



# FAIRBRAE SWIM & RACQUET CLUB

*A Non-Profit Corporation*

696 SHERATON DRIVE

SUNNYVALE, CALIFORNIA 94087

408-739-3833

## Clubhouse Rental Agreement

**Rental Fee:** \$200.00 (all day/evening use)

**Rental Fee:** \$100.00 (4hrs)

(\$25.00 each additional if extra time is needed for set-up/clean-up)

### POLICIES

1. Rentals are for members only.
2. The club has the right to refuse a rental if it is felt the type of function is not appropriate for the facilities or neighborhood.
3. Clubhouse rentals only include the use of the clubhouse and bathroom facilities. If you wish to use other facilities (picnic tables, outdoor furniture, playground, ping pong tables, basket ball hoop, foosball, etc), you must fill out an **Outdoor Party Agreement** and pay standard guest fees for all non-members attending your party, even if not all guests use other facilities. If you wish to use the pool, you must fill out a **Pool Party Agreement** at least one week in advance and pay for both non-member guests and lifeguards.
4. Rental **does not include** setting up, breaking down or cleaning up. These must be done by the member renting the clubhouse.
5. Alcohol **may not** be sold on the premises without a special permit and written permission from the Board.
6. Masking tape only may be used to affix any decorations, notices, etc. to the walls, doors, windows, tables, etc. No staples, tacks, or other such items are allowed. Confetti is not allowed.
7. Flatware, dishes, and wineglasses are available upon request, but must be cleaned and put away by the renting member.
8. At all times, music must be maintained at a level acceptable to Fairbrae Management. All music must terminate by 10:00 PM.
9. The renting member will be liable for all damage not covered by the club's insurance. The renting member will be responsible for the deductible for damage covered by insurance.
10. The renting member will be charged for any cleaning or repair required after the party.
11. Guests are not permitted to loiter in front of the club, including the parking lot.

12. Non-members may never be left alone at the club. This includes decoration, party, clean up, etc. A member must always be present.

13. Cancellations or reschedules less than 72 hours in advance will be charged the full amount of the rental. Cancellations or reschedules less than two weeks in advance will be charged half the rental fee. Other cancellations or reschedules will be charged a \$20.00 fee per reserved day.

### **MISCELLANEOUS INFORMATION**

Clubhouse Size: 35' by 45'

Clubhouse Capacity: Assembly 125; Seated 100

Clubhouse Equipment: 8-42" round tables, 4-6' flat tables, 2-8' flat tables, 100 chairs

### **SATISFACTORY CONDITION**

Leaving the clubhouse in satisfactory condition includes, but is not limited to:

1. Removal of all decorations.
2. All chairs and folding tables cleaned and stored in the closet.
3. Floor dust mopped and free of debris.
4. No damage to the facility, whatsoever.

I have received a copy of the FAIRBRAE SWIM CLUB CLUBHOUSE RENTAL AGREEMENT and have read and understand the rental guidelines. **I understand that I may incur additional cleaning fees and that I am responsible for any and all damage caused by my rental.**

Member Name: \_\_\_\_\_ Date of Rental: \_\_\_\_\_

Phone Number: \_\_\_\_\_ email Address: \_\_\_\_\_

Start Time of Rental (for setup, etc.): \_\_\_\_\_ Start Time of Event: \_\_\_\_\_

End Time of Event: \_\_\_\_\_ End Time of Rental (finished with cleanup, etc.): \_\_\_\_\_

Type of Event: \_\_\_\_\_

Member Signature: \_\_\_\_\_ Date: \_\_\_\_\_

