

# Facility Reservations Packet

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

## ROOM PARTY



## POOL PARTY



## MEETINGS



## PATIO PARTY



Reservations:

Kathy Milbrand

(818) 222-2782 ext. 113

[www.calabasasTSC.com](http://www.calabasasTSC.com)

Fax (818) 222-8602

e-mail [kmilbrand@cityofcalabasas.com](mailto:kmilbrand@cityofcalabasas.com)



CITY of CALABASAS



# ROOM PARTY

Reservations are accepted on the first come, first served basis.

To reserve a date and to be placed on the Master Schedule.

## Step #1 check on availability / Security Deposit

- Check on availability with Kathy Milbrand at The Center (818) 222-2782 ext. 113 or e-mail: kmilbrand@cityofcalabasas.com.
- Complete Paperwork & Security Deposit \$150.00 less 100 people  
\$300.00 over 100 people

Security Deposit is refundable if the facility is returned to its original state.

## Step #2 choose a room / area

### Facility Rental Fees

<u>Rental Areas</u>	<u>Maximum Capacity</u>	<u>Hourly Fee</u>
Fireside Room	46	\$40.00
Center Court Room (Dance Floor)	67	\$50.00
Center Court & Fireside Rooms	113	\$75.00
Tennis Patio	200	\$45.00
Pool Patio	200	\$45.00

A selected number of tables & chairs are available for events.

No amplified music is permitted outdoors (no boom boxes or D.J.'s)

All events must end at midnight.

## Step #3 Insurance

Every party must have General Liability to hold an event at the Center. Two options:

**Option 1:** If you have home owner insurance for a \$1,000,000.00 or more and can name The City of Calabasas (100 Civic Way, Calabasas, CA. 91302) as an additionally insurer on the certificate with an endorsement. And present *the Certificate to the Center before your event.*

**Option 2:** Purchase the insurance through The City.

Room party less than 100 guest	\$84.00
Room party more than 100 guest	\$117.00

## Step #4 Catering

All food & Beverages **MUST** be provided by our on-site caterer, Sean Michael catering (818) - 222-0226. No Exceptions. Please call for menus and prices. To see a sample menu check out calabasasTSC.com catering page.



**Name:** \_\_\_\_\_  
**Organization:** \_\_\_\_\_  
**Address:** \_\_\_\_\_  
 \_\_\_\_\_  
**City:** \_\_\_\_\_ **Zip:** \_\_\_\_\_  
**Phone (H):** \_\_\_\_\_  
**(W):** \_\_\_\_\_  
**(Fax):** \_\_\_\_\_  
**(Cell):** \_\_\_\_\_  
**E-Mail:** \_\_\_\_\_

Event Date

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Start time

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End time

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Approx. # of people

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Type of Event

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**Please Circle the Areas Requested**

**Fireside Room**                      **Center Court Room**                      **Tennis Patio**                      **Pool Party**

Activities/Entertainment Planned: \_\_\_\_\_

**\*\* (All third party entertainment/Vendors must supply Insurance certifications naming The City of Calabasas as additional insurer with an endorsement prior to event or they will NOT access City properties.)**

Is the City going to be insurance provider?    YES                      NO

The city must have proof of insurance 2 weeks prior of event.

**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.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

<b>Fee Calculation:</b>	<b>FOR OFFICE USE ONLY</b>
Deposit: \$ _____	Deposit Received: _____
Check #: _____	
Name on Credit Card: _____	
Credit Card Only CC# _____	Exp _____
Insurance: \$ _____	Insurance Received: _____
Fee: \$ _____ per Hour X _____ Hours = \$ _____	
Fee: \$ _____ per Hour X _____ Hours = \$ _____	
TOTAL: \$ _____	
\$10.00 per Hours X # of _____	Lifeguards = \$ _____

_____ SEC. DEP.	_____ REFUND
_____ INS.	_____ CALNDR
_____ FEES	_____ POOL APR.

Conf. \_\_\_\_\_                      TY \_\_\_\_\_                      Cert. \_\_\_\_\_                      PW \_\_\_\_\_

# Facility Usage Guidelines & Policies

1. Applications, appropriate deposit, insurance fee(s) for use of Calabasas Tennis & Swim Center Facility MUST BE submitted to The City of Calabasas, C/O facility reservations, 23400 Park Sorrento, Calabasas, CA. 91302. Reservations will be taken Monday through Friday from 8:00am to 5:00pm. **All fees are due and payable two weeks (14 days) prior to scheduled event.** Applications will be accepted on a FIRST COME-FIRST SERVE BASIS.
2. 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.** The 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 buildings, furnishings or grounds. 2) Missing equipment or furnishings. 3) Any Facility left in unclean condition. 4) Occupation beyond reserved time 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 will result in the event being cancelled immediately and losing 100% of their security deposit.**
3. Applicant MUST be at least 21 years of age. **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.**
4. All facility renters must provide an insurance certificate (naming the City of Calabasas as an additional insured, address needs to state 100 Civic Center Way, Calabasas, CA. 91302) is required and available through the City or your homeowners insurance. Liability insurance must be a minimum of one million dollars. **All Permit Holders renting our facility and Third Party (companies/individuals/friends/family providing any kind of entertainment must name the City of Calabasas as additional insured and submit a certificate thirty (30) days prior to the scheduled event. You must also include the endorsement page (preferably ISO form No. CG 2026 or CG 3020 or CG 2011).**
5. 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>
6. All parties must **end at midnight** and Facility must be cleaned and vacated no later than 1:00am.
7. **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.**
8. **The Calabasas Tennis & Swim Center Prohibits Smoking on its premises.**

## SETUP / CLEANING

1. Guests are allowed a ½ hour before the event to decorate. *Masking/ painters 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.**
4. 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 or YOU COULD LOSE YOUR SECURITY DEPOSIT.

\_\_\_\_\_  
APPLICANT SIGNATURE NAME

\_\_\_\_\_  
DATE