

**IN CASE OF EMERGENCY: 911**

**RENTAL INFORMATION & USE RULES**

**Event Security & Safety** – Attention to security is necessary in order to eliminate damages to the Hacienda and its grounds as well as to assure the safety of event participants.

Please use good judgment in conducting your event. Our desire is to be able to refund deposits in full.

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

**Event Curfew 10:30 pm with cleanup by Midnight.**

**To qualify for FULL Deposit Refund**

**No Rental Rule violations, facilities must be left clean, undamaged, and vacated on time.**

Violations will result in charges deducted up to a full forfeit of your deposit and possible extra charges.

**Reservations & Check In:**

**Deposits are required to confirm reservations** and must be paid within three days of a tentative reservation to confirm.

**Rental fees & (if required) Insurance Certificates** must be received 1 week before reserved date for apartment or event.

**Keys** - To be picked up at the Association Office during regular **office hours. 9-4:30 Mon – Wed & Fri– Sat.** (Closed Thur & Sun)

Keys are returned to the Key Drop Box (on wall, up steps by front gate) or to the Office during business hours.

Any other arrangements (if possible) must be made in advance.

**Alcohol**

1. NO underage 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.

**General Usage**

- **You are responsible for facility during your use period.** When leaving turn off lights, heat/air & fountain, lock all doors & building gates (close main front gate on building).
- **No bonfires, campfires, firecrackers or fireworks of any kind on Hacienda property.**  
(The Lounge fireplace may be used with prior permission from the office.)
- **NO PETS** allowed at the Hacienda facility. (Licensed service animals excepted).  
If pets are brought in deposit may be forfeited.
- **Event use does not include pool use.** (Apartment tenants see use under Apartments Section)
- No graffiti anywhere on the Hacienda premises (including the bathrooms).
- Skateboards, scooters, roller blades, roller skates, bicycles, etc. are prohibited on ALL Hacienda grounds.
- **Any damages or loss are facility renter's responsibility. You will be held liable for and agree to all charges (including labor charges) resulting from replacement or repairs necessary for damage or loss that occurs during your rental period.** These will be charged against rental deposits and any amount exceeding deposits will be charged directly to signers of rental agreement.
- **No furniture, cooking supplies, or any LDPOA property is to be removed from the Hacienda.**
- **Children under 14 years of age must have adult supervision at all times.**
- **Smoking is prohibited inside Hacienda buildings and within 50 ft. of entrances.** ALL forms & substances (incl. vaping)

**Grounds**

- Event Renters are responsible to leave all the Hacienda grounds clean of trash including parking areas, rest rooms, landscaping. Employee cleanup will be charged to renter.
- No one (children in particular please) shall be allowed in the planters, flower beds or 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.

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**Emergency #s: 911** also: **Tuolumne Co. Sheriff : 533-5815** **Fire: 852-2410**

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After Office Hours: Maintenance, Jeff 652-2068 / Office, Pam 852-9370

**WIFI Name & Password: LDP Guest 1234567890**

**Rental Halls & Kitchen – You are responsible for facility during your use period.**

- When leaving turn off lights, heat/air & fountain, lock all doors & building gates (close main front gate on building).

**Capacity:** Pavilion 300 and Lounge 75 **Rental Period** - Hours for event use are **9AM-10:30 pm (cleanup to Midnight).**

For additional setup/decorating time the “½ Day before (Noon – 9 pm) option is available for a fee of \$50, and includes all the Event facilities reserved (Lounge only, fee \$25). For more cleanup time: a next day cleanup ½ Day (6am – noon) may be added for \$50 (Lounge only, \$25).

**Insurance Requirements:**

**Insurance is Required** for any event where **either** of the following apply: 1. For 50 or more people 2. **Any event where alcohol is present. insurance coverage for your Event must be provided to the office 1 week before your event date.** usually a **Certificate of Liability** in the amount of at least \$500,000. Certificates must name **Late Don Pedro Owners' Association** as **"additional insured"**, with the Hacienda address, the entire event rental period (including additional "Set Up / cleanup dates) must also be listed.

*\*\*For an event where alcohol will be **SOLD** contact office for specific legal requirements).*

**Set Up & Decorating:**

**You are responsible for your own set up (not Hacienda personnel).** NO tapes, staples, nails, or tacks, etc. to be used on ANY painted surface. Hooks, twist or zip ties may be used on lattice areas only. NO REMOVAL or modifying Hacienda fixtures (including lights) and any additional exterior decorations or decorations in the fountains **must have prior approval** through the Association office. NO EXCEPTIONS.

**Unload Supplies & Equipment** - The driveway behind the Pavilion may be used for unloading but NO PERMANENT PARKING THERE IS ALLOWED by order of the county Fire Marshall. Parking is allowed in back farther up the driveway behind the kitchen & Apt. B.

**PAVILION STAGE – Size & location MUST be specified at least 4 days prior to event & to be set up by Hacienda personnel ONLY.**

**Clean Up Requirements:**

**You are responsible for your own clean up** - Cleanup must be thorough. All garbage (both indoor and outdoor) must be removed from garbage cans and deposited in the dumpsters on the hill behind the Hacienda. All furniture must be wiped off and replaced on carts. **All decorations** including any fasteners must be removed. Floors must be swept (general mopping is not required). The Hacienda will provide a broom/dust pan, dust mop, and access to a damp mop for any spills on floors or sidewalks. All garbage cans have 2 trash bags. Renters must provide any additional trash bags. **Grounds and parking areas are to be left clear of event debris & trash.** If any further cleanup of event debris is needed in facilities, grounds or parking lots by Hacienda personnel it will result in cleanup deductions from your deposit refund.

- **A Closing & Clean up Check List slip is provided with your keys - We strongly advise it's use to avoid refund deductions.**

**Cancellations** – Early cancellations are charged a fee of 10% (of deposit). **Late Cancellations will forfeit their deposit.** Late Cancellation for a multi-unit reservation starts 90 days before the event date. For a single unit reservation, it is 30 days before the event date.

**Apartments:**

**Capacity:** Upstairs Apartment - 8 people Downstairs Apartment - 6 people:

Rental Period - **Check in:** 1 pm to 4:30 pm Mon-Wed, Fri-Sat **Checkout:** 10 am Prior approved Early check in / Late check out – extra charge.

- NO barbeques to be used on balconies. No climbing on or off balconies.
- When leaving turn off lights, appliances and lock doors.
- After office hours keep gates closed & locked.
- Apartment rental does not include use of LDPOA Member exercise room.

**Pool Use:**

- ONLY by registered apartment renters. Must obey posted pool use rules.
- ONLY during open season **NO after hours or after dark use of pool or pool area at all.**

**Check out requirements** - All garbage must be deposited in the dumpsters (not cans) 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. All lights and appliances must be turned off.** All windows and doors must be closed and locked. **Building Gates must be locked.** Keys left in Drop Box on the wall at the top of the stairs by the main building entrance.

**Cancellations** – Early cancellations are charged a 10% fee (of deposit). **Late Cancellations will forfeit their deposit.** Late Cancellation starts 90 days before check in date. If cancelled within 7 days of check in date an additional forfeit of ½ the rental fee.

The Lake Don Pedro Owners' Association is NOT responsible for the dispensing of alcoholic beverages or any injuries incurred during or after the rental use 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 can 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: \_\_\_\_\_

Signed: \_\_\_\_\_

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

Please report any problems or violations to our office 209 852-2312  
After Hours Help call: Pam Hatler 852-9370 or Jeff Cotta 652-2068