


North Ranch Center

RENTER CONTACT INFORMATION
Name:
Address:
Phone:
Email:
Notes:

RENTAL AGREEMENT

This Rental Agreement (“Agreement”) is made between Westlake North Property Owners Association, a California nonprofit corporation (“Westlake North”) and the undersigned (“Renter”) for use of the facilities at the North Ranch Center. This Agreement is not effective or binding unless and until signed by both of the undersigned parties.

1. PARTIES

The parties to this Agreement are:

OWNER:

Westlake North Property Owners Association

1400 N. Westlake Boulevard

Westlake Village, CA 91361

Phone: 805-373-3725

Email: office@northranchcenter.com


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RENTER:

Name: _____

Address: _____

Phone: _____ Alt. Phone: _____

Email: _____

2. GENERAL INFORMATION ABOUT EVENT

A. Date of Event: _____

B. Type of Event: _____

C. # of Guests: _____

D. Room Rental:

___ Oak Room (150 max)

___ Arroyo Meeting Room (35 max)

___ Acorn Meeting Room (35 max)

E. Set Up Time: _____ / Start Time: _____ / End Time: _____

F. Key Pick Up Date/Time: _____ Key Assigned: _____

3. PERMITTED USE OF FACILITIES

Westlake North hereby grants to Renter a limited and revocable license (the "License") to use the property located at 1400 N. Westlake Boulevard ("North Ranch Center") for the event ("Event") and during the hours described above in paragraph 2 above, only.



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4. FEES FOR USE OF FACILITIES

Renter agrees to pay the sum of \$_____ to rent the facilities for the Event (“Fee”). This Fee is due \$500 upon signing and returning this Agreement (“Initial Deposit”) and the balance must be paid **and received** by Westlake North not later than thirty (30) days prior to the date of the Event (“Balance of Fees”).

5. SECURITY DEPOSIT

Renter agrees to pay a security deposit in the sum of \$_____ (“Security Deposit”) so it is received not later than thirty (30) days before the date of the Event. The Security Deposit is to cover any damage to the facilities arising from the Event or any other costs incurred by Westlake North as a result of Renter’s failure to fully comply with the terms of this Agreement. Any portion of the Security Deposit that is unused will be refunded to Renter not later than thirty (30) days following the Event.

6. CANCELTION AND REFUNDS

Renter may cancel the Event and this Agreement and obtain a full refund of the Initial Deposit, up to ninety (90) days before the Event. To cancel, Renter must deliver written notice of cancelation (by letter or email) so it is received by Westlake North not later than ninety (90) days before the Event.

If Renter fails to cancel, or pay the Security Deposit and Balance of Fees, in a timely manner as described in paragraphs 4, 5 and 6 hereof, Renter will be in breach of this Agreement. Should this occur, the Event will be deemed cancelled, Westlake North shall retain the Initial Deposit, and Renter will still owe the Balance of Fees as damages.

7. INSURANCE REQUIREMENTS

Renter must provide a Certificate of Insurance to Westlake North not later than thirty (30) days prior to the Event showing that Renter has in effect general liability insurance covering property damage and bodily/person injury with policy limits of at least \$1,000,000 per occurrence. This Certificate should reflect coverage for all activities and services at or related to the Event such as liquor, food, music, and equipment. Westlake North and its officers, directors, agents and employees must be named as additional insureds under the policy for the Event. If the



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requisite Certificate contained all of the foregoing stipulations is not received by Westlake North in a timely manner as specified above in this paragraph, Westlake North may cancel the Event and this Agreement and shall retain the Initial Deposit.

8. INDEMNIFICATION

Renter hereby agrees to assume all risks for the losses, damages, liabilities, injuries, costs and expenses that may arise during, or may be caused in any way by Renter's use or occupancy of, the North Ranch Center facilities and surrounding property. Furthermore, Renter hereby agrees, at Renter's sole expense, to indemnify, defend and hold Westlake North and its officers, directors, employees, managers, and agents free and harmless from any loss, claim, liability, damage, expense (including reasonable attorney's fees and costs), and injury to persons or property that arise from or are related to Renter's use or occupancy of the North Ranch Center facilities.

9. SET UP AND CLEAN UP

Renter shall leave the premises at the end of the Event in good, neat and clean condition. Renter is responsible for any damage to the premises arising from or related to the Event.

10. SECURITY

Westlake North hires security personnel for all Events at the North Ranch Center for the sole protection of Westlake North, its members, and the facility. It is understood that this security is in NO way responsible for the maintaining, mitigating, resolving, or managing dangerous or unruly behavior at the Event. Should such a problem occur Security will contact emergency authorities as needed. Renter is responsible for the conduct of all persons attending the Event and shall ensure that the premises are used in a safe and lawful manner at all times. Security personnel have the authority to immediately shut down the Event if the terms of this Agreement are not being met, if there is any unlawful or dangerous behavior at the Event, or if they conclude the Event is creating unreasonable noise or posing a significant threat of property damage or personal injury.


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11. AMENDMENTS

This Agreement may only be amended or modified by a written instrument signed by Renter and an authorized representative of Westlake North. No purported oral amendments or modifications will be valid or enforceable for any reason.

12. TIME IS OF THE ESSENCE

Time is strictly of the essence in the performance of all duties and obligations of the parties specified in this Agreement.

13. ENTIRE AGREEMENT

This Agreement, and the General Rules (a copy of which Westlake North has provided to Renter which are incorporated herein by this reference), contain the sole, exclusive and entire agreement of the parties hereto regarding the Event. All prior or contemporaneous promises, inducements, understandings, representations and agreements which are not expressly contained in this Agreement are hereby extinguished, terminated, withdrawn, superseded, and merged into and replaced by this Agreement.

I understand and agree to all the rules as stated above.

_____	_____	_____
Renter's Signature	Print Name	Date

Approved:

Westlake North Property Owners Association

By: _____



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NORTH RANCH RENTAL RULES

- No confetti, rice, glitter products and/or flammable decorative materials.
- No nails, tacks, pins, staples, scotch tape or any other items that may damage walls/ceilings. Painter's tape may be used.
- Nothing attached to sprinkler heads or chandeliers at any time.
- No open flames. LED battery operated candles are permitted.
- No smoking indoors.
- No chewing gum or candy allowed (wrapped or unwrapped)
- No Barbequing indoors. Outside allowed, but must include a drop cloth.
- No smoke or fog machines indoors.
- No food in the storage room.
- All front windows in the Oak Room shall remain closed at all times.
- No storing of items before or after event without written approval.
- Failure to return key will result in a \$150 charge deducted from Security Deposit.
- Noise and music shall be controlled to a reasonable level at all times in consideration of neighboring homeowners. Decibel level shall not exceed 60 decibels, and will routinely be monitored by security. Failure to adhere to sound limits will result in immediate shut down of event.
- Red -Dyed Beverages (such as Hawaiian Punch, cranberry juice and red wine shall be avoided). If such beverages are spilled and additional carpet cleaning charges are incurred, they will be passed onto Renter and will be deducted from Security Deposit.
- Trash, food and other debris shall be placed in closed plastic bags and must be removed to the outside trash area and put inside the dumpster prior to leaving.
- Westlake North will breakdown the room and perform deep clean. Renter is not to use cleaning solutions on floors or carpet. Renter is responsible for all debris and food left on the ground, carpet, or floor. Fees will be assessed for not leaving the facility as described.

CLOSING HOURS

Sunday-Thursday Events:

Music must end by 10:00pm / All items and guests off property by 11:00pm.

Friday/Saturday Events:

Music must end by 10:30pm / All items and guests off property by 11:30pm.

I have read and understand and agree to all the rules as stated above. I understand that failure to abide by the rules stated above will result in forfeiture of security deposit and may incur additional expense.

Applicant Signature

Printed

Date