

## Napa Women's Club Inc Clubhouse Rental Rules

### RULES FOR USE OF PREMISES:

1. MUSIC may not, at any time, be so loud as to disturb the neighbors.
2. Music must be off and the event ended by 10:00pm. No large sound system may be used in the building; only small system may be carried in.
3. Renter must clean the building and be out by 11:00pm, leaving keys in the mail slot. The alarm system will engage at 11:30pm. Please see the attached document regarding the alarm system.
4. If Police are called by neighbors for disturbance or noise complaints, no deposit will be refunded.
5. This is a Residential Area Abatement Ordinance: Renter shall comply with all statutes, ordinances and requirements of all Municipal, State and Federal Authorities now in force or which may hereafter be in force, pertaining to the use of the premises. Any fines that are necessitated by city, county, etc, will be paid by the Renter, i.e. law enforcement being called to premises due to infraction of any Ordinance.
6. The store room is not part of the party space. The door to the store room is to remain closed except during set-up and take-down.
7. The fenced yard is not part of the party space.

### NO SMOKING INSIDE THE BUILDING:

1. Smoking is not allowed in the building at any time.
2. Clean up any cigarette butts discarded on the grounds.

### ALCOHOLIC BEVERAGES

1. Alcoholic beverages cannot be sold without a current California State Liquor License.
2. Alcohol may not be served to anyone under 21 years of age, per local host ordinances.
3. Security Service required any time alcohol is served.
4. Do not take alcohol off clubhouse grounds, this includes on to sidewalks or in to residential neighborhoods.

### DECORATIONS:

1. Do not use tape, tacks or nails on walls, ceiling or drapes – *damage will be repaired and billed to Renter.*
2. Do not attach anything to light fixtures or fans.
3. Only table decorations are allowed – *Nothing is to be attached to walls, doors, fans, light fixtures, etc.*
4. CANDLES are NOT to be used at any time.
5. NO SILLY STRING, RICE, BIRD SEED, CONFETTI, ROSE PETALS, ETC.

### CHAIRS AND TABLES:

1. Tables and chairs in the storage room must be put back the way you found them.
2. Do not use the cart holding the chairs to move them into the other rooms.

### KITCHEN: *If renter uses kitchen, it must be left clean.*

1. Turn off oven and burner(s). Leave the pilot lights on (they are the flame at the center of the burners).
2. Do not leave garbage in sinks.
3. Leave refrigerator empty and clean.
4. Leave kitchen counters clean.

### CLEAN –UP:

1. The building must be left completely clean.
2. The building includes two (2) main rooms, kitchen, two (2) bathrooms, an entry hall and store room, all to be left clean.
3. The outside of the building and grounds must be left clear of litter. Do not leave litter (cups, bottles) in residential neighborhood.
4. All clean up must be completed before Renter leaves premises.
5. Hardwood floors are to be swept ONLY. Please spot clean any spills, but DO NOT wet-mop floors.
6. Sweep AND mop bathroom floors.

7. Furnish your own garbage bags for kitchen use.

**TRASH AND GARBAGE:**

1. Trash, garbage and recyclables must be removed from premises at end of event.
2. Trash, garbage and recyclables left in Clubhouse cans will be charged as billed by Napa Garbage Services.

**HEATING AND AIR CONDITIONING:**

1. The thermostat is preprogrammed. Do not tamper with the settings. You will be charged for damage to the thermostat cover.
2. Turn off and disconnect the window air conditioning unit before leaving the building.

**LOCKING-UP:**

1. Lock all five (5) outside doors.
2. Close and lock all windows.
3. Turn off all lights.
4. Place key in mailbox near front door.

**If any of the above items is violated, some or all of the security deposit will be forfeited.**

**I have read, understand and will abide by these rules.**

Print Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Date: \_\_\_\_\_