



**KENWOOD DEPOT RENTAL CONTRACT**

Name (Tenant) \_\_\_\_\_ Phone # (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

Email \_\_\_\_\_ Fax # (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

Mail Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Type of Activity \_\_\_\_\_

Month \_\_\_\_\_ Day \_\_\_\_\_ Year \_\_\_\_\_ Day of Week \_\_\_\_\_

Open Time \_\_\_\_ am / pm      Close Time \_\_\_\_ am / pm      Total Hours \_\_\_\_\_ Number of People \_\_\_\_\_

**Terms, Conditions & Regulations**

**Effective Date**

This agreement has been entered into on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, by and between the Kenwood Community Club Inc., hereafter referred to as "Landlord" and \_\_\_\_\_, hereafter referred to as "Tenant". Tenant rents from the Landlord the Kenwood Depot, located at 314 Warm Springs Road, Kenwood, CA, for the duration of the date and time noted herein this agreement, together with personal property shown on the inventory list.

Renter Initials \_\_\_\_\_

**Rental Fee**

A deposit of \$ \_\_\_\_\_ will be required for all bookings. The event date is noted as Month \_\_\_\_ Day \_\_\_\_\_, 20\_\_\_. The Rental Fee is \$ \_\_\_\_\_. The cleaning fees is \$ \_\_\_\_\_. If this agreement is entered into upon less than 30 days prior to the event date, all payments are due in full at the time of execution of this agreement.

Renter Initials \_\_\_\_\_

*Kenwood Community Club*  
314 Warm Springs Road, PO Box 275, Kenwood, CA 95452  
www.kenwooddepot.com      **707-408-1127**

The Kenwood Community Club is a 501 (c) (3) Non-Profit Corporation ID# 23-7157287



**Security Deposit**

A Security Deposit fee of \$500.00 is payable at the time this contract is signed. This Security Deposit shall be held by the Landlord to assure the faithful performance by the Tenant of all the terms of this agreement. In the event of the failure of Tenant to keep and perform all of the terms of this agreement, and at the option of the Landlord, the Landlord may appropriate and apply said entire amount, or so much thereof as may be necessary, to compensate Landlord for all loss or damage sustained or suffered by Landlord. In the event that all terms and conditions are met, the Security Deposit shall be refunded in a period of time not to exceed three weeks after the termination of said agreement. In the event the cleaning and/or damage repair costs exceed the Security Deposit, Tenant shall be liable for such excess, it being understood and agreed that the Landlord shall be the sole judge as to the necessity for such cleaning or repairs. The entire Security Deposit shall be appropriated if the keys are not returned after termination of this agreement. If the event cancels for any reason the Security Deposit is forfeited completely.

Renter Initials \_\_\_\_\_

**Certificate of Insurance**

Tenant shall provide a Certificate of Insurance for \$1,000,000.00 of Liability coverage by no later than one month prior to the event naming the Kenwood Community Club as additional insured. This date is noted as

Month \_\_\_\_\_ Day \_\_\_\_\_, 20\_\_\_\_\_.

Renter Initials \_\_\_\_\_

**Hold Harmless**

The Tenant hereby agrees to save, secure, and hold harmless the Landlord, its officers and employees against claims of action, liability, judgments, costs, and expenses, including attorney fees. The Tenant certifies that he/she accepts responsibility on behalf of the participants for any damage or theft sustained by the Kenwood Depot because of The Tenant's occupancy of said premises.

Renter Initials \_\_\_\_\_

**Decorations**

No tape, thumbtacks, nails, staples are allowed on walls, woodwork, ceilings, tables or floor. Decorations may not be taped to windows. If any of these items are used, the Security Deposit may be retained. (Gaffers tape, drafting tape, 3MCommand Products, and plastic suction cups may be used in decorating.) All decorations must be flame proofed. No confetti shall be used inside or outside the building at any time.

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Lighted candles must be enclosed in a proper vessel to contain the flame and wax. All decorations must be removed from the premises immediately following the end of the event. Any items left on the premises after the termination of this agreement become the sole property of the Landlord. There shall be no marring or defacement of the building, inside or out, nor removal of equipment or fixtures from the building. Nothing shall be hung from the light fixtures.

Renter Initials \_\_\_\_\_

### **Regulations**

1. All activity for the event shall terminate at the final hour stipulated in this agreement.
2. Music must terminate at 10:00 pm. Appropriate activity must be orderly, and confined to premises. Music and noise levels must be kept at a low volume that does not disturb nearby residents. Any equipment that amplifies music should be located indoors only.
3. No more than 153 persons standing shall be permitted to occupy the interior of the building at any one time. No more than 71 persons seated at tables shall be permitted in the interior of the building at any one time.
4. Before leaving said premises, Tenant must see that stoves, furnace and appliances are off, fireplace extinguished, refrigerators emptied, trash disposed of in outside trash containers, windows and doors fastened and locked, interior lights turned off, front entrance is locked and key is returned to the lockbox. Please sort recycling from trash.
5. Minors cannot be served alcohol at any time on the premises. No illicit substances shall be brought on the premises.
6. The gate to the neighbor's property must not be blocked.
7. No cooking or barbequing is allowed on concrete areas unless adequate protection is provided. Concrete must be left clean and free of debris upon termination of this agreement.
8. The Kenwood Depot is on a septic system so do not flush anything except toilet paper in the bathrooms. Also care must be taken to avoid pouring grease or other solids down the kitchen sink.
9. Early drop off or late pick up of any equipment must be approved by the Kenwood Depot Manager and may be subject to additional rental fees.
10. The Kenwood Depot is a no-smoking facility indoors. Outside ash receptacles must be used. All smoking material must be emptied from receptacles and cleaned from the grounds at the termination of this agreement or your security deposit will be held back.

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- 11. No pets are permitted in the Kenwood Depot or on its grounds except for service dogs.
- 12. Tenant assumes all liability and responsibility for liquor served or brought on said premises and for any action(s) resulting from its consumption.

Renter Initials \_\_\_\_\_

**Cancellation Policy**

All cancellations must be in writing.

Refund of Rental Fees will be made according to the following schedule:

If notice of cancellation is at least 90 days prior to the event the event, Tenant forfeits 0% of the Rental Fee.

If notice of cancellation is between 30 and 90 days from the event, Tenant forfeits 50% of the Rental Fee.

If notice of cancellation is less than 30 days from the event, Tenant forfeits 100% of the Rental Fee.

Renter Initials \_\_\_\_\_

**Amenities/Inventory List**

15 - 6' tables, 2 - 8' tables, 1 - 4' table, 100 Chairs, Full Kitchen with 2 stoves, Prep Kitchen/Bar Alcove, Bluetooth Speaker, Wi-Fi, Smart 55" TV on stand, 2 Refrigerators, Fireplace, Outdoor Brick Barbecue, 2 Bathrooms, 3 Gray Trash Containers, 2 Blue Recycling Containers.

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**Set up & Clean up Guidelines**

*Before the event, please:*

- Set up tables. Carry them. Please do not drag them across the hardwood floor.
- Use the chair trolleys to bring chairs out and return them to the storage room. Note each trolley has 25 chairs.
- Use proper material for decorations.

*After the event, please:*

- Remove all items brought in for the event including decorations and trash.
- Put all trash in the GRAY trash containers and recyclable material into the BLUE recycle containers.
- Replace all tables.
- Replace all chairs by stacking them in the trolleys, 25 chairs each trolley. Be sure chairs face down and locked in place.
- Sweep all areas indoors and out.
- Turn off all lighting.
- Extinguish coals and clean Outdoor Barbeque Grill if used
- Lock all doors leaving the key in the lock box

**Signature:**

Agreed: Tenant (renter)

Signature \_\_\_\_\_ Month \_\_\_\_\_ Day \_\_\_\_\_, 20

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