

HACIENDA CARMEL COMMUNITY ASSOCIATION

BANQUET / MEETING ROOM RESERVATION & USE AGREEMENT

Date of event: _____ Hacienda sponsoring resident: _____ Unit #: _____

Contact person (if different from above): _____ Phone: _____

Email: _____

Event name: _____ Start time: _____ End time: _____

Room or space requested: _____ Expected number of attendees: _____

Will there be food and/or beverages provided by the Hacienda kitchen at the event? YES NO

(If yes - arrangements for food & beverage catering shall be made separately by contacting Chef Bill Susalla at 831-625-7814)

Notes: (Description of event – such as meeting/luncheon/dinner, type of set-up needed, any special equipment needed, etc.)

Rental and usage of the above named room or space is subject to the following terms and conditions:

1. A rental fee of \$ _____ will be charged to the sponsoring Resident's Hacienda Carmel account or must be paid in full no later than the day of the event.
2. Any additional fees for special set-ups or other equipment usage will be charged to the sponsoring Resident's Hacienda Carmel account or must be paid in full no later than the day of the event.
3. The Hacienda sponsoring resident named above hereby agrees to be the responsible party ensuring that the facilities used are left in a clean and orderly condition. Charges for any extra cleaning that may be required shall be the responsibility of the Hacienda sponsoring resident.
4. Music, entertainment, or other sources of noise are not permitted after 10:00 pm at any Hacienda venue without the prior permission of Hacienda management.
5. With the exception of special desserts for celebratory functions, no other outside food or beverage (*including alcohol*) is permitted to be brought on to the premises without prior approval by Hacienda Management. Otherwise, all food & beverage service shall be arranged exclusively, and will be billed separately, through *Carmel Valley Cooking & Catering*, our on-site proprietor of food & beverage service for Hacienda Carmel. Please contact Chef Bill Susalla at 831-625-7814 or cvcooking@yahoo.com for information and pricing.

By signing my name below, I hereby agree to the above listed terms & conditions of this use agreement and acknowledge responsibility for any damage or loss of Hacienda Carmel facilities or property caused by attendees, performers, vendors, or others associated with this event.

Resident name _____ Signature _____ Date _____

Received by _____ Date _____ HCCA Management Approval _____ Date _____

Copy forwarded to Dining Room Operations Date _____