

CLUBHOUSE RENTAL INFORMATION – EFFECTIVE JULY 1, 2018

This is a brief list of the requirements and guidelines associated with renting the facility. Please refer to your Moreno Valley Ranch Policies and Guidelines Booklet for a full detailed list of all rules associated with reserving the clubhouse.

Reservation Fees:

\$ 600.00 Refundable Security Deposit
\$ 750.00 Rental Fee
\$ 150.00 if serving alcohol fee for Security
\$ 150.00 if event held during holidays for Security
24 Hour Insurance Rider (1,000,000.00 liability)
Guest List

Due:

AT TIME OF RESERVATION
AT TIME OF RESERVATION
AT TIME OF RESERVATION
AT TIME OF RESERVATION
14 DAYS PRIOR TO EVENT
14 DAYS PRIOR TO EVENT

Helpful Info:

- J Dates available may be found on the Association website, www.MorenoValleyRanch.com by clicking on the Events tab at the top.
- J Room Capacity is 187.
- J Tables/chairs are available, however, the amount to be used must be specified on rental form:
 - o Approximately 16 rectangular tables.
 - o Approximately 26 round tables.
 - o Approximately 160 chairs.
 - o No outside furniture is permitted.
- J A "**Certificate of insurance**" is required **14 days prior to the rental. The amount must be at least \$1,000,000.00 liability insurance.** This 24 hour insurance binder is absolutely required at all parties and at no additional cost to the Moreno Valley Ranch Community Association and names the association as additionally insured for the duration of the function.
- J Rentals are for a MAXIMUM of a 6 hour block of time with allowance for clean-up and setup.
- J The RESERVED EVENT MAY COMMENCE AS EARLY AS 9:00 AM AND CONCLUDE BY 12:00 MIDNIGHT. Events ending at midnight must be cleaned up by 1 AM.
- J Rentals are **NOT** available on the following holidays:
NEW YEAR'S EVE * NEW YEARS DAY * MEMORIAL DAY
THE FOURTH OF JULY * LABOR DAY * CHRISTMAS EVE
CHRISTMAS DAY * THANKSGIVING DAY
- J Reservations must be made in person, may be done 6 months in advance, and no less than 2 weeks in advance. Dates cannot be held with a phone call.
- J Guest list must include all names of adults in attendance.
- J **Failure to provide the Insurance Rider or Guest List by the time indicated will cause your event to be canceled.**

For additional information please contact the office at (951) 485-2020.

Thank You!