

SAUSALITO WOMAN'S CLUB RENTAL RULES

1. The Sausalito Woman's Club (SWC) is located in a quiet, residential neighborhood. Neighborhood concerns about noise from the premises must be respected. Private parking areas and emergency rights of way must not be blocked or violated. Advise your guests and/or vendors that they must be courteous and quiet at all times. A SWC Event Manager will attend the event to ensure compliance with these rules. A Security Guard provided by SWC will be on site to ensure compliance with parking and traffic rules.
2. The Renter must provide a licensed, insured, professional caterer for food and beverage service. Sausalito Woman's Club has a preferred list to choose from. If you choose not to use one of these Caterers then a meeting must take place between your chosen Caterers and the rental chair for approval. Last call on alcoholic beverages should be at 8:30 p.m. or earlier.
3. The SWC prohibits amplified or loud music or sounds on the premises. (Amplified refers to musical instruments that plug into amplifiers). SWC reserves the right to exclude a music group selected by the renter that is not on SWC Preferred List and will inform the Renter of such exclusion within two month of receiving Rental Information Questionnaire. Renters shall inform musicians of item #4 on the Rental Agreement pertaining to the use of Amplified instruments and excessive music pertaining to observing the Sausalito Noise Control Ordinance. There will be on-site enforcement of this rule. Failure to comply with this rule will result in the retention of the entire Security Deposit and/or turning the music off. Music must be turned off by 9:00 p.m. Any outside music must comply with the Sausalito Noise Control Ordinance and must be approved in writing by the Rental Chair.
4. The SWC does not have on-site parking, and street parking is very limited. "No Parking" signs may not be posted nor shall any spaces be "reserved" whether by cones or other impediments to parking. Shuttle Service is required for over 40 guests. Guests of the Renter not using shuttle service may risk ticketing, towing or possible penalties to Renter's Deposit. The parking spaces around the club belong to the City, not the SWC and Renter shall demonstrate respect for neighbors at all times.
5. Do not use or block private driveways for access. "NO PARKING" zones in the neighborhood must be strictly observed.
6. Trucks and vans used by caterers may park in front of the Clubhouse for loading and unloading purposes ONLY. Caterers and other delivery vans and trucks must use the San Carlos Street gate for loading and unloading. Trucks and vans must be parked in the Commuter Parking Area on Spencer & Monte Mar at exit, Highway 101. Catering staff must be shuttled from the Spencer Avenue parking area to the Club.
7. Guests may not walk or stand on the roof of the Clubhouse, nor may they sit in or climb the trees on the premises. Guests may not take food or drink off the premises during the event. Guests may not mingle in the streets beyond the gate for safety reasons.
8. Children must be supervised at all times. The SWC is located at the intersection of three narrow streets. Safety requires that children be kept out of the streets.
9. No Smoking is allowed inside the Clubhouse.

10. Do not use nails or tacks in the building; all decorations other than flowers, both for inside and out, must be approved by the SWC.
11. No lit candles are permitted during an event and the fireplace is not to be used.
12. The wicker furniture in the Clubhouse is easily damaged and may not be removed from the building. Upstairs furniture may not be brought downstairs without approval.
13. SWC will set-up your floor plan using SWC furniture for the interior spaces. Your caterer is responsible for setting up rented and any exterior furniture. No furniture is to remain outside over-night.
14. The piano may not be moved without express permission from the SWC and then only by our own staff. It is not permitted for the piano to be moved onto the stage.
15. Rice, rose petals, confetti, glitter or silly string may not be thrown inside or outside the clubhouse however Birdseed may be thrown outside.
16. No glitter is to be used on the premises – inside or outside.
17. PETS ARE NOT ALLOWED.
18. Bottles shall not be broken and/or put into the garbage cans. Bottles are to be replaced in their cartons and removed from the premises.
19. All event activity must conclude no later than 9:00 p.m. Clients, staff and vendors have one hour past the contracted time to clean and restore the house to its original condition. The SWC clubhouse premises must be vacated and locked by noon on the day following the event. That means that if an event is held on a Saturday next day for rental equipment pick-up is Sunday.
20. Renter is responsible for vendors gaining Club access both for delivery and pick up of vendor items. The SWC is not responsible for delivered and picked-up items. Renter and their vendors must be accountable to the rental company for any loss of items.
21. Maximum guest capacity is 120.

I have read the rules and agree to honor them. I understand that infringement by any employee or guest of any of these rules may result in part or all of the Security Deposit being withheld by the SWC.

Renters Signature: _____ *Date:* _____

Caterer's Signature: _____ *Date* _____

Wedding Planner's Signature: _____ *Date* _____