

# PARADISE PARK MASONIC CLUB

## RESERVATION FORM

DATE STAMP

Person in Charge: \_\_\_\_\_ Allotment # \_\_\_\_\_  
(please print)  
I wish to reserve the **SOCIAL HALL** (please circle one) on \_\_\_\_\_  
**PICNIC GROUNDS** DATE

for \_\_\_\_\_ during the hours of \_\_\_\_\_ to \_\_\_\_\_  
purpose of function

Maximum number of guests expected \_\_\_\_ Telephone # \_\_\_\_/\_\_\_\_-\_\_\_\_ Day \_\_\_\_/\_\_\_\_-\_\_\_\_ Evening

I wish to reserve the following facilities:

- |                          |   |
|--------------------------|---|
| _____ SETUP              | _____ BONFIRE AREA, PICNIC GROUNDS      |
| _____ LARGE HALL AREA    | _____ BBQ AREA & TABLES, PICNIC GROUNDS |
| _____ SMALL HALL AREA    | _____ PORTABLE BBQ                      |
| _____ P.A. SYSTEM        | _____ WE WOULD LIKE TO SERVE ALCOHOLIC  |
| _____ KITCHEN FACILITIES | BEVERAGES (Complete separate form and   |
|                          | attach to this sheet)                   |

PLEASE NOTE: SEE FEES ON THE BACK SIDE OF THIS SHEET.  
(Please submit two checks; one for use fee and one for deposit)

USE FEE FOR THIS GROUP (Non Refundable) \$ \_\_\_\_\_

REFUNDABLE SECURITY FEE FOR THIS GROUP \$ \_\_\_\_\_  
(This will be returned if area/equipment is left clean after event. Please see checklist on page 4.)

If the Fire Ring is used at the Picnic Grounds, a garden hose must be ready for fire safety. No Wood burning is allowed in the BBQ pits- **Charcoal Only**

I will be present during the entire time of the function, and I will take full responsibility for the actions of the guests and for leaving the area(s) in a clean condition.

I will contact the Park Office within the week preceding the scheduled date to work out the details for the function.

**REMEMBER: THE CLUB'S MAINTENANCE CREW IS NOT AVAILABLE ON SATURDAY, SUNDAY, OR HOLIDAYS.**

I AGREE THAT I WILL ABIDE BY THE ATTACHED RULES AND CONDITIONS. I ALSO STIPULATE THAT ALL INFORMATION PROVIDED BY ME AS SHOWN IS TRUE AND CORRECT.

\_\_\_\_\_  
E-mail address SIGNATURE OF PERSON IN CHARGE

I, \_\_\_\_\_, as the Primary Member, who is ultimately responsible for the actions of my Associate Member, Alternate Associate Member, and all guests attending this function, hereby grant my permission to the above person to submit this Reservation form.

\_\_\_\_\_  
E-mail address Signature of Primary Member

.....  
Manager/Board of Directors \_\_\_\_\_ Date \_\_\_\_\_  
SIGNATURE

\_\_\_\_\_ APPROVED  
\_\_\_\_\_ DISAPPROVED

Notice sent to member on \_\_\_\_\_

# **PARADISE PARK MASONIC CLUB**

## **Fee Schedule for use of Park facilities:**

USE OF FACILITIES IS LIMITED TO PRIVATE USE OF MEMBERS ONLY.

A \$500.00 DEPOSIT IS REQUIRED. THE DEPOSIT WILL BE REFUNDED AFTER THE FACILITY HAS BEEN INSPECTED AND DEEMED CLEANED AND RETURNED TO ITS ORIGINAL CONDITION.

<b>Picnic Grounds - For Member's Family &amp; Personal Friends</b>	<b>Use Fee</b>	<b>Security Deposit</b>
With Use of Kitchen	\$50/Day	\$500
Without Use of Kitchen	NO CHARGE	\$500

<b>Social Hall - For Member's Family &amp; Personal Friends</b>	<b>Use Fee</b>	<b>Security Deposit</b>
Small Room, Includes Use of Kitchen	\$100/Day	\$500
Large Room/Both Rooms, Includes Use of Kitchen	\$200/Day	\$500

<b>Portable BBQ</b>	<b>Use Fee</b>	<b>Security Deposit</b>
Includes Delivery, Full Tanks & Pick Up/Must be returned clean, with full tanks	\$50 you fill tanks	\$500
	~ \$75 PPMC fills tanks	

Member Memorial - No Charge, Deposit Only

Masonic-Affiliated Youth Groups - No Charge, \$500 Deposit Only

Make Check/s Payable to PPMC

# ***PARADISE PARK MASONIC CLUB***

## **PRIVATE USE OF THE SOCIAL HALLS AND/OR PICNIC GROUNDS RULES**

1. As stated in the rules and procedures, the Social Halls and Picnic Grounds are available to our members for their private use, subject to certain conditions and a signed agreement with the park office.
2. For the benefit of all members, the member making the reservation must be present during the entire time of the function and is responsible for the conduct of all his/her guests and for any damages resulting from the use of the facilities.
3. Paradise Park members are proud of their Social Halls and Picnic Grounds; therefore, these facilities must be left neat, clean, and with the same placement of tables and chairs as was found prior to any private function. Cleanup must include mopping of floors, wiping down of counters, and a thorough cleaning of all appliances (stove, grill, refrigerators, and ovens).
4. Absolutely no alcoholic beverages may be served without the prior permission of the Board of Directors through the Park Manager.
5. The party must be confined to the social halls or picnic grounds, with no access to other areas without Board approval through the Park Manager.
6. Minors attending must be under the supervision of an adult at all times.
7. All trash must be placed in trash bags and placed in the **GREY** trash containers. Recycled items must be emptied and rinsed then placed in the **BLUE** recycle containers.
8. Member making reservations must assure that their entire guests park in the guest parking areas. Parking is very limited, and street parking is in violation of California State Fire codes. The number of guests and the limited parking should be considered when reserving either facility. No parking on Park streets is permitted at any time without prior board approval through the Park Manager.
9. No solicitation of funds is permitted at, or in connection with, functions held in these facilities. See Addendum C of the Rules and procedures.
10. Reservations may be made only for the dates and times that do not conflict with Park activities.
11. Closing time for the entire facility is 10:00 p.m., unless with special dispensation of the Board. Guests must have left and all cleanup been completed by this time.
12. Those who use the Social Halls or Picnic Grounds and violate this agreement will have used their only chance to enjoy the privilege of private use of the facility.
13. Use of Styrofoam is prohibited in Paradise Park Masonic Club facilities.
14. Due to requirements from our general liability insurer, we will require a General Liability COI (Certificate of Insurance) naming PPMC as "Additional Insured" with \$1,000,000 minimum limit of liability. If alcohol will be served Liquor Liability must also be included. When obtaining this policy, please be sure to confirm there are no limitations that will nullify your agreement with the insurer (i.e., "coverage void should you use open flame BBQ, etc.").

As provided in the PPMC Rules and Procedures.

\_\_\_\_\_  
Initials

# **PARADISE PARK MASONIC CLUB**

## RESERVATIONS ARRIVAL & DEPARTURE CHECKLIST

### LARGE SOCIAL HALL

- floor swept/mopped
- chairs racked
- tables racked
- decorations removed

- heaters (2) off
- lights off
- trash removed
- doors locked

#### **Bathrooms**

- floors swept/tidy
- waste baskets empty
- sinks tidy

### SMALL SOCIAL HALL

- floors swept/mopped
- chairs racked
- tables racked
- lights off

- thermostat off
- trash removed
- door locked
- key returned

#### **Bathroom**

- floors swept/tidy
- waste baskets empty
- sinks tidy

### KITCHEN

- dishes clean/put away
- sink clean
- stove/oven clean/off
- towels to return clean
- refrigerator empty/clean
- freezer empty/clean
- coffee pot clean

- counters clean/dry
- garbage bagged/in enclosure
- floor swept/mopped
- mop rinsed/hung
- lights off
- door locked
- key returned

### PICNIC GROUNDS

#### **Kitchen**

- refrigerator empty/clean
- freezer empty/clean
- coffee pot clean
- sink clean
- counters clean/dry
- garbage bagged/in enclosure
- floor swept
- door locked

#### **Shed**

- flag folded/wrapped
- floor swept
- hose neatly coiled
- used items replaced
- door locked
- key returned
- supplies used up/replaced

#### **Bathrooms**

- floors swept/tidy
- waste baskets empty
- sinks tidy
- doors locked

\_\_\_\_\_  
\_\_\_\_\_