

Clear Lake Riviera Community Association COMMUNITY HALL USAGE AND FEE SCHEDULE

Welcome!

The Clear Lake Riviera Community Association offers the Community Hall to our residents all year for your enjoyment. The facility has plenty of parking, and is handicap accessible. There is a full kitchenette, and two restrooms. We have tables and chairs available as well, whether indoors or outdoors. (see inventory list for full description)

Who is eligible to use the facility?

The Community Hall will be made available to member sponsored non-profit organizations and to members **in good standing** for individual private use.

General Information:

- Maximum capacity is 66 persons**
- Heat/Air Conditioned**

Inventory and Supplies:

Seating: For indoor use, there are five 6-foot white plastic folding tables and 40 blue padded folding chairs. For indoor and outdoor use, there are four 8-foot brown Formica and metal banquet tables, several miscellaneous sized tables and 35 brown metal folding chairs.

Kitchenette: The kitchenette consists of a small microwave, full-size refrigerator & freezer, sink, and a 4-foot workspace. There are coffee pots, hot plates and limited serving ware.

Barbecue & Tents: There are two 10 x 10 pop up canopies and a standard propane barbecue for use. You must supply your own propane tank. These items are kept in the storage room, but with advance notice, can be made available to you.

Deposits, Fees and Keys:

- \$20.00 per rental use**
- \$25.00 refundable key deposit**
- \$100.00 refundable cleaning deposit**

Fees: All fees for the hall rental must be paid to the CLRCA office at least seven (7) days prior to the event. A separate check is required for the rental fee and deposits, We deposit the rental fee, and your deposit will be returned to you when the keys are brought back to us.

Keys: You may pick up the key at least one day, but no more than three days in advance of the event, as long as fees are paid and the application is complete. Office hours are Monday-Friday from 9a to 3p. Each key is numbered for identification purposes. Repeat users will be issued a numbered key that opens the main door and the storage facility. One-time users will be issued a numbered key that opens only the main hall.

The key must be returned within three (3) business days following the event. It may be returned directly to the office, during business hours, or dropped off in the drop box on the front door. Lost keys or keys not returned will automatically forfeit the \$25.00 key deposit if not returned within that time period.

Deposits: The cleaning deposit will be returned when the facility has been inspected and the key returned to the office. (See cleaning checklist)

Scheduling: In order to add an event to the schedule, simply contact the office. If the date is open we will schedule your event. If a cancellation is necessary, please contact the office as soon as possible so that someone else may have the opportunity to rent the facility for that time.

Exceptions: Use of this facility is on a quarterly basis. You may fill out an application and book three months in advance. At the close of the quarter, please re-submit another application. This ensures that all members are able to use the facility, and gives the office the opportunity to update the contact information for their records.

Alcoholic Beverages: Alcohol may be served on the premises in accord with Alcohol Beverage Commission regulations:

- Private parties may serve beverages without a license, as one would at home
- If any money will be exchanged, CLRCA must be notified in advance. An ABC license and evidence of Liquor Liability Insurance ARE required and must be provided to the office BEFORE the event takes place.

04/08 jb

Cleaning Checklist:

In order to receive return of your cleaning deposit, the following obligations are expected to be fulfilled:

Trash must be bagged and placed in the trash receptacle at the front, left side of the building.

If weekend rental, please put trash cans in front of building for Monday morning pickup.

All appliances must be cleaned and unplugged, (except the refrigerator and microwave).

Counter tops and table tops must be wiped clean.

Tables and chairs must be put back on the racks

Sink and refrigerator must be free of leftover food and debris.

Floors must be swept and/or free from spills and trash.

All doors and windows locked and secured.

Make sure bathrooms are clean and trash is emptied.

There are cleaning supplies, brooms and mops available in the utility room to assist with your cleanup of the facility.

We hope you enjoy your event!

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