood homeowner or lessee **MUST be present at all times**, while the facility is being used. 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.
8. According to the Briarwood Rules and Regulations, no permission will be granted if use of the facility is intended for:
 

A) Business	D) Government	F) School Organization
B) Political	E) Union	G) Weddings
C) Religious		
9. 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, or LIVING ROOM/LOUNGE. There will be NO loitering outside in front of the community center at any time.** Initial  Initial
10. **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].
11. Applicant **MUST** provide an **Alphabetical List of guests by last or first names** to the BCC Manager of the Briarwood Community Center of all guests, **three (3) days prior to the event.** The BCC Manager will provide a copy to Security.
12. 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 have been 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.** Initial  Initial
13. 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.
14. **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 any ceiling within the Clubhouse. Please use caution when removing decorations as to not cause damage to the rental space. Initial  Initial  
  
 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. Initial  Initial
15. **PARKING is restricted to BRIARWOOD DRIVE ONLY. Guests CAN NOT park in Briarwood parking lots.** PLEASE INSTRUCT YOUR GUESTS PRIOR TO YOUR EVENT SO THEY ARE AWARE THAT THERE IS NO PARKING IN BRIARWOOD PARKING LOTS. **Double Parking is also prohibited.** Initial  Initial  
  
 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. Initial  Initial

- 16. 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.
- 17. 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 two (2) weeks prior to your event. Reservations will only be reserved with the \$250 deposit (cashier's check or money order) and will be refundable only if cancellation occurs within **one (1) week** of payment and one week prior to event.  **Initial**    **Initial**
- 18. No food is allowed on stage (this includes the set-up of tables on stage for this purpose)
- 19. 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.  **Initial**    **Initial**
- 20. Music and festivities must cease/stop one hour before the ending time noted on application  
**EXAMPLE:** *If your rental event is until Midnight, then the event Must End at 11:00 p.m.*  **Initial**    **Initial**
- 21. Music must be turned off during clean-up.  **Initial**    **Initial**
- 22. The Community Center is not responsible for any lost items or any items left in the community center.  **Initial**    **Initial**

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

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

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

\_\_\_\_\_  
*Board of Directors Signature & Title*

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

*Signed by applicant (Resident) on this \_\_\_\_\_ day of month \_\_\_\_\_ year \_\_\_\_\_ by order of the Briarwood Community Center Board of Directors.*

- I understand there is a \$50.00 fee, to engage the services of the Clubhouse custodian.
- YES - I want to engage the services of the Clubhouse Custodian to set up and take down tables for the event.
  - NO - I do not want to engage the services of the Clubhouse Custodian to set up and take down tables for the 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, the kitchen (including the sink, counters, floor, refrigerator, oven and stove). When not engaging the Custodian... Tables MUST be placed back in storage area in a neat and orderly condition. All trash MUST be placed OUTSIDE in the trash containers behind the clubhouse. **UNDER NO CIRCUMSTANCES SHOULD TRASH BE LEFT IN THE KITCHEN OR DINING ROOM.**  **Initial**    **Initial**

\_\_\_\_\_  
For Office Manager/Board of Directors Notes

**Note: Please remit two (2) separate cashier's checks or money orders  
Payable to: Briarwood Community Center, Inc**

BRIARWOOD 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	\$50.00
Double-parking on Briarwood Drive (non-compliance with Security)	\$15.00
Tables and Chairs left in party area or outside	\$50.00
Un-swept floors (Food, misc. party items) in kitchen area/banquet hall	\$25.00
Wet spills left in kitchen, lobby, or banquet areas	\$25.00
Any trash left in kitchen or party area/banquet hall	\$15.00
Non-receipt of alphabetical guest list to Community Center or no list provided at all.	\$15.00
Tables not covered – left dirty	\$ 5.00 per table
Kitchen not restored to its original condition	\$50.00
Parking in restricted Handicap area	\$50.00
Un-returned kitchen/dining room keys	\$100.00
Hourly adjustment (Left the clubhouse after event hours)	\$50.00 per hour

All ISSUES/DAMAGES including: 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 the cost of the repair.

THIS SECTION APPLIES TO ALL PARTICIPATES OF THE PRIVATE PARTY

- All guests are to remain in the rental areas to include the outdoor patio area.
- Guests are NOT ALLOWED in billiard, ping pong, or living room at any time.
- Guests are NOT ALLOWED to socialize or eat in the lobby area.
- Guests are NOT ALLOWED in the POOL AREA at any time.
- Guests are NOT ALLOWED to loiter in front of the Community Center building at any time.
- Guests must dine in the dining or outdoor patio areas. **NO FOOD OR BEVERAGE** is allowed in the lobby **OR ON THE DINING ROOM STAGE.**

**RESIDENT IS RESPONSIBLE FOR ANY AND ALL DAMAGES TO BRIARWOOD PROPERTY and MUST BE PRESENT DURING THE ENTIRE RENTAL HOURS.**

**Upon leaving, deposit the kitchen and dining room keys in the Community Center Office Mail slot upstairs.**

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 also acknowledged by my signature receipt of a signed copy of this contract.

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

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

**BRIARWOOD COMMUNITY CENTER (Rental Application)**

**COVID Agreement**

- I \_\_\_\_\_ declare I am the host of this event set to be held on \_\_\_\_\_. I am not experiencing or exhibiting any COVID-19 related symptoms as outlined by the Federal and State Center for Disease Control and Prevention (CDC) such as fever, dry cough, or shortness of breath.
- I acknowledge that I must follow the safety protocols that have been implemented by the CDC guidelines and posted in buildings in Briarwood Townhomes, including practicing social distancing and maintaining separation of six feet from individuals.
- I will not invite or have in attendance any guest who, to my knowledge, has traveled Internationally to a highly impacted COVID-19 area, or within or outside of the United State during the last (14) days or has been recently exposed to a person or animal with a positive and confirmed case of COVID-19.
- I acknowledge that I may be removed from an event or asked to leave the community property by Briarwood Management or Security Personnel should I exhibit any behavior in direct contrast to guidelines and safety measures regarding COVID-19 as outlined by the CDC.

**Signature Required:**

By signing this Event Attendee Waiver and Release of Liability Form, I acknowledge the contagious and evolving nature of COVID-19 and voluntarily assume the risk that my attendees and I may be exposed to COVID-19 as a result of my private event at the Briarwood Community Center Clubhouse. I voluntarily agree to assume all of the foregoing risks and accept sole responsibility for any expense, liability, illness, injury, disability and/or death related to contracting the virus while hosting my event.

I hereby release and hold harmless Briarwood Community Center Inc., Directors, Members, Management and all Employees of Briarwood from all claims of any kind arising out of COVID-19 as a result of my rental/event.

I agree to be bound by all terms of this Event Attendee Waiver and Release of Liability Form, as indicated by my signature below.

\_\_\_\_\_ Date

\_\_\_\_\_ Printed Name /Unit#: \_\_\_\_\_

\_\_\_\_\_ Signature