

RENTAL RESERVATION INFORMATION, RULES, AND REGULATIONS

Poor cell phone coverage **IN CASE OF EMERGENCY: 911** Free on payphone in entrance landing.
Hacienda personnel after hours emergency (Pres) 852-0250; (VP) 852-2476; (Office) 852-9370

GENERAL RULES:

Deposits are required to confirm reservations and must be paid within five days after a provisional reservation.

Rental fees must be paid 10 days before event date.

Keys - may be *picked up* at the Association Office during regular **office hours. 9-4:30 Tues. – Sat.** Keys are to be returned by placing in the Key Drop Box (on wall up steps by front gate) or during business hours to the Hacienda Office. Other arrangements may be made in advance (if possible)..

No furniture, cooking supplies, or any LDPOA property is to be removed from the Hacienda. Any damage or breakage is renter's responsibility and will be charged against rental deposit or renter's liability insurance. **You agree to and will be held liable for any and all costs resulting from damages.**

Smoking is prohibited inside Hacienda buildings and within 50 ft. of entrances. Ashtrays are located outside building and in the Courtyard.

Children under 14 years of age must have adult supervision at all times.

NO Pets ALLOWED. If pets are brought in deposit may be forfeited.

Skateboards, scooters, roller blades, roller skates, bicycles, etc., are prohibited on ALL Hacienda grounds.

Off-loading of supplies and equipment -You may use the driveway behind the Hacienda, but **NO PERMANENT PARKING** behind the Pavilion IS ALLOWED BY ORDER OF THE TUOLUMNE COUNTY FIRE MARSHALL. Parking is allowed behind kitchen & next to Apt. B.

PAVILION, LOUNGE, AND KITCHEN Capacity: Pavilion 300 and Lounge 125 **Rental Period** - Hours of use are generally 9AM-6AM. If there is not an event the day after your event, the reservation can be extended up to noon the day following the event (i.e., Saturday event 10 am -11 pm reservation made: extended through noon on Sunday) to allow more time flexibility for cleanup. **HOWEVER, if the Hacienda receives an additional request to schedule an event the day after your event, the Rental Period will be adjusted to accommodate both parties.** For additional time to set up or decorate the day prior to the event date the $\frac{1}{2}$ Day (Noon . Midnight) Set Up+option is available to be reserved for an additional fee of \$50, which includes all the facilities reserved for the event, (Lounge only: \$25).

When required **Proof of liability insurance** must be provided to the office before the date the event is to take place. If you are **serving alcohol**, your Insurance Agent must provide a **Certificate of Insurance** in the amount of **\$500,000 (if selling alcohol the amount of insurance is \$1,000,000)**. All certificates must name **Lake Don Pedro Owners' Association** as **"additional insured"**^ the entire rental period (including any additional %Set Up Period) of your event must be listed on the certificate.

Use of the swimming pool or pool patio area is NOT included with rental of the event facilities at the Hacienda.

You are responsible for your own set up (not the Hacienda personnel) - NO staples, nails, or tacks, etc. will be used in Hacienda walls. Staples, nails, and tacks MAY be used to adhere decorations to wood surfaces. NO REMOVAL or modifying Hacienda decorations (lights). *No modifications to the Hacienda or decorations to be used in the fountains without prior approval through the Association office.* **NO EXCEPTIONS.**

Pavilion Stage Use – MUST be specified at least 2 days prior to event (size / location) to be set up by Hacienda personnel ONLY.

You are responsible for your own clean up - Cleanup must be thorough. All garbage (both indoor and outdoor) must be bagged and deposited in the dumpsters behind the Hacienda. All furniture must be wiped off and replaced on carts. **All decorations** including staples, tape, and nails must be removed. Floors must be swept. (any **spills** on the floor or sidewalks must be wiped up/mopped) Grounds and parking areas are to be left clear of trash and event debris & trash. Any additional cleanup of grounds and lots required by Hacienda personnel after the event may result in cleanup deductions from your deposit refund. The Hacienda will provide a dust mop, damp mop and some trash bags. **Renter must provide any additional trash bags and other cleaning items.**

Cancellations – SEE RENTAL AGREEMENT, Late Cancellations will can cause forfeiture of deposits.

APARTMENTS Capacity: Upstairs Apartment - 8 people and Downstairs Apartment - 6 people:

Rental Period - Check in: noon to 4:30 pm Tues. . Sat. or by appointment made through the office. **Checkout:** 11 am or by appointment.

Check out requirements - All garbage must be deposited in the dumpsters behind the Hacienda. Dishes must be rinsed and placed in the dishwasher. Used towels left on the bathroom floor. **Cooling/Heating units must be turned off. Television/VCR/DVD must be turned off.** All windows and doors must be closed and locked. **Facility Gates must be locked.** Keys left in Drop Box located up steps, on the wall by main building entrance.

Cancellations must be received **30 days** in advance. Cancellation any later than this may cause forfeiture of deposits.

To receive a full refund of your deposit, facilities must be left clean, undamaged, and vacated by agreed upon time.

The Lake Don Pedro Owners' Association is NOT responsible for the dispensing of alcoholic beverages or any injuries during or after the rental of the facilities. LDPOA reserves the right to cancel or refuse any reservation. I have read and understand the above terms and conditions and do hereby agree to abide by them. I understand non-compliance of the above could result in: 1) loss of my deposit, 2) billing for any damages, repairs, extra cleanup, and/or 3) loss of future facility use.

Signed: _____

Date: _____

Attention to security is necessary in order to eliminate damages to the Hacienda and its grounds as well as assure the safety of owners and their guests. Due to past incidents we supply this partial list of concerns. It is certainly not conclusive . Please use good judgment in conducting your event. Our desire is to be able to refund all deposits in full.

Of particular concerns:

Alcohol

1. NO under age drinking.

(If noted by Hacienda personnel, deposits will be forfeit and authorities notified.)

2. Please be a responsible host and do not allow inebriated persons to drive drunk.

Grounds

No one (children in particular please) shall be allowed in the planters or flower beds.

No one shall be allowed on, or in the fountains. Nothing (dirt, gravel, soap bark, etc.) shall be put in the fountains. Decorations to go in fountains must have prior approval from office.

Facility renters will be held responsible for the expense of replacing and/or fixing drip systems, pipes, pumps, fountains, plants, landscape materials etc. that have been disturbed and/or broken during their rental period (including labor charges).

General Usage

- All renters have access to ice machine in Lounge.
- No graffiti anywhere on the Hacienda premises (including the bathrooms).
- No skateboards, scooters, rollerblades, skates, bikes etc. allowed on Hacienda property.
- There shall be no bonfires, campfires, firecrackers or fireworks of any kind on Hacienda property. (With prior permission from the office the Lounge fireplace may be used.)

During pool season:

All pool rules shall be followed by members and their guests (limit 6 guests per membership).

NO USE of entire pool area after dark at all.

NO POOL USE out of season.

Apartment Rentals:

NO barbeques to be used on balconies.

No climbing on or off balconies.

Pool area use (during open season) by registered renters ONLY. Must obey pool use rules.

NO after hours or after dark use of pool or pool area.

[Violation can result in forfeit of deposit]

Courtesy and co-operation to other users and renters of the facility is expected and required.

Emergency #s: **911**

also: Tuolumne Co. Sheriff : 533-5815

Fire: 852-2410

Please report any problems or violations to our office 209 852-2312

After Hours Help call: Mike Henault 852-2476, Pam Hatler 852-9370 or Johnathon Oden 852-0250