



Riviera West Country Club  
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Today's Date \_\_\_\_\_

## Clubhouse Rental Agreement

Riviera West address \_\_\_\_\_

Property owner's name \_\_\_\_\_

Event coordinator & contact phone \_\_\_\_\_

Type of event \_\_\_\_\_

Primary phone \_\_\_\_\_ email \_\_\_\_\_

Emergency contact person \_\_\_\_\_ Phone \_\_\_\_\_

Date of use: \_\_\_\_\_ Start/end times \_\_\_\_\_

By signing this form, the above Riviera West member, a property owner in good standing, agrees to pay the sum of \$150 for rental of the Riviera West clubhouse on the above date and abide by the following guidelines. A cleaning deposit of \$250 is required, to be refunded if there is no damage and the clubhouse is left in the condition in which it was found.

Renter agrees to abide by current Riviera West public health guidelines for masking, distancing and occupancy. Renter must provide Riviera West a copy of their certificate of insurance naming Riviera West Country Club as an additional insured for \$1,000,000 30 days before the event.

Renter agrees to the following:

- All trash and recycling (cans and bottles) must be removed, including restroom trash cans. Containers for trash and recycling are provided. **NOTE: do not place recycling in plastic bags. Please place bottles, cans, paper etc. directly into the recycle bin.** Move the trash and recycling bins to the bottom of the parking lot before leaving the clubhouse.
- All decorations and signs are to be removed, including things attached to the ceiling beams.
- Do not place coolers on the carpeted area.
- A cancellation fee of \$25 will be charged if cancelled in less than 10 days from rental date.
- \$30 returned check fee.
- No smoking or vaping inside the building.
- Tables and chairs are to be returned to their storage area.
- Be sure carpeted floors are vacuumed and linoleum floors are mopped.
- Be sure kitchen sink, counters and inside of refrigerator are wiped clean.

*Continued on next page*

**Clubhouse rental does not include use of the swimming pool, park and recreation areas or the TV. No animals are allowed. Events must end no later than 10 PM.**

**Out of courtesy for nearby neighbors, no excessively loud music or other loud noises are permitted.**

Clubhouse rental includes use of the following:

- Paper towels, dish soap, hand soap
- Garbage bags
- Party lights already installed in the great room
- Please bring your own dish towels and cloths/sponges for cleaning up after your event

Rental **does not include** use of the following:

Generally, nothing located in the kitchen cabinets, for example:

- Dishes, cups, bowls, serving bowls, cutting boards, platters, baskets, etc.
- Silverware, knives, serving spoons, etc.
- Salt, sugar, tea bags, condiments and other foods located in the cabinets
- Tablecloths
- Items in the bar area

**IMPORTANT: In compliance with fire regulations, occupancy of the great room cannot exceed the following:**

Standing (no chairs or tables)	180 people
Theater seating (chairs only)	128 people
Dining (chairs and tables)	60 people

Keep exits clear and be sure you know how to open the exits before your event begins.  
Note the location of the fire extinguishers.

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Property owner signature

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Received by

Please provide separate checks for the rental fee and damage deposit. Thank you.