



Spring Valley Lake Association
 13325 Spring Valley Parkway
 7001 SVL Box
 Spring Valley Lake, CA 92395-5107

Spring Valley Lake Association

COMMITTEE & CLUB EVENT REQUEST

- | | | |
|--|--|---|
| <input type="checkbox"/> MLH (232 Maximum Capacity) MEADOWLARK HALL | <input type="checkbox"/> MEADOWLARK PARK | <input type="checkbox"/> EQ LONG ACRES PARK |
| <input type="checkbox"/> PR (41 Maximum Capacity) PALM ROOM | <input type="checkbox"/> EAST BEACH | <input type="checkbox"/> EQ PLAYFAIR PARK |
| <input type="checkbox"/> EQ1 (50 Maximum Capacity) EQUESTRIAN CLUBROOM | <input type="checkbox"/> WEST BEACH | <input type="checkbox"/> EQUESTRIAN ARENA |

PROPOSED EVENT _____ CLUB/COMMITTEE _____
 CHAIRPERSON/PRESIDENT _____ PH: _____ EMAIL _____
 COMMITTEE BOARD LIAISON _____ COMMITTEE STAFF LIAISON _____
 NATURE OF EVENT _____ CO-SPONSOR/ORGANIZATION _____
 NON -PROFIT STATUS (Y/N) _____ INSURANCE LIABILITY CARRIER _____

DATE OF EVENT _____ DAY OF WEEK _____
 START TIME (INCLUDING SET-UP) _____ EVENT START TIME _____ EVENT END TIME (INCLUDING TAKE DOWN) _____
 ESTIMATED NUMBER OF PERSONS ATTENDING _____ OPEN TO GENERAL PUBLIC (Y/N) _____ ABC PERMIT NEEDED (Y/N) _____
 ADMISSION FEE (Y/N) _____ AMOUNT \$ _____ PAYABLE TO _____
 VENDORS (Y/N) _____ VENDOR FEE \$ _____ PAYABLE TO _____

Vendors will be required to submit Organization insurance or Certificate of Liability

PROCEEDS FROM EVENT GO TO _____

FLYERS/ADVERTISING USING THE SVLA NAME OR LOGO REQUIRES GM APPROVAL

PUBLIC SAFETY: ALCOHOL PRESENT (Y/N): _____
 OFFICER(S) SCHEDULED TO WORK THIS EVENT (Y/N): _____ HOW MANY: _____ HOW MANY HRS NEEDED TO WORK: _____

*** All officers will check in and out regardless if an officer is needed to work the entire event or not ***

MAINTENANCE SET-UP REQUIRED: ___ YES ___ NO (If yes, please provide floor plan set-up to Association 1 month prior to event date)
 SVLA ITEM USAGE (Y/N): Stove Usage: ___ Stage: ___ Bar: ___ Podium: ___ Special Requirements _____
 How Many: ___ Round Tables ___ Long Tables ___ Chairs _____

FORM MUST BE SUBMITTED A MINIMUM OF 6 MONTHS PRIOR TO EVENT FOR BOARD APPROVAL:

Once approved, if SVLA does not receive the following items as required within the time frame stated below, the event will be cancelled.

- Floor Plan Insurance ABC Permit for Organizations Non-Profit Status

Deadline for all requirements: _____

Club/Committee shall be responsible and liable for all claims, liabilities, or injuries to persons or property resulting directly or indirectly from activities carried out pursuant to this agreement, whether on or off SVLA property. Further Club/Committee shall hold SVLA harmless, and shall defend and indemnify SVLA, its employees, staff, agents and representatives, from any claims, liabilities, or damages of any nature, regardless of by whomsoever brought, related to the Lessee's use of SVLA property of the activities conducted in relation to this agreement. SVLA will not be held responsible for any loss, damage or injury to equipment rented from an outside source. Alcohol can only be sold at organizational events approved by SVLA. An (ABC) Alcoholic Beverage Control Department permit must be on file at SVLA for any event where alcohol is sold.

Before booking an event with the Association, initial all the following:

- Under any circumstances am I or my party allowed to enter the room or kitchen prior to my designated time slot, all decorating and room usage must occur within my time slots.
- Once my floor plan has been submitted, I am unable to make changes. Items cannot be added or subtracted; i.e: tables, chairs, stage, and etcetera.
- I understand the drapes in MLH can only be adjusted by Public Safety/SVLA Staff, please ask for assistance.
- Setup adjustments: I understand, all food tables must be placed at least 10ft away from the drapes in MLH.
- If the Association does not receive all requirements by the deadline, the event will be cancelled.
- Decorations are permitted except on or from ceiling area; however, we cannot permit nails, staples, tacks, or any other material or fastener that may deface or leave a permanent mark in the walls, finished wood pieces or in fixed objects (doors, cabinets, and etcetera). No major or minor construction projects allowed. All decorations must be removed before leaving. The Association cannot store anything for pickup at a later date. This agreement does not in any circumstance entitle the renter(s) SVLA staff to assist in hanging any decorations/items. It is the party holder's own responsibility to bring the proper equipment and hang items in a safe and cautious manner.
- It is my responsibility to notify Public Safety at my time of arrival and departure. I am required to complete the check-in and check-out process with the Public Safety Officer. It is the party holder's own responsibility to clean the facility after his or her event.
- Insurance policies are required for all scheduled events in order to assure the Association is adequately protected for non-residents of SVLA. See the Facility Insurance Requirement handout for more information. If your event is having a vendor, they must provide their insurance policy showing \$1,000,000 limits of liability: for each occurrence and general aggregate.
- SVLA is not responsible for any personal items or equipment rented outside from the Association.
- I am also responsible for the restrooms, as well as the interior and exterior of the building.

I have read and agree to abide by the terms listed above.

_____ Date _____
CLUB/COMMITTEE - Authorized Signature

_____ Date _____
CO-SPONSOR/ORGANIZATION - Authorized Signature

****By signing below I am agreeing that there will be no alcohol present at my event:**

_____ Date _____
CLUB/COMMITTEE - Authorized Signature

_____ Date _____
CO-SPONSOR/ORGANIZATION - Authorized Signature

OFFICE USE:

REVIEW DATES: 1. _____ 2. _____ 3. _____ 4. _____

_____ Approval Date _____
B.O.D/GM - Authorized Signature

COMMENTS/RESTRICTIONS _____

