



Clubhouse Rental Guidelines

707-852-3029
SACevents707@gmail.com
www.thesaturdayafternoonclub.com

Venue Overview

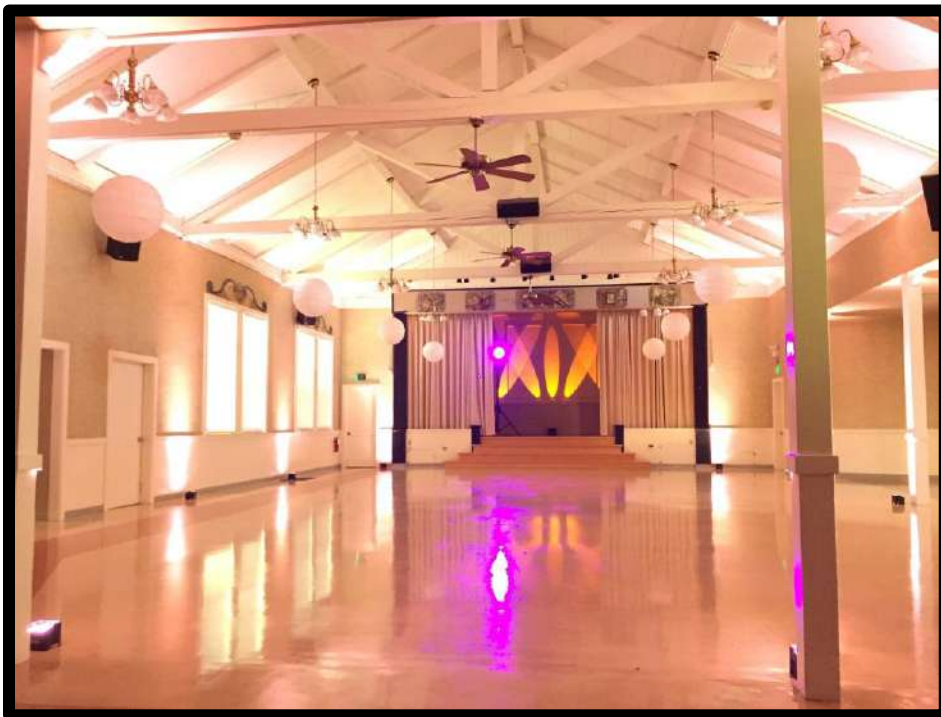
The Saturday Afternoon Club is a unique event site that offers both indoor and outdoor entertainment options. The spacious great room offers high beam ceilings and large craftsman-style windows allowing for an ample amount of light to flow into the rooms. A smaller sitting room with French doors that open to the private courtyard is adjacent to the great room.

The courtyard is an attractive space that is shaded by beautiful willow trees and lit with charming bistro lights. The courtyard is also the designated area for barbecuing.

Our Great Room boasts a lovely, raised stage with lighting, a theatrical curtain, and a sound system. There is a green room backstage complete with a lighted dressing table, hanging storage for clothes or costumes, and two half-baths (one on each side of the stage).

The large kitchen is available for catering and food service. It is well-appointed for reheating and refrigeration; however, it is not set up to do any actual cooking onsite.

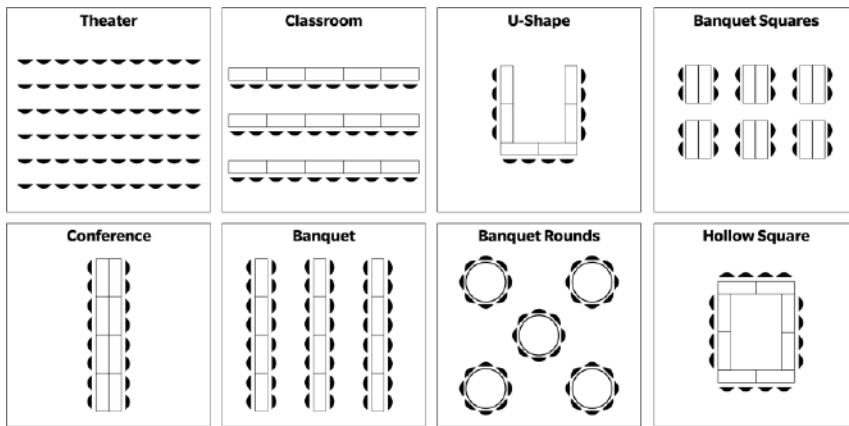
Your guests will have access to two single-use bathrooms. The Saturday Afternoon Club is wheelchair accessible and there is a large multi-story public parking garage behind the building that permits easy access for guests through a back gate.



Room Capacity, Set-up, and Tables

	<u>Classroom</u>	<u>Banquet</u>	<u>Theater</u>	<u>Conference</u>
Great Room	60	175	225	48
Director's Room	24	34	40	55
Courtyard	48	36	50	36

Set-up examples:



Tables & Chairs:

The Saturday Afternoon Club has the following tables and chairs available to guests at no additional charge.

- 25 Rectangle Tables (8' x 2.5') Seats 8-10
- 13 Round Tables (60" round) Seats 8-10
- 5 Square Tables (34.25 wide x 34.25 deep) Seats 4
- 180 Upholstered chairs in medium blue
- 105 padded wooden folding chairs in white

Other Items Available:

- Wi-Fi - *Complimentary*
- Sound System and Wireless Microphones - *Complimentary*
- Projector & Screen- *Complimentary*
- 75 Inch Television - *Complimentary*
- Linens \$5 each
- Use of Piano \$200
- Use of Archway \$75

The Saturday Afternoon Club Rental Fees

- \$2,000 covers 7 hours of use to include set up and clean up. Extra hours will be charged at \$250 an hour.
- \$1,000 cleaning deposit includes the \$250 cleaning fee. A refund of \$750 will be returned to you within 30 days if all aspects of the contract are honored and there is no damage to the property.
- A full deposit (\$1,000) is needed to hold the date if you are booking less than 6 months out.
- If the date of the event is farther out than 6 months a half deposit (\$500) is required to hold the date. The remaining deposit must be paid 6 months prior to the date of the event.

Hours of Operation: Event time (including set-up and clean-up) may not exceed 12 hours at one time and may end no later than 11:00 p.m. Monday-Saturday and 5:00 p.m. on Sunday unless otherwise approved by the Clubhouse Rental Manager.

Reservation & Fee Terms

Flat Rate Use Fee:

The rental rate of \$2,000.00 applies to the first 7 hours of use. This includes vendor set-up, decorating, rehearsal, the actual event, and clean-up. When calculating the ending time, include any time necessary for caterers, bands, DJs, and/or guests to vacate. Additional rental time will be billed at a rate of \$250.00 per hour. If additional hours are not covered in the contract terms the amount will be withheld from the deposit.

Payments: Payment may be provided directly to the Clubhouse Rental Manager or mailed to the P.O. Box below. **PLEASE DO NOT MAIL TO CLUBHOUSE ADDRESS**

Check: Make Checks payable to:
The Saturday Afternoon Club

Mail Payment:
P.O. Box 1062, Santa Rosa, California 95402
Attn: Clubhouse Rental Manager

Securing the clubhouse for your event: To reserve a date at The Saturday Afternoon Club, e-mail SACevents707@gmail.com. Please provide the rental details, name, phone number, e-mail, event title, date, number of guests, start/end time, food, alcohol, and any other needs. Requests are accepted on a first-come, first-served basis only and may be made up to one year in advance based on availability. A signed rental agreement and a deposit will be required to reserve a date. All remaining fees and proof of insurance are due 1 month before the rental date.

Reservation & Use Information

Cancellations, Damages, and Alcohol Consumption:

- **Cancellation:** Cancellations 60-30 days in advance of your event will result in forfeiture of the 50% deposit at the time the rental client made the reservation. Cancellations in 30 days or less, before your event, will result in a 100% forfeited deposit.
- **Damages:** Any damage to the clubhouse, courtyard, and/or landscaping of The Saturday Afternoon Club will be assessed, and the Rental Client will assume 100% of the cost to replace and or repair the damage. In the event the damage causes The Saturday Afternoon Club to lose upcoming rentals, the Rental Client who caused the damage will be responsible for the loss of revenue and will be charged 100% cost of the lost revenue.
- **Alcohol:** Rental Clients are allowed to serve beer, wine, and champagne.
- **Spirits:** May only be served under the supervision of a professional bartending service.
 - The client will also be billed for a licensed security guard to be on the premises during the entire event. Market rates will apply.
 - The Saturday Afternoon Club reserves the right to shut down the event immediately if hard alcohol is served/consumed in the Clubhouse or anywhere on our premises without following the rules stated above.
- **Alcohol Sales:** A permit is required if alcohol is to be sold. Guests are required to obtain the correct permit at their own expense.
 - The client will be responsible for following all guidelines and laws.
 - Rental clients who are required to obtain an ABC Permit must also provide the name of the person or caterer to The Saturday Afternoon Club which will be the designated certified Responsible Beverage Server (RBS).
 - The RBS will need to identify themselves to the Saturday Afternoon Club Event Host may not consume alcoholic beverages during the event and must remain on-site during the entire event.
 - Designated RBS, Caterers, and The Saturday Afternoon Club will honor all California Alcohol Beverage Laws and will not serve minors (persons under the age of 21 years) or persons appearing to be intoxicated.
 - ABC license application here: <https://www.abc.ca.gov/licensing/license-forms/form-abc-221-instructions/>

Rental Client Initials: _____ Date: _____

Rental Client Use Rules

Rental Client:

1. Ensure all guests and hired vendors comply with the Clubhouse Use Guidelines.
2. Coordinate delivery of additional equipment with the Clubhouse Rental Manager during operating hours.
3. Supervise all individuals, including children, at the clubhouse during the event. The Event Host is not responsible for providing supervision.
4. Rental Client or RBS is responsible for checking the identification of anyone consuming alcohol on the premises.
5. Provide accurate event info to the Clubhouse Rental Manager no later than 2 weeks prior to the event.
6. Act as the event contact and/or designate a responsible event contact on the day of the event who will monitor the event and communicate directly with the Event Host on clubhouse requests as well as issues including removing unruly guests, if necessary.
7. Either be personally present during the entire event and/or designate a responsible person who will during the entire event until all guests and vendors have left the clubhouse and the Event Host has confirmed that each area has been cleaned appropriately.
8. Remove all items brought for the event including dishes, silverware, decorations, vendor items, clothes, food & drinks from kitchen countertops, tables, rooms, patio, bathrooms, and stage.
9. Check/sign out with the Event Host after clean-up to confirm exit time.
10. Ensure that heating elements are not placed against the building. "Sterns" are allowed only with careful monitoring. Only battery-operated candles are allowed.
11. There is no smoking inside the clubhouse, bathrooms, or kitchen.
12. There is no loitering in the kitchen.
13. Children must be supervised at all times.
14. The Saturday Afternoon Club is not responsible for injury resulting from children playing unsupervised.
15. Any damage to the clubhouse or gardens will be assessed and the client will assume 100% of the cost to repair or replace damaged items.
16. DJs or Bands may not adjust the pre-set audio-visual system—the clubhouse host will provide adjustments. The Rental Client will be liable for damage resulting from any unauthorized adjustments to this system.
17. All events at The Saturday Afternoon Club will observe the City's noise ordinance. (Chapters 17-13. 16.170). Including the use of amplified sound.
18. Amplified sound within the clubhouse must be kept at appropriate levels whether the doors are shut or open.
19. See details of the ordinance on the City's website.
20. All amplified Sound must be turned down by 10:30 p.m.

Violating any of the rules of this contract could result in additional fines and/or immediate termination of the event.

Rental Client Initials _____ Date _____

Decorating Guidelines

To preserve The Saturday Afternoon Club venue, it is the Rental Client's responsibility to adhere to the following rules regarding set-up and decorating:

1. Decoration and set-up plans require pre-approval by the Clubhouse Rental Manager.
2. NOT ALLOWED: plastic hooks that stick to walls, flames, smoke/fog machines, confetti, glitter, rice, straw, bubbles, or helium balloons.
3. DO NOT USE nails, hooks, tacks, push pins, regular pins, staples, screws, glue, or masking tape on any surface.
4. Only gaffer's tape or blue painter's tape can be used on posts, doors, tables, chairs, and floors. Not allowed on wallpaper.
5. Items cannot be hung on light fixtures, paper lanterns, wallpaper, or beams near ceiling fans.
6. No tape and/or hanging items are allowed on the white paper lanterns.
7. A tarp must be placed under BBQs and Food Carts in the patio area.
8. Ice for drinks should be kept in a bucket and/or ice chest outside on the patio area.
9. DO NOT pour ice on plants or on grounds at the end of the event. Ice is an item that needs to be taken with you from the facility.
10. Do not step on plants or climb trees in the courtyard. Breaking or destroying the landscape will result in replacement costs being charged to the Rental Client.
11. Violating any of these rules could mean additional fines and or termination of the event.

I have read, understood & agree to the terms above:

Rental Client Signature

Date

Client Event Information

Contact's Name: _____

Business or Organization Name (if applicable): _____

Address: _____

City: _____ State: _____ Zip code: _____

Contact Phone Number: _____

Contact Email Address: _____

Type of Event: _____

Sent copy of contract _____ (date) Sent layout/map _____ (date)

Deposit Paid _____ (date)

Clubhouse Rental Manager Notes:

Event Information

Event Date: _____ **Start Time:** _____ **End Time:** _____

Total hours (including setup and cleanup time): _____ Number of invited guests: _____

Other notes for On-site Event Host:

With any party of 200 (or more), the rental client will be charged for a licensed security guard. Market rates will apply.

I have reviewed, understand, and agree to all the information listed above:

Client's Signature

Date

Rental Manager's Signature

Date:

Summary of Fees

**VENUE RENTAL FEE \$2,000 FOR A 7-HOUR TOTAL WHICH INCLUDES SET UP AND CLEANUP
ADDITIONAL HOURS TO BE CHARGED @\$250 AN HOUR**

Number of rental hours per this event: _____ Total basic venue fee: \$ _____

Additional hours requested on: _____ Additional Hours: _____ New Total \$ _____

DEPOSIT \$1,000 – After a \$250 cleaning fee is deducted, \$750 of the deposit may be refunded within 30 days of the event if the guidelines of the contract are fulfilled.

Additional fees:

Piano \$ 200 _____ Archway \$75 _____ Tablecloths \$5 Each _____

TOTAL ADDITIONAL FEES \$ _____

Total projected fee for event including deposit: \$ _____

A full deposit (\$1,000) is needed to hold the date if you are booking less than 6 months out. If the date of the event is farther out than 6 months a half deposit (\$500) is required to hold the date. The remaining deposit must be paid 6 months prior to the date of the event.

Amount of Deposit Paid: \$ _____ Date Paid: _____

Remaining Deposit Due: \$ _____ Date Due: _____

Rental Fee Amount: \$ _____ Date Due: _____

Proof of Insurance due date: _____

Items available with no additional fee—please identify items needed.

Wireless Microphones _____ Projector & Screen _____ Television _____

of Chairs _____ Blue _____ White _____ Both _____

of Tables _____ Card Table(s) _____ Round Table(s) _____ 8' Tables _____

Set-up Configuration _____

I have read and agree to all the above fees:

Client's Signature

Date

Rental Manager's Signature

Date

Insurance Requirements

Check-off list with On-site Event Host

Rental Client or appointed Contact will be expected to monitor the following:

1. Ensuring that underage guests are not being served alcohol.
2. Overly intoxicated guests.
3. Protection from damage to landscaping and building.
4. Children must be always supervised (both inside and outside the building).
5. Litter inside and out.
6. Monitoring noise levels.
7. That guests are not smoking indoors (including bathrooms and kitchen).
8. Please notify the host immediately of any spills/moisture on the floor.

I have read, understand, and agree to all the terms above:

Rental Client Signature

Date

End-of-Event Checklist for event on: _____

Name of Rental Client: _____

- Remove all decorations from the building, courtyard, and front of the driveway.
- Pick up and bag debris in the building, off tables, and from the courtyard.
- Sort garbage into appropriate bins. Recycling, trash, and compost must be kept separate.
- Remove all food and supplies from the kitchen.
- Clean off kitchen counters/clean out refrigerators/freezer.

Event Host – Please use the back of this sheet for notes and have the client initial.

This Rental Client qualifies to receive \$750 of their deposit returned.

This Rental Client **does not** qualify to receive \$750 of their deposit returned.

Refund Check to be sent to: **Name:** _____

Address: _____