

# Facility Reservations Packet

Calabasas Tennis and Swim Center  
23400 Park Sorrento Calabasas, CA. 91302

## ROOM PARTY



## POOL PARTY



## MEETINGS



## PATIO PARTY



### Reservations Contact Information:

Kathy Milbrand (818) 222-2782 ext. 113 Fax (818) 222-8602  
[www.calabasasTSC.com](http://www.calabasasTSC.com) e-mail [kmilbrand@cityofcalabasas.com](mailto:kmilbrand@cityofcalabasas.com)

### Director of Catering:

Sean Michael Learnihan (818) 222-0226 (818) 219-5300  
[slearnihan818@aol.com](mailto:slearnihan818@aol.com)



CITY of CALABASAS









# Facility Usage Guidelines & Policies

1. Applications and appropriate deposit for use of the City Facilities MUST BE submitted to the Calabasas Tennis & Swim Center, C/O facility reservations, 23400 Park Sorrento, Calabasas, CA. 91302. Applications will be accepted on a FIRSTCOME-FIRST SERVE BASIS. Applicant MUST be at least 21 years of age.
2. A liability insurance certificate of \$1,000,000.00 (naming the Calabasas Tennis & Swim Center as an additional insured) is required and available through the City of Calabasas All corporations renting the facility as well as Third Parties (**companies providing any kind of entertainment**) must name The City of Calabasas as additional insured on their liability policy (must be for at least \$1,000,000.00) for the day of the event.
3. Anyone finding it necessary to **Cancel A Reservation Date will be assessed the following fees:**

<b>More than 90 days prior to event</b>	<b>25% of the security deposit fee</b>
<b>More than 45 days prior to event</b>	<b>50% of the security deposit fee</b>
<b>More than 30 days prior to event</b>	<b>75% of the security deposit fee</b>
<b>Less than 30 days prior to event</b>	<b>100% of the security deposit fee</b>
4. The Calabasas Tennis & Swim Center on site catering MUST BE USED for ALL food & beverage needs at all events. NO EXCEPTION. Anyone who brings in unauthorized outside food will lose 100% of their security deposit and their event will be canceled immediately.
5. **Activities involving persons under 21 years of age must be supervised by adults by a ratio of one (1) adult for every fifteen (15) minors.**
6. All parties must **end at midnight** and Facility must be cleaned and vacated no later than 1:00am. **CTSC staff reserves the right to suspend any individual or group from using the facilities in the event their behavior is abusive or destructive, or violates and of the rules or regulations without refund. The Calabasas Tennis & Swim Center Prohibits Smoking on its premises.**
7. A Security Deposit is REQUIRED for all reservations, payable at the time of the reservation. The Security Deposit is SEPARATE from the rental fee and can not be credited towards rent. Deposit is refundable provided the facility is returned in the same condition in which it was found and all hours occupied have been prepaid.  
**Any portion of the SECURITY DEPOSIT may be held for:** 1) Damages to building, furnishings or grounds. 2) Missing equipment or furnishings. 3) Any Facility left in unclean condition. 4) Occupation beyond reserved and pre-paid hours or additional staffing. 5) Required cancellation of reservation later than 30 days after the event if facilities are left in the same condition they were issued. 6) Bringing in outside food or Beverages (and your event will be cancelled immediately).

## SETUP / CLEANING

1. Guests are allowed a ½ hour before the event to decorate. *Masking tape only; no cellophane tape, nails, tacks or staples in walls.* At no time should exits be covered or obstructed.
2. All special event equipment (stages, canopies, awnings, booths, umbrellas, archways, D.J. equipment, etc.), and all rental equipment **must be approved two (2) weeks prior to the event.** In some cases, a certificate of insurance will be necessary for the above items.
3. **Candles, open flames, Silly String, fog/smoke machines, bouncers and leaf blowers are not permitted.** All Clean-up must be completed prior to check out time on the same day as the event. Renters are responsible for: a) Removing all decorations b) Verifying that all areas are clean that your guest may have occupied (this includes areas you may have not rented). PLEASE ADDRESS ANY DAMAGE LISTED ON THE FACILITY CHECKLIST; YOU COULD LOSE YOUR SECURITY DEPOSIT.

## RELEASE AND INDEMNIFICATION AGREEMENT

### **Important - Read thoroughly before signing:**

The applicant is solely responsible for any damage, loss, accident or injury to persons or property resulting from the use of the City of Calabasas' facility. Applicant shall be responsible for control and supervision of the people in attendance during the use of the facility and shall see that no damage is done to furnishings, fixtures or any part of the facility. Any violation of the Rules & Regulations can result in a denial of further permits and, in case of damage to a facility, financial reimbursement by the undersigned applicant.

I, the undersigned, have received and read a copy of the Rules and Regulations concerning the use of City facilities and agree to comply with them. I, or my representative, agree to be present during the entire period of use of the facility by the applicant organization.

In consideration of the City of Calabasas permitting the use of its facilities, I individually and on behalf of my successors, heirs, administrators and assigns, agree to hold harmless, indemnify and release the City, its governing board, employees, officers and agents from any and all actions demands and/or claims for damage or injury, including claims for negligence which may arise from or in connection with the use of said facilities. Furthermore, I hereby agree that the City of Calabasas, its employees or officers may act in an emergency as best fits the situation if efforts to contact me or any other responsible person fail.

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APPLICANT SIGNATURE

DATE



CITY of CALABASAS

**INSURANCE AND ENDORSEMENT REQUIREMENTS FOR USE OF FACILITIES AND PARKS**

The City of Calabasas requires all customers to provide an underwriter’s Endorsement with a Certificate of Insurance in order to confirm use of facilities. The minimum requirements are for General Liability Insurance coverage of \$1,000,000.

An additional insured clause is an amendment to an insurance contract that provides coverage rights to other parties involved in a transaction. It serves to protect the additional parties in the event of negligence on the part of the primary policyholder, also known as the named insured. The need for additional insurance clauses has risen in part as a result of the increase in the number of lawsuits.

There is a common misconception that if a party is issued a certificate of insurance, it is the same as being an additional insured. This is not the case and the policy must be endorsed adding the City of Calabasas as an additional insured. The City does not accept only a Certificate of Insurance adding the City as an additional insured. The endorsement must have the policy number and the City of Calabasas’ name and address on the endorsement (The City does not except blanket endorsements)

It is imperative that the following verbiage is on the Certificate of Insurance as well as the  
City of Calabasas  
100 Civic Center Way  
Calabasas, CA 91302

Insurance may be sent via email to [kmilbrand@cityofcalabasas.com](mailto:kmilbrand@cityofcalabasas.com) or faxed to (818) 222-2782 ext. 113.

**ALL outside Vendors (D.J.’s, Rentals and Entertainment providers ect.) must provide the same Insurance requirements with their Name/Company name to the City of Calabasas (Calabasas Tennis & Swim Center). The City will enforce these requirements. If insurance requirements are not met by you or your vendors your event will be canceled and your security deposit will be retained by the City the Calabasas.**

Kathy Milbrand  
Recreation Specialist  
Calabasas Tennis & Swim Center  
23400 Park Sorrento  
Calabasas, CA. 91302  
(818) 222-2782 FAX (818) 222-8602  
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