

CVT&S Club Event Agreement for NON MEMBER or ORGANIZATION

CVTSC Events*PO Box 521*Carmel Valley, CA 93924-0521*(831)659.2651*Fax:(831)624.1240

EVENT RULES: The bar must be closed and music stopped by 9:30 p.m. All guests must depart the grounds by 10:00 p.m. Music speakers and microphones must face the mountains, not the river. The grounds, buildings and rest rooms must be left clean. If not, our cost to cleanup and/or repair damage will be deducted from your cleaning deposit. FULL REFUND OF CLEANING DEPOSIT WILL ONLY OCCUR after building and grounds inspection and if cleaning specifications have been met. All garbage and litter must be removed. Host may need to contact a dumpster rental agency. Cleanup Deadline is Next Morning at 9 a.m. Observe posted speed limits at all times. Be alert for horses and riders. They have the right of way. No motorcycles or bicycles allowed. All dogs must be on a leash.

Name of Non Member/Organization: _____

Mailing Address: _____ City: _____ State: _____ Zip: _____

Phone:() _____ Fax:() _____ Cell:() _____ Email: _____

A Non-Profit? YES: _____ NO: _____. Hosting a Benefit or Fund Raiser? YES: _____ NO: _____

Type of Event: _____ (BBQ, Picnic, Meeting, etc.)

Attendance Estimate: _____

Day & Date of Event: _____, 2011 Requesting Setup Day/Date: _____

Time of Event: _____ a.m./p.m. To _____ a.m./p.m.

'At Event' Contact Person: _____ Cell: () _____

Carmel Valley Trail & Saddle Club at 85 E. Garzas Road, Carmel Valley, CA 93924, MUST appear on the Non Member/Organization Certificate for General Liability as an additional named insured. This Certificate for General Liability is mandatory. Permits, if applicable, are the signer's responsibility.

Write two (2) checks payable to CVTSC.

Check #1: Use Fee \$ _____

Check #2: Cleaning Deposit* fee \$ _____ (*Returned in full if no charges are deducted)

**Mail this completed and signed contract with the two (2) checks to
CVTSC Events, PO Box 521, Carmel Valley, CA 93924-0521**

Use of the facilities will include only those indicated below:

- | | | | |
|---|--|--|--|
| <input type="checkbox"/> Large Arena | <input type="checkbox"/> Small Arena | <input type="checkbox"/> Dressage Arena | <input type="checkbox"/> Driving Arena |
| <input type="checkbox"/> Announcer's Stand | <input type="checkbox"/> Mic Equipment | <input type="checkbox"/> Corrals & Pens | <input type="checkbox"/> Jumps/Trail Equipment |
| <input type="checkbox"/> Entry Booth | <input type="checkbox"/> Snack Bar | <input type="checkbox"/> Outdoor Rest Rooms | |
| <input type="checkbox"/> BBQ Pit | <input type="checkbox"/> Picnic Area | <input type="checkbox"/> Outdoor BAND (name) _____ | |
| <input type="checkbox"/> Clubhouse, with tables and chairs. (BBQing permitted only in Picnic Area) | | | |
| <input type="checkbox"/> Main room | <input type="checkbox"/> Fireplace | <input type="checkbox"/> Indoor BAND (name) _____ | |
| <input type="checkbox"/> Kitchen | <input type="checkbox"/> Bar Room | <input type="checkbox"/> Indoor Rest Rooms | |
| <input type="checkbox"/> Other Club equipment (arranged for in advance with the Grounds keeper) | | | |

We welcome you as guests of our Club; however, failure to comply with the Event Rules may result in your ineligibility to use the Club in the future. You will be held financially responsible for any damages.

(Printed Name of Non Member/Org Representative)

(Signature of Non Member/Org Representative)

(Date signed by Non Member/Org Rep)

(Signature of Events Director)

(Dated)

For office use only...
 CVT&S Equine Educational Alliance, Inc.,
a non-profit 501(c)(3)

CVT&S Community Foundation, Inc.,
A non-profit 501 (c) (3)

Cleaning Deposit: received #
 Grounds Rental Fee: received #

Certificate of General Liability: on file
CVTSC Reservation revised: 10/2010

CVTSC Cleanup Specifications

(Guidelines for Full Cleaning Deposit Refund)

CLUB HOUSE: No Smoking

Bar Room:

Clean sinks
Collect & remove all trash
Cleanup floor spills
Turn off lights

Inside Bathrooms:

Clean sinks
Flush toilets
Collect & remove all trash
Sweep floors if muddy
Turn off lights

Kitchen:

Turn off stove & oven
Clean stove top & oven spills
Clean sinks
Wipe counters
Empty fridge
Collect & remove all garbage
Sweep & mop floor
Turn off lights

Main Room:

Remove decorations
Cover pool table, if used
Return chairs to caddy
Put back tables
Collect & remove all trash
Cleanup floor spills
Sweep floor if muddy
Turn off heat & lights
Close all exit doors

BBQ AREA

Douse fire
Strip tables & remove decorations
Dispose of foodstuffs
Collect & remove all garbage,
litter, bottles & cans, cig butts

Snack Bar:

Turn off & clean stove top
Clean sinks
Wipe counters
Empty fridge & freezer
Collect & remove all garbage
Sweep floor
Cleanup floor spills
Turn off lights, lock door

Outside Bathrooms:

Clean sinks
Flush toilets
Collect & remove all trash
Sweep floors if muddy
Turn off lights

CORRALS & ARENAS

Return jumps & trail equipment
Clean manure from paddocks
Coil up hoses
Take home your watering
implements and drags
Close all arena & paddock gates
Fill any holes dug by your horse
Collect & remove all litter from
cans, arenas & parking lot