



MARIN ROD & GUN CLUB

Marin Rod and Gun Club Rental Contract Instructions/FAQ:

1. Call (415) 456-3123 or email (office@marinrodandgunclub.com) the office to make sure your desired date is available. Plan at least eight weeks and up to one year in advance to get your date.
2. Fill in the renter information completely including name, address (including city, state and zip code) and a number where you can be reached. (An A.B.C. requirement.) Circle renter or member.
3. We allow two hours set up time and one hour cleanup time. There will be an additional charge for time overages. The additional charge will be deducted from your security/cleaning deposit.
4. Office personnel will assist you in completing the contract including bartender fee, etc. and answer questions.
5. You may not sell tickets to the general public.
6. You may not bring or sell alcoholic or non alcoholic beverages including sodas, water bottles, beer, wine, or spirits on Club property. Your deposit will be forfeited if this rule is broken. You may request the bar to order a specific wine or champagne for your event at least one month in advance. If unavailable and at the bar chairman's discretion you may bring wine only and pay corkage. Corkage will be monitored by the site manager.
7. The \$500 deposit secures your date and \$50 of which is non-refundable.
8. If you do not rent the kitchen it will remain locked during your event. No exceptions.
9. At least fifteen days prior to event you will need to get a one day insurance policy for \$1,000,000 identifying "Marin Rod and Gun, its members and volunteers" as additional insured. Your homeowner's insurance or renter's insurance company will likely provide this for you at no cost. They may ask if you will be serving alcohol and the answer is No as we will be serving any alcohol under our liquor licenses. Failure to provide insurance documents or rental fees 15 days prior to the event will result in cancellation of the event and loss of your entire deposit.
10. In case of an electrical outage we do not have generators.
11. We do not provide WIFI.

MARIN ROD AND GUN CLUB NON-MEMBER REQUEST FOR CLUBHOUSE RENTAL

Return to: P.O. Box 493, San Quentin, CA 94964

Phone 415 456-3123**Fax** 415 456-0109**Email** office@marinrodandgunclub.com

Intended event: _____ Date of Event _____

Member: _____ Address: _____ Phone: _____

Event Contact: _____ Address: _____ Phone: _____

Event Date _____ Start Time _____ AM/PM End Time _____ AM/PM Number of guests: _____

Decorating/Set-up/caterer start time: _____ (2 hours on day of event only unless pre-arranged) & 1 hour clean-up time

Estimated Charges

Main Hall \$140 per hour with (5 hour minimum \$700). \$ _____
Additional Hours _____

Bay View Room \$40 per hour (5 hour minimum \$200). \$ _____
Additional Hours _____

Bayside Lawn and Patio \$20 per hour (5 hour minimum \$100). \$ _____
(BBQ available for additional \$50)

Main Bar \$20 per hour per bartender. Bartenders ____ Hours Required ____ \$ _____
(Groups of 50 or more require an additional bartender)

Corkage \$6 per bottle \$ _____

Picnic Area \$50 per hour with (4 hour minimum \$200). \$ _____
(BBQ available for additional \$50, booths with electricity \$50 each)

Wine Bar \$50 set up and \$20 per hour per bartender \$ _____
(Bay View Room)

Kitchen Rental \$350 \$ _____
(Includes cooking and serving utensils)

Site Manager \$20 per hour \$ _____
(Required for all events from set up to event conclusion. Large groups require 2 site managers)

Hosted Bar \$1,000 to \$2,000 \$ _____
(Must be paid in advance and pre-negotiated with bar staff)
(Excess payment returned within 15 days of event conclusion)

PA System \$25 fee \$ _____

Projector/Screen \$25 fee \$ _____

Non Profit Discount \$ _____
(Proof of 501(c)(3) determination required)

Total Estimated Event Fees \$ _____
(Does not include administration fees, cleaning and security deposits)

Add: Security Deposit \$ _____

Total Event Fees due 15 days prior to the event \$ _____

Terms and Conditions

Events are for invited guests only. Solicitation or ticket sales to the general public will result in the immediate cancellation of event and forfeiture of all fees, deposits and rental charges. Note: Club members have access to bar during normal business hours.

RENTERS INITIALS: _____

Without exception, all beverages, including alcoholic and non-alcoholic, must be purchased from the bar. Failure to comply will result in forfeiture of the security deposit. Special requests for items not regularly available at the bar must be submitted 4 weeks prior to event.

RENTERS INITIALS: _____

Event tables and chairs will be arranged as renter desires. (Hall diagram available upon request).

RENTERS INITIALS: _____

A non-refundable \$50 administration fee and refundable \$450 cleaning deposit is required to secure a rental date. A separate security deposit may be required based on the size and type of the event. Cleaning and security deposit refunded if premises left in original clean and undamaged condition prior to event.

RENTERS INITIALS: _____

All rental charges, fees and deposits are due 15 days in advance of the event date. If event is cancelled less than 30 days before event date all administration fees and deposits shall be forfeited by renter.

RENTERS INITIALS: _____

An insurance policy for \$1,000,000 identifying "Marin Rod and Gun, located at 2675 E. Francisco Blvd., San Rafael, CA, its members and volunteers" as additional insured will be provided at least fifteen days prior to event.

RENTERS INITIALS: _____

Failure to provide insurance documents or rental fees 15 days prior to date may result in cancellation of the event and forfeiture of fees and deposits.

RENTERS INITIALS: _____

No animals are allowed on the premises with the exception of service animals.

RENTERS INITIALS: _____

The Marin Rod and Gun Club is **not** responsible for any items left at premises by renter and guests.

RENTERS INITIALS: _____

Any outside catering or other contractors must be approved in advance by the Marin Rod and Gun Club

RENTERS INITIALS: _____

Terms of this contract may not be altered or negotiated by any party other than Rental Chair of the Marin Rod and Gun Club.

RENTERS INITIALS: _____

Renter Acceptance

Printed Name _____

Signature _____

Phone _____ Date _____

MRGC Acceptance

Printed Name _____

Signature _____

Phone _____ Date _____

Bar Chair Initials _____