

FINAL

January 7, 2015 Version

Marin Valley Mobile Country Club Clubhouse Events Policy

The MVMCC Clubhouse is a community asset and an amenity that, in general, is meant to be accessible and available for use by residents. However, it also is appropriate for the MVMCC Clubhouse to be reserved by individuals and groups in accordance with this policy. All use of the Clubhouse and its individual areas is subject to availability and approval by Park Management, which may be withheld in the exercise of the judgment of Park Management. All use of the clubhouse for events shall be subject to this event policy.

Individual use of the Clubhouse shall be subject to the clubhouse hours set by Park Management. Residents should remember that individual and group use of the Clubhouse and its various areas is not guaranteed.

Use of the Clubhouse or any area within for events requires a reservation be made in advance. All events must be held in accordance with the rules set forth below.

Event Types Defined:

1. **Private Event:** A Private Event is any activity sponsored by an individual resident or group of residents with attendance by invited guests.
2. **Resident Sponsored Event:** A Resident Sponsored Event is an activity sponsored by an MVMCC resident and only attended by MVMCC residents.
3. **MVMCC Sponsored Event:** An MVMCC Sponsored Event is an event sponsored by the PAC, HOL, MarVal, Park Management or City of Novato (Park Owner).
4. **Outside Organization Events:** Outside Organization Events are events scheduled by organizations other than PAC, MarVal, HOL Park Management or Park Owner.

1. Private Events

Available Spaces:

- Only three spaces may be reserved for Private Events -- the Ballroom, Fireside Room and the Downstairs Activity Room. All three may also include use of the kitchen.
- Maximum attendees at Private Events:
 - Ballroom – 100 persons maximum
 - Fireside Room – 64 persons maximum
 - Downstairs Activity Room – 16 persons maximum

- All other spaces in and around the Clubhouse including, but not limited to, the Library, the Billiard room, the Card Room, the Swimming Pool and the Sauna and Exercise rooms are not available for reservation for Private Events.

Requirements:

All Private Events are subject to all of the following requirements:

- A completed Reservation Application, Clubhouse Use Agreement, deposit and insurance are required from the sponsoring resident for all Private Events.
- Private Events are a one-time only activity and may not be regularly scheduled.

2. Resident Sponsored Events

Available Spaces:

- The Ballroom, Fireside Room, and the Downstairs Activity Room, may be reserved for Residents Events. All three may also include the use of the Kitchen. A resident may also reserve the Library, the Billiard room, or the Card Room for a small Private Event, but that space must also remain easily available for use by other residents during that activity. The Swimming Pool and the Sauna and Exercise rooms are not available for reservation for Private Events.
- Maximum attendees at Private Events:
 - Ballroom – 100 persons maximum
 - Fireside Room – 64 persons maximum (per Fire District limits)
 - Downstairs Activity Room – 16 persons maximum (per Fire District limits)
 - Billiard Room - 18 persons maximum (per Fire District limits)
 - Card Room -15 persons maximum (per Fire District limits)

Requirements:

All Resident Sponsored Events are subject to all of the following requirements:

- A completed Reservation Application and Clubhouse Use Agreement are required from the sponsoring resident for all Resident Sponsored Events. Resident Sponsored Events, at which alcohol is not served, do not require insurance, but a refundable damage/cleaning deposit of \$300 will be required to be posted by the sponsoring resident if there will be 15 or more residents attending the event or if food will be served.
- The sponsoring resident of a Resident Sponsored Event at which alcohol will be served must secure and provide proof of insurance.
- Resident Sponsored Events are a onetime only activity and may not be regularly scheduled.

Approval of all Private Events and Resident Sponsored Events will be subject to the following additional requirements/conditions:

- Event requests will be granted on a first come, first served basis.
- Resident Sponsored Event - Each Reservation Application must include the name of the sponsoring resident who is in charge of the activity. All Private Events and Resident

Sponsored Events require execution of the Clubhouse Use Agreement, which must be signed by the sponsoring resident named on the reservation application. The sponsoring resident shall be responsible for any and all clean-up costs or damages incurred as a result of the event.

- At all events, the sponsoring resident named on the Reservation Application must be physically present during the entire event, including set-up and clean-up, and at all times that there are guests or vendors present.
- No admission may be charged at the door or for anything at the event. No fund raising activities are permitted except those directly benefiting the PAC, MarVal, HOL or their respective members, or the City of Novato.
- No activity or event for which a part of the Clubhouse is reserved may be advertised or publicized in any manner to solicit the attendance of the general public.
- No resident may personally financially profit from an activity in the Clubhouse.
- Except as set forth in this policy related to Outside Organization Events, no part of MVMCC, including the clubhouse, may be rented (either directly, or through a resident sponsor), to another organization or person.
- Reservation of these spaces will be subject to availability, including, but not limited to, availability due to the scheduled activities and events of PAC, MarVal, HOL, Park Management and Park Owner.
- Memorial services for deceased residents will need a reservation, but need not pay deposit or provide insurance unless alcohol is served.
- Failure to carry out all the appropriate terms of this policy, the Reservation Application or the Clubhouse Use Agreement shall result in forfeiture of the sponsoring resident's right to sponsor an event for a period of one calendar year.

3. MVMCC Sponsored Events

Available Spaces:

- The Ballroom, Fireside Room, the Downstairs Activity Room, the Library, the Billiard room, or the Card Room may be reserved for MVMCC Sponsored Events. All such events may also include the use of the Kitchen. The Swimming Pool and the Sauna and Exercise rooms are not available for reservation.
- Maximum attendees at Private Events:
 - Ballroom – 100 persons maximum
 - Fireside Room – 22 persons maximum with furniture, e.g. tables and chairs
 - Downstairs Activity Room – 22 persons maximum
 - Library - [redacted] persons maximum
 - Billiard Room - [redacted] persons maximum
 - Card Room - [redacted] persons maximum

Requirements:

All MVMCC Sponsored Events are subject to all of the following requirements:

- Events sponsored by the PAC, HOL, MarVAL, Park Management or Park Owner will be scheduled on an annual basis by the sponsoring entities and Park Management. Additional MVMCC Sponsored Events may be scheduled as required through the year.

4. Outside Organization Events

Available Spaces:

- Only the Ballroom may be reserved for Outside Organization Events which may also include use of the kitchen.
- Maximum attendees at Outside Organization Events:
Ballroom – 100 persons maximum
- All other spaces in and around the Clubhouse including, the Fireside Room the Downstairs Activity Room, the Library, the Billiard room, the Card Room, the Swimming Pool and the Sauna and Exercise rooms are not available for reservation for Outside Organization Events.

Requirements:

All Outside Organization Events are subject to all of the following requirements:

- Events of outside organizations may be scheduled on no more than four Thursdays in a calendar year.
- Such events may be held only after 12:00 p.m.
- Twenty Percent (20%) of MVMCC residents must be members of the organization (list of names required).
- The event must be open and publicized first to all MVMCC residents.
- If admission to the event is charged or there is a charge at the event, then any MVMCC residents must receive a significantly discounted admission.
- There is significant financial benefit to an official MVMCC organization from the event.

Approval of all Outside Organization Events will be subject to the following additional requirements/conditions:

- Event requests will be granted on a first come, first served basis with a maximum number of one event per organization per year.
- Each Reservation Application must include the name of the entity holding the event and the identification of the individual who is in charge of the activity. All Outside organization Events require execution of the Clubhouse Use Agreement. The Outside Organization shall be responsible for any and all clean-up costs or damages incurred as a result of the event.
- All Outside Organization Events require a deposit and provision of appropriate required insurance.

- Reservation will be subject to availability, including, but not limited to, availability due to the scheduled activities and events of PAC, MarVal, HOL, Park Management and Park Owner.
- No resident may personally financially profit from an activity in the Clubhouse.