

Private Party Application

Date Of Event: _____ Type Of Function: _____

Owner: _____ Tenant: _____ *Tenants must obtain signature from Landlord (Owner of the unit) prior to room reservation.

Name: _____

Bldg/Unit: _____ Phone: _____

No. of Guest Attending: _____ Hours Reserved: _____

Deposits Required For Lounge

A special event liability policy of \$1,000,000 is required when alcohol is being provided by a bartender, or when 20+ people are attending a private party, still listing RCI as Additional Ins.

If needed, a help for Special event Liability policy is; <https://communityassociationsinsurance.com>

\$100 Room Fee Date Rcvd: _____ Check # _____

\$300 Refundable Deposit Date Rcvd: _____ Check # _____

**A certificate of Insurance for Liability of \$300,000 is required, listing RCI as additional Ins.*

Deposits Required For All Other Rooms

A special event liability policy of \$1,000,000 is required when alcohol is being provided by a bartender, or when 20+ people are attending a private party, still listing RCI as Additional Ins.

***TV/Navajo Room** hours open are till 10PM Weekdays 11PM Weekends

\$50 Room Fee Date Rcvd: _____ Check # _____

\$75 Refundable Deposit Date Rcvd: _____ Check # _____

-Please remember, when renting the Navajo Room-Resident is responsible for any damages that may occur to the billiard tables-

***Cholla Room/Saguaro Room**

\$50 Room Fee Date Rcvd: _____ Check # _____ **\$50 Refundable**

Deposit Date Rcvd: _____ Check # _____

**A certificate of Insurance for Liability of \$300,000 is required listing RCI as additional Ins.*

Deposits Required for Pool 1 & 2

\$25 Fee Date Rcvd: _____ Check # _____ **\$100 Refundable Deposit**

Date Rcvd: _____ Check # _____

Pool 1: _____ **Pool 2:** _____

**A certificate of Insurance for Liability of \$1,000,000, Naming RCI as additional Ins.*

***Please be aware private pool parties do not reserve the entire pool area. It is a common area for public use. BBQ's will remain available for any resident wishing to use them. Any misuse of pool area or inappropriate behavior, may result in a citation to the home owner.**

RCI Items to be used: Electronic Devices upon request only!

Card Tables # _____ Banquet Tables # _____ Chairs # _____

See back of form for specific Rules

GROUP AND PRIVATE PARTY RULES

- A. RCI offers many different locations for group and individual private parties: The Lounge, Cholla, Saguaro, Navajo rooms and the pools. The Activity Director is responsible for approving, reserving and scheduling the use of these amenities and facilities. Private parties shall be limited to noncommercial events of the type that a resident would normally host in his/her home or at his/her pool, and would pay with his/her own funds. Examples of this type of event include birthdays & anniversaries.
- B. Reservations should be made as early as possible, but not later than five (5) days before the date requested. Groups of 8 or more non- residents are required to fill out proper documentation. Parties with over 50 people require that application be made not later than one month before the date requested. Each request must be accompanied by the appropriate payments and paper work. Please ensure that the premises and equipment are returned in the same clean, sanitary condition and state of good repair as they were before the event. The amount of time requested must include time needed to set up, break down and cleanup.
- C. The RCI Manager shall make the final decision with regard to condition of the need for repair as well as what additional funds, if any, are owed by the Sponsoring Resident. If the security deposit is determined to be insufficient, the Resident shall reimburse RCI the amount of that deficiency. A claim for any unpaid dollar amount will be enforced in the same manner as any other unpaid assessment with respect to the Resident and applicable Unit, in addition to any and all other rights and remedies available, including Sanctions.
- D. The facilities may only be used for a lawful purpose. Sale or purchase of alcoholic beverages is prohibited. Use of the facilities by any individual or for any purpose not specified in the approved request is prohibited. Violation of any provision of this paragraph shall result in the automatic forfeiture of the security deposit and shall subject the violator to all other rights and remedies available including Sanctions.
- E. The Facility Pass requirement shall be waived for Guests attending private or group parties held at RCI facilities.
- F. Venue specific requirements:
 - 1. Use of the Lounge requires a non-refundable seventy-five dollars (\$75.00) and a refundable three hundred dollars (\$300.00) security deposit in addition to obtaining a \$300,000 Liability Insurance Policy for the date. Lounge furniture, including tables and chairs are available. However, anything unique must be provided for by the Resident. Access to the kitchen is permitted but no cooking or food preparation is allowed. Residents can use kitchen for serving preparation, to warm food and store cold items only. Party sizes are limited to 200 people for stand up events and 100 people for sit down affairs. Parties must be concluded by 11:00 PM.
 - 2. Exclusive use of each of the Public Rooms requires a \$300,000 Liability Insurance Policy. TV/Navajo Room; fifty dollars (\$50.00) non-refundable fee and a refundable fifty dollars (\$75.00) security deposit. The Cholla and Saguaro Rooms require a non-refundable fee of fifty dollars (\$50.00) per room and a fifty dollars (\$50.00) refundable security deposit. The room assigned will be based on the Fire Marshall's determination as to the capacity the room may safely hold. Functions must conclude by 11PM. A special event Liability policy of \$1,000, 000 is required with the inclusion of alcohol, please see front page.
 - 3. Exclusive use of each of the pools requires a non-refundable fee of twenty-five dollars (\$25.00) a refundable one hundred dollars (\$100.00) security deposit and a \$1,000,000 Liability Insurance Policy. Eight or more guests constitute a private pool party for the purpose for bringing the requirements of this rule into effect. Pool one or two, may not have more than 75 guests. **All party activity is limited to three hours and shall be concluded by 10:00 P.M.** No more than one pool may be reserved for private parties at the same time. **ABSOLUTELY: NO ALCOHOL, NO GLASS CONTAINERS, NO EXCEPTIONS!**

Owner Name: _____ Tenant Name: _____

Owner Signature: _____ Tenant Signature: _____

Date: _____ Date: _____

Activities Office: _____ Date: _____