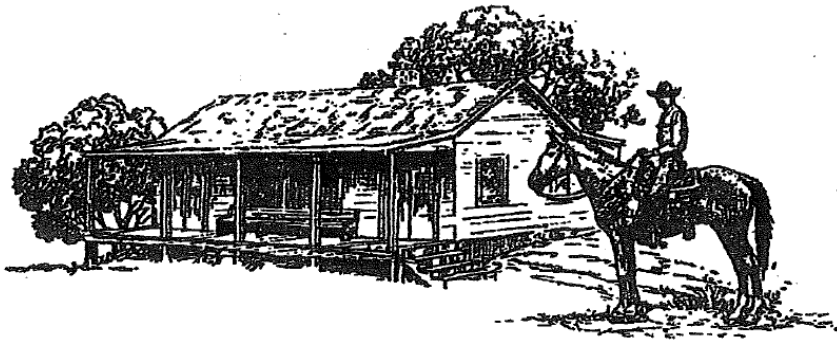


**Novato
Horsemen
Inc.**



Clubhouse Rental Facilities Packet

This packet contains the following:

1. Clubhouse and Patio Rental Fees
2. Procedures & Rules for rental of Facilities
3. Application for use of Clubhouse and Patio
4. Facility Inventory & Specifications
5. Clubhouse Check-in and Check-out:
To be completed by Caretaker before & after rental.

Novato Horsemen Inc.



Clubhouse and Patio Rental Fees

Maximum Capacity 200 Guests

All Rentals (except meetings) require a \$500 deposit at the time of Board Approval

Application **with** proof of insurance and full payment is due to the caretaker 15 days after board approval.

If Event cancels less than 90 days prior to the event, the entire deposit will be forfeited

EXCLUSIVE USE OF CLUBHOUSE AND PATIO:

Members Personal Use: \$300 per day for up to 100 guests
 \$400 per day for up to 150 guests
 \$500 per day for up to 200 guests

Member Rates apply to Members in good standing of at least one year prior to the event.

Non-Member Use: \$600 per day for up to 100 guests
 \$800 per day for up to 150 guests
 \$1,000 per day for up to 200 guests

Non-Profit or Charities:

NHI Board determines if non-profit qualifies
Member Rates apply if approved.

Regular Meetings for Outside Organizations

\$75.00 per meeting
(Recurring meetings scheduled as a package; \$150 Security Deposit per package)

NOTE: The sitting board cannot donate the club or grounds for charitable purposes for any year following the current board's term.

Please drop off or mail application with your check to:

Novato Horsemen Inc.
600 Bugeia Lane
Novato, CA 94949



PROCEDURES & RULES FOR RENTAL OF FACILITIES

1. Applicant must appear personally before the board to request rental, no less than one month prior the event date.
2. A damage and cleaning deposit of \$500 must be received at the time of Board approval
3. All fees and insurance certificates are due 15 days from approval by NHI board. Please deliver all items at once.
4. Proof of Insurance naming Novato Horsemen, Inc., as Additional Insured must be provided under Applicant's own insurance policy. The amount of liability insurance required shall be One Million Dollars (\$1,000,000) for EACH DAY you are on club grounds. Event Insurance may be purchased at www.eventinsurancenow.com.
5. If event cancels less than 90 days prior to the event, the entire deposit will be forfeited.
6. Applicant may not sell, request donations or provide alcohol without proof of Liquor Liability Insurance and a current ABC liquor license.
7. No Alcohol will be consumed by persons under the age of 21 years. Violation of this clause will result in the immediate termination of the event by closing the clubhouse and grounds to Application and Guests. There will be NO exceptions to this clause. There will be NO refunds in this instance.
8. Rental check in is from Noon the day of the event. Check out and cleanup must be completed by noon the following day or the deposit is forfeited.
9. Applicant must not remove pictures, posters, or signs or other displays from clubhouse walls, bar or fireplace without prior approval. Clubhouse walls are equipped with a strip for hanging decorations, and no adhesive or additional nails or tacks may be used on the cabinets, doors or wall surfaces.
10. Rental of Novato Horsemen, Inc arena grounds or clubhouse requires a schedule walk-through with a NHI representative and completion of a property condition checklist prior to the event.
11. Violation of conditions may result in closure of event. No refund of rental fees will be given if event is closed for violations of rental conditions.
12. No changes to this rental agreement shall be made without first appearing before the Board and obtaining approval.

**Novato
Horsemen
Inc.**



Application for use of Clubhouse

Date of Application: _____

Date of Event: _____

Check In: _____ Check Out: _____
Date & Time Date & Time

Dates are to include set-up and clean-up, Insurance coverage shall be for these same dates

Name of Individual(s) or Organization: _____
Insurance Certificate needs to reflect the above as the Insured

Address: _____

City, State & Zip Code: _____

Main Contact Phone #: _____ Alternative Phone #: _____

Intended Use of facilities: _____

Estimated Attendance: _____ Event for children Yes / No

Alcoholic Beverages (Circle one):

Will NOT be Sold/Provided or Will be Sold/Provided – ABC License insurance required

NO ALCOHOL MAY BE SERVED OR SOLD TO INDIVIDUALS UNDER 21 YEARS OF AGE

Any group or individual using the arenas, clubhouse or grounds must have in force liability insurance for property damage and personal injury covering the requested event in an amount of no less than \$1,000,000 (one million dollars). Novato Horsemen, Inc., is to be named as additional insured. A certificate of insurance with an additional insured endorsement will be required within 15 days of acceptance of the rental agreement and turned into Novato Horsemen, Inc., along with payment in full 15 days following board approval.

Applicants Signature _____ Date _____

Novato Horsemen Inc.



Facility Inventory and Specifications

Clubhouse Facility:

Wood Tables (8 ft)	25
Wood Tables (6 ft)	5
Chairs (metal)	120 – Inside use ONLY
Chairs (Brown Plastic)	@ 300
Chairs (White Plastic)	@ 30
Picnic Tables	10
Briquette Barbeque (6 feet)	1
Gazebo Amperage	Two 20 Amp Dedicated Circuits
Portable Bar	1

Novato Horsemen Inc.



Clubhouse Check-in and Check-out

Kitchen (Paper & plastic ware are for CLUB USE only)

Bar (NO food in Bins)

Front Porch (Storage of Tables)

Lights (Special Note – the Main Floor Dimmer Switch can get warm)

Main Floor (No Tacks/Tape/Nails) Only use painters tape

Bathrooms (Assign someone to check during event)

Patio/Gazebo (No Nails, Tacks or Staples) use String ONLY

Back Sink

Cloth Metal Chairs are for Inside or Patio use ONLY – we do not allow on gravel or setup night before

Recycling is MANDATORY!! Please crush/flatten cardboard and place in the rubber maid container behind the clubhouse.

Place small tubs next to all trash cans for bottle/can/plastic collection

Inspection Approved

Check In Date: _____ Renter: _____

Novato Horsemen Representative: _____

Check Out Date: _____ Renter: _____

Novato Horsemen Representative: _____