BIG FALLS LODGE

41303 VALLEY OF THE FALLS DR.

FOREST FALLS, CA. 92339

DONOR USE/REQUESTED DONATIONS SCHEDULE

Effective 9/1/2017

To Reserve A Date: $75.00 (non-refundable donation; applicable to schedule below)

Cleaning/Damage Deposit: $200.00 (refundable after the event)

Kitchen Use Deposit: $100.00 (refundable after the event)

Facilities Donation Rates	Spring/Summer	Fall/Winter
	April – September	October - March
Lodge Only (Hourly Rate)	$60.00	$80.00
Lodge & Kitchen (Hourly Rate)	$85.00	$105.00
PARTIAL DAY Lodge Only (Six hours)	$200.00	$250.00
PARTIAL DAY Lodge & Kitchen (Six hours)	$250.00	$300.00
FULL DAY Lodge Only (Ten hours)	$300.00	$350.00
FULL DAY Lodge & Kitchen (Ten hours)	$400.00	$450.00
BRIDAL PACKAGE*	$800.00	$800.00

(*Bridal Package includes day before set-up and decorating, use of dishware).

Additional requested donations for use of canopies and BBQ.

There is a mandatory charge of 75.00 for security at the event which must be paid by check to the Security Person at the date of booking and signing the contract. (for events longer than 5 hours add $25 per hour)

If Donor decides to have VFCCI's staff clean after the event, additional donations will be expected depending on Donor's use of kitchen facilities, dishes and supplies. (This will be based upon 15.00 hourly rate).

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FACILITIES USE APPLICATION

****Owned and operated by: Valley of the Falls Community Center Inc. P.O. Box 41, Forest Falls, CA** www.VFCCi.org

Name:_____Date:_____

Address:_____City/Zip:_____State:___

Person in charge during event:_____

Phone:
Home:_____Work:_____Cell:_____

DESCRIPTION OF COMPANY/ORGANIZATION:

Organization Name: _____ Organization Purpose:_____

DESCRIPTION OF EVENT

Note: ***If requesting multiple dates, list on a separate page and attach to this application.***

Type of Event: _____ Event Date(s): _____

Estimated Attendance (Max. occupancy inside is 125)_____

Will alcoholic beverages be served? YES_____ NO_____
If selling alcoholic beverages Donor must have an dated ABC license.

Will amplified music be played? YES_____ NO_____

IF PROVIDING ALCOHOL, AMPLIFIED MUSIC AND/OR DANCING, DONOR IS REQUIRED TO PROVIDE A VFCCI SECURITY GUARD AT DONOR'S EXPENSE.

Set-up will begin at:_____ Guests arrive at:_____

Cleaned up and out by:_____ Will guests pay a fee? YES____ NO____

If charging a fee, state the amount: $_____ and purpose_____

Facility requested: Lodge, no kitchen _____

Lodge w/kitchen, onsite food prep _____ Lodge w/kitchen, offsite food prep _____

***If serving food and/or beverages, Kitchen Donations are expected. Initial _____**

BIG FALLS LODGE FACILITIES USE AGREEMENT

The Facilities Use Agreement rules are to assure VFCCi that the building and grounds are left in satisfactory condition. Donor shall be responsible for the total cost of repair and/or replacement for all actual loss or damage to the building and/or its contents. VFCCi does not assume any responsibility for weather and its relationship to Donor's event. A change in the weather will generally not be grounds for Donor to cancel the event and receive a refund of Donor deposit; Donor should plan accordingly. Late Spring or early Winter snow is not uncommon as are Summer or Fall thunderstorms. During the traditional snow season, Mid-December to April 1st, VFCCi will have the parking lot snow-plowed and ready for Donor's reserved event, EXCEPT for snows which occur on the day of Donor's event which will not be the responsibility of VFCCi.

DONORS MUST CLEAN UP THE ENTIRE BUILDING IMMEDIATELY FOLLOWING THEIR EVENT; THIS MUST BE COMPLETED NO LATER THAN 11:00 PM. ALL OR A PORTION OF DONOR'S RESERVATION AND CLEANING/DAMAGE DEPOSITS MAY BE WITHHELD FOR ANY DAMAGE OR FAILURE TO CLEAN UP AFTER THE DONOR'S/ DONORS' EVENT. CLEANING/DAMAGE COSTS WHICH EXCEED THE DEPOSITS WILL BE BILLED TO THE DONOR'S/DONORS' CREDIT CARD OR ADDRESS.

The undersigned, herein known as the Applicant, understands and agrees that he or she or the organization represented shall assume all risks for loss, damage, liability, injury, cost or expense that may occur during or as a result of the use or occupancy of Big Falls Lodge. The Applicant further agrees that in consideration of permission to use Big Falls Lodge, he, she or the organization will save and hold the VFCCi and/or their employees free and harmless from any loss, claims, liability or damages, and/or injuries to persons and property that in any way may be caused by the Applicant's use or occupancy of the building, or the use of alcoholic beverages by Applicant and guests while using or occupying the building. The Applicant further agrees to be personally responsible for any damage sustained to the grounds, building, furniture or equipment as a result of Applicant's usage and occupancy of the Big Falls Lodge.

****My signature certifies that all information I have provided on the application is true, including that regarding the use of alcohol. I understand and agree that any misstatements or omissions of material facts herein may cause forfeiture of my deposit.**

I hereby accept and agree to the terms in the Facilities Use Agreement as set forth above and to all the terms set forth in the agreement forms and policy attached hereto:

_____ **Date**_____

Signature of Person Responsible For Usage Of Big Falls Lodge

Email Address_____

RULES FOR USAGE OF BIG FALLS LODGE

I. RESERVING BIG FALLS LODGE AND CANCELLATIONS

A. Reservations shall be made in writing using:
the FACILITIES USE APPLICATION and the FACILITIES USE AGREEMENT included in this policy and,

- A non-refundable reservation deposit of 75.00 applicable to Donor's use of the facilities expected donation received at the time application is turned-in.
- For those using the Lodge and kitchen, a security deposit (for cleaning and damage, kitchen and/or lodge) in the amount of $300.00 must be paid 15 days prior to Donor's event, along with donations.
- All events must conclude by 10pm and cleaning completed by 11pm (Time limit exceptions will be determined on a case-by-case basis.
- There will be a 35.00 charge for all returned checks with cash required thereafter.

B. Telephone or email inquiries are not binding and do not constitute a reservation.

C. A reservation will be considered firm only when a Facilities Use Application has been signed, reservation deposit paid and VFCCi has approved the application.

D. Cancellation or changing a confirmed date will result in loss of the deposit. Cancellation fifteen days or less prior to an event will result in the loss of any donations paid in addition to the deposit. If the Lodge can be re-booked with a comparable Facilities Use Agreement (one of equal or greater in expected donation amount) then 75% of the applicant's deposit will be returned plus any unapplied donations that may have been made.

Initial _____

II. RULES AND REGULATIONS

A. No individuals are allowed access into the Lodge until the **AUTHORIZED USER APPLICANT IS PRESENT.** Individuals will not be permitted into the Lodge before the specific event start time.

B. Reservations may be revoked at any time when a violation of the rules and regulations have occurred and will result in cancellation of the event and/or loss of deposit.

C. Lodge equipment shall not be removed from the facility.

D. Smoking or other uses of tobacco products are prohibited inside the Lodge or anywhere on the grounds except the designated smoking area at the rear of the Lodge, West Side. Please use provided cigarette butt cans.

E. Propane (LPG) is NOT allowed inside the Lodge. Any use of barbeques or propane in an outside area requires prior approval of VFCCi and must be in an approved location.

F. No signs or decorations will be nailed, taped, stapled or affixed in a manner that damages or defaces any walls, ceilings, windows or drapes. Decorations must be
fireproof. No glitter, rice, birdseed or other similar items will be allowed to be thrown around the Lodge.
G. No open-flame candles are allowed inside the Lodge or on Lodge property. No smoke or bubble machines are allowed.
H. All reserved items (dance floors, lights, etc.) will need to be delivered during the set-up time and picked-up during the clean-up times. If items are delivered before or picked-up after the usage times, applicant will be charged twice the regular hourly rate, deducted from the deposits. VFCCi staff will NOT sign for any items that have been reserved.
I. DJs or bands are permitted at the event. All music must conclude by 10:00 pm OR sooner if creating a disturbance to neighbors. To reduce or eliminate disturbance to neighbors, after dark please move noisy activity inside. Close the exterior roll-down shutters after dark if loud music or other noise is present.
J. No showing of copyrighted material (movies, etc.) allowed per PI 94553 Title 17 of US Code.
K. The facilities use ending time means the facility must be empty of all guests and event staff. The clean-up time means all decorations, food, etc. must be removed and the facility cleaned according to the checklist provided to the user in order to obtain a refund of deposit(s). If the event/clean-up time exceeds the specified conclusion time, individuals will be expected to make a further donation in the amount of twice the hourly rate. The amount will be deducted from deposits.
L. Failure to comply with any of these rules and regulations will result in the cancellation of the event, and loss of all fees and deposits paid.
M. Any willful or malicious damage to Big Falls Lodge property will cause prosecution to the full extent of the law and may result in civil action to recover the amount of damages caused by the Donor or his guests or invitees.
N. All events held at Big Falls Lodge that include alcohol, music, and dancing, will require a VFCCi security person for the duration of the event. Security shall be paid for through donations provided by the applicant.
O. No liquor sales will be allowed on premises without a license from the State of California Alcoholic Beverage Control Board. A copy of the Liquor License will be required from the Donor by VFCCi 15 days prior to the event.
P. All events must end by 10:00 pm and the building cleaned, vacated and locked no later than 11:00 pm. Failure to vacate the building by 11:00 pm will constitute a breach of this Facilities Use Agreement and all or a portion of the deposits will be withheld by VFCCi to cover additional expenses, including security.

Initial _____

III. INSURANCE REQUIREMENTS

A. The applicant shall provide and maintain general liability insurance and the coverage shall be in the amount of $1 million for personal injury and property damage. If alcoholic beverages are served, then liquor liability in the amount $1 million for bodily injury and property damage shall be required. General liability and liquor liability shall be endorsed naming Valley of the Falls Community Center, Inc., its officers, agents, employees and volunteers as additionally insured. Each policy required by this clause shall be endorsed to state that coverage shall not be cancelled or changed except after thirty (30) days written notice has been given to VFCCi. **USE OF THE FACILITY WILL BE DENIED IF SATISFACTORY PROOF OF THE REQUIRED INSURANCE IS NOT RECEIVED AT LEAST 15 DAYS PRIOR TO THE EVENT.**

B. Insurance is required – period – or the event shall be cancelled. Insurance for your event may be added through Homeowners Insurance or online insurance services.

Suggested online services are:

www.theeventhelper.com

www.specialeventinsurance.com

Initial_____

IV. PUBLICITY FOR FACILITIES USE

A. No publicity of any meeting or event held at Big Falls Lodge may be released until a Facilities Use Agreement is signed and VFCCi event coordinators receive the required deposit.

B. Except for events sponsored by VFCCi, all persons, organizations and companies who use Big Falls Lodge, or make a presentation at Big Falls Lodge shall provide proof that a disclaimer be placed on all flyers, post-boards, promotional and advertising which states: NOT RECOMMENDED BY, ENDORSED OR AFFILIATED WITH VALLEY OF THE FALLS COMMUNITY CENTER, INC. in 15 point type/font or larger.

Initial _____

V. ADDITIONAL REQUIREMENTS FOR PROPERTY USE

A. A VFCCi Event Assistant will be on call for all events. The Event Assistant and/or Security Person will open the facility and provide information and direction. They are authorized to enforce all facility use rules and regulations.

B. Tables and chairs are provided by VFCCI. Set-up plans for seating must comply with adequate fire escape requirements. Keep fire safety in mind at all times while setting-up. Back door and side door must be unlocked at all times. Tables and chairs must not block any entrances or exits.

C. Media equipment, bride dressing room, dance floor and outside ceremony/activity areas are available for use subject to the rules of the facility. Unless otherwise agreed, no VFCCi property is to be taken outside.

D. If the kitchen is utilized, such use includes kitchenware necessary for the preparation and service of the maximum occupancy of the building. Broken or missing items will be charged to the Donor at current replacement cost.

E. Any decorations used must be completely removed and disposed of at the conclusion of the event – no later than 11:00 pm. No alteration of Big Falls Lodge is permitted.

F. No open flame devices or candles are permitted.

G. The Lodge, parking lot, grounds and equipment shall be left in the same condition as they were prior to the event. Any loss or damage shall be deducted from the Donor's deposit. If the facility is not left clean, VFCCi shall have it cleaned and all charges will be deducted from the Donor's deposit at a rate of 15.00 an hour or more, and the remainder, if any, returned to the address on the Facility Use Agreement. If there was no damage or loss to the facility and the facility was cleaned according to the rules and regulations, the deposit check shall be mailed approximately four weeks after the event date.

H. If damage or loss does occur, the deposit will be held until estimates can be obtained.

I. All organizations and persons using Big Fall Lodge must comply with all local, state, and federal laws. This includes necessary licenses, insurance, sales tax permits, workers compensation, alcoholic beverage control, and other laws pertaining to the organization or person.

J. No organization may use the VFCCi address as a mailing address.

K. Storage of property for any organization using the Lodge is prohibited.

L. Usage of Big Falls Lodge does not convey any sanction of an organization's philosophy or practices by VFCCi. No organization or individual may state, or infer any official sanction by VFCCi unless approved in advance by VFCCi.

M. PLEASE REMEMBER TO BE CONSIDERATE OF THE NEIGHBORS. THE LODGE IS LOCATED IN A RESIDENTIAL NEIGHBORHOOD. EXCESSIVELY LOUD MUSIC OR NOISE IS A DISTURBANCE AND THE SHERIFF'S DEPARTMENT MAY BE CALLED BY SECURITY TO ACT.

Initial _____

MAXIMUM DINING OCCUPANCY LIMIT IS 110 - 124 PERSONS

*****IF FOOD / BEVERAGE SERVICE AND KITCHEN ARE USED, DONATIONS ARE EXPECTED: PLEASE CALL 909-794-0885 OR EMAIL DEE AT dkonczal2@gmail.com FOR RESERVATIONS AND INFORMATION**

LIQUOR REQUIREMENTS

SELLING LIQUOR: Any applicant who will be selling liquor (i.e. cash bar, tickets and drinks for a fee or by voluntary donation) is required to provide a license from the State Alcoholic Beverage Control Department. Liquor Sales must, by law, be conducted by an entity licensed to do so by the Alcoholic Beverage Control Department. If either the applicant or seller is not licensed, the applicant must contract with a licensed person to conduct any liquor sales. Any questions as to the need for and requirements of obtaining the appropriate Alcoholic Beverage Control License(s) should be directed to:

ALCOHOLIC BEVERAGE CONTROL DEPARTMENT

3737 Main Street, Suite 900

Riverside, CA 92501 909-782-4400 www.abc.ca.gov

The applicant must provide a copy of the permit from the Alcoholic Beverage Control Office to VFCCi fifteen (15) days prior to the event if liquor is to be sold.

The Alcoholic Beverage Control License must be posted in plain public view ear the bar, the location where liquor may be served during the event.

Liquor may NOT be served to minors. The applicants' failure to comply monitor and enforce this law is grounds for terminating the event and forfeiting all deposits and fees. Injuries caused to any person as a result of alcoholic beverages being served and/or consume by a minor on Big Falls Lodge premises shall be the sole responsibility of the applicant, user, group, organization, its sponsors or the adult representative. It is the responsibility of the client/applicant to monitor alcohol usage.

VFCCi staff and security guards will be monitoring the event and have the authority to suspend the serving or selling of liquor and/or close the event. If it is necessary to contact the Sheriff's Department for any disturbance caused by the User Applicant, clients, or guests, the applicant will be held liable for all sheriff and additional charges incurred by VFCCi.

Initial _____

REQUIREMENTS FOR A FULL REFUND OF DEPOSIT

DONORS MUST CLEAN UP THE ENTIRE BUILDING IMMEDIATELY FOLLOWING THE EVENT. ALL OR A PORTION OF THE CLEANING/DAMAGE DEPOSIT SHALL BE WITHHELD IF ALL OF THE FOLLOWIG CONDITIONS ARE NOT MET:

__Observe maximum occupancy limit of 110-124 persons when seated at tables.

__Clean restrooms (Pick up debris and empty trash cans).

__Clean kitchen, including all dishes, if applicable. Remove all leftover food indoors and outdoors.

__If the kitchen is used, sweep kitchen, utility room, buffet line and bathroom floors. Broom and bucket are located in utility room.

__Return all items to their original location.

__Vacuum carpeted floors. Vacuum located in storage area which is left of the bar.

__Entire building needs to be broom swept.

__Bag all trash and leave on hard floor surface by back kitchen door. Extra bag is in bottom of trash can.

__Pick up litter (including cigarette butts) around and in front of the building and surrounding areas.

__Clean, fold and return tables and chairs to area outside Southeast "not an exit door".

__NO TOBACCO products are allowed in the lodge (including vapor pipes). Designated smoking area is outside, SW corner only.

__All people must be completely out of the building by 11:00 pm.

__Make sure heat is turned down to 45 degrees.

ONE UNCOMPLETED REQUIREMENT WILL RESULT IN AT LEAST A 75.00 DEDUCTION FROM THE CLEANING DEPOSIT. ANY ADDITIONAL AMOUNTS CHARGED TO VFCCI BY VFCCI'S CLEANING SERVICE WILL ALSO BE DEDUCTED FROM THE CLEANING DEPOSIT AND/OR BILLED TO DONOR IF EXCEEDING THE DEPOSIT.

I UNDERSTAND AND AGREE TO ALL THE ABOVE REFERENCED REQUIREMENTS AND FULLY UNDERSTAND THAT FAILURE TO COMPLETE ANY OR ALL TASKS WILL RESULT IN A PARTIAL OR COMPLETE FORFEITURE OF THE SECURITY DEPOSIT.

SIGNED_____DATE_____
PERSON RESPONSIBLE FOR USE

PLEASE RETURN SIGNED DOCUMENT TO THE EVENT STAFFER AFTER COMPLETION.