



PETALUMA WOMAN'S CLUB

518 B STREET, PETALUMA, CA 94952

CLUBHOUSE RULES AND REGULATIONS 2025

The PWC Clubhouse Rules and Regulations are made part of the AGREEMENT for rental of the Petaluma Woman's Clubhouse (Premises) between Petaluma Woman's Club (PWC) and the undersigned (Renter).

PREMISES POLICIES

- Rental of the Premises to a person under twenty-one (21) is strictly prohibited.
- Renter and guests agree to implement and adhere to any and all City, County, State or Federal health regulations and restrictions.
- PWC limits the number of people to 150 dining /175 assembly. The number of people in or around Premises shall not exceed the posted capacity.
- Per the City of Petaluma Noise Ordinance, music must be shut off no later than 10:00pm.
- Renters shall respect the neighborhood. If children are in attendance, they must be **supervised** at all times and must remain inside the building, unless accompanied by an adult outside. **No loud or inebriated attendees are to loiter in front of the Premises.** Failure to respect the neighborhood may result in the immediate cancellation and closing of the event by the City of Petaluma Police Department.
- PWC does not provide security. If security is desired, Renter may hire security guard(s) from a private security company that is licensed and bonded by the State of California. See Security Policy below for more information.
- **Any damage that occurs during the rental to the Premises, building equipment or to the landscaping, will be charged to the Renter.** This includes any damage caused by any volunteers, vendors or guests.
- At the end of the event, **the condition of the Premises must be left as it was found.** Renters must sweep up all debris (including decoration materials, paper products, cups, napkins, candy & wrappers) from all floors and exterior entry and place in the appropriate waste containers on the outside of the building (Trash, Recycling or Compost). Remove all unconsumed food, beverages and garbage from the building and deposit in the appropriate containers outside. Wipe up spills from all floors, cabinets, walls, refrigerator, stovetop, oven and kitchen countertops. Securely lock front and back doors.
- Table and chair set up is included in the Rental Fee. Request for the Floor Plan must be submitted 14 days prior to event. If the Renter elects to move any furniture or equipment, it should be lifted and carried to prevent damaging the floors. French glass accordion-portion doors in Fireside Room may not be moved or adjusted except by PWC representative.
- When moving furniture or equipment on or off the stage, use care to prevent damage to stage walls, floor and curtains. Piano may be moved **ONLY** by PWC representative.
- ALL kitchen items (dishes, flatware, cups, water pitchers, coffee urns) must be washed, thoroughly dried and put away.
- The installed **sound system** and **projection screen** is included as part of the rental. For it to be available the day of the rental, Renter is responsible for indicating its use on the required Floor Plan layout submitted prior to rental. Screen will be pulled down as part of the set-up performed by PWC representative; Renter is NOT authorized to pull down or raise the screen. Failure to leave the microphone, or any damage to the microphone, sound system or projection screen will cause forfeiture of all or part of the Security Deposit, and/or additional charges in excess of the deposit.
- **Damage or issues involving the Premises must be immediately reported to the PWC Representative.**

Renter's Initials (_____)

PWC CLUBHOUSE RESTRICTIONS FOR MEMBERS, RENTERS,
AND GUESTS OF RENTERS

Any violations will cause forfeiture of all or part of the security deposit and/or additional charges in excess of deposit. Please initial next to each item to indicate that you have read, understand and agree to each of the following:

- _____ NO drugs, smoking or vaping of any substance inside or within twenty (20) feet of Premises.
- _____ NO use of explosives, weapons, guns of any kind, pyrotechnics, fireworks, fog or bubble machines.
- _____ NO use of propane. No use of charcoal barbecues. No use of Sterno unless supervised by a caterer.
_____ NO throwing of confetti, rice, glitter, silly string, or use of paint or any other similar substances in or outside the Premises.
- _____ NO blocking exits or emergency rights of way.
_____ NO hanging or attaching anything to the walls, ceilings, ceiling beams, fans, windows, window coverings, woodwork, light fixtures or doorways.
- _____ NO use of nails, tacks, staples or tape on **ANY** surfaces.
- _____ NO use of decorations that are NOT free-standing on the floor or a table.
- _____ NO use of potted plants or loose dirt on floor or stage.
- _____ NO containers of ice or water may be placed directly on the floor.
_____ NO use of fireplace, open flames or lit candles in or around the Premises at any time.
_____ However, battery operated candles are allowed in and /or around the Premises.
- _____ NO standing on tables or chairs.
- _____ NO gum anywhere on the premises.
_____ NO food or drink on the stage, in the upstairs dressing rooms, front porch, front steps, sidewalk, front yard, parking lot or neighborhood properties.
- _____ NO unsupervised children playing or loitering on the stage, front porch, stair rails, steps, front/side yards, parking lot or neighborhood properties.
- _____ NO animals on the premises, with the exception of service dogs.
- _____ NO frying or sautéing.
- _____ NO helium balloons. Air-filled balloons only.
- _____ NO moving or repositioning of the French glass accordion-portion doors.
- _____ NO moving the piano or projection screen.
_____ NO parking and/or loitering in First Church of Christ Scientist parking lot behind the Premises without the expressed permission from church personnel. Rental of parking lot may be available, reference the Addendum to the Rental Agreement for more information see page 7 of the Rental Agreement.
- _____ **ALL** equipment, decorations, supplies, rented items (chairs, tables, linens, silverware, glassware, and other items) **must be removed from the Premises at the end of the rental period.**

Renter's Initials (_____)

KITCHEN AND CATERER POLICIES

- PWC must have on file **sixty (60) days** prior to the rental, the name, phone number and license number of the Caterer. The Caterer shall provide PWC with a copy of its Proof of Liability Insurance as stated in the Rental Contract, at least **thirty (30) days** prior to the event.
- Caterers are not allowed on the Premises prior to the rental without the permission of PWC.
- Caterer and Renter are responsible for leaving the kitchen in clean condition. If extra cleaning is required, all or part of the security deposit will be forfeited.
- All items brought onto Premises by the Renter or Caterer must be removed by the end of the rental period unless arrangements have been made with the PWC Rental Chair. The Renter may be charged a fee if the PWC Representative is required to be present at the Clubhouse for items to be picked up outside of the rental period.
- It is strictly prohibited to use the stove to fry or sauté.
- No barbeque, grilling or use of propane.
- PWC does not provide pots, pans, serving utensils or dishtowels. Use of the Club's dishes, flatware, water pitchers and coffee urns are available to the Renter. If these items are used, Renter is responsible for rinsing, washing, drying and returning items to where they were found. Use of the commercial dishwasher is made available to the Renter.
- ALL PWC dishes, flatware, cups, water pitchers, coffee urns used, MUST BE washed, dried and put away.

ALCOHOL CONSUMPTION POLICIES

- A designated bartender is required for events with more than 100 people in attendance. Bartender is also responsible for keeping the bar floor area and tables wiped and clean.
- Serving alcohol to minors is strictly prohibited. It is the responsibility of Renter and/or their security guard(s) to ensure that minors are not permitted to consume alcoholic beverages at any time during the event. An event will be cancelled immediately if a minor is determined to be in possession of alcohol or illegal substances.
- Anyone serving alcohol to minors during an event may be held responsible for any criminal or civil penalties imposed.
- PWC can refuse entrance to any person(s) who appears under the influence of drugs or excessive alcohol.
- Renter and/or its agents must refuse service of alcohol to anyone who appears to be intoxicated or under the age of twenty-one (21).
- No alcohol (or food) shall be allowed outside the premises, i.e., on the front porch, front steps, landscaped area, and sidewalk or on the grounds of the church parking lot behind the Premises.
- Serving of alcohol shall stop one hour before the end of event; but under no circumstances later than 11:00pm.
- If alcohol is to be sold, Renters must obtain a temporary alcohol sales permit from the State of California Alcohol Beverage Control Board. A copy of the Alcohol Beverage Control Board License must be provided to PWC **ten (10) days** prior to the event and must be available on-site during entire event.
- All alcohol must be brought into Premises before the event begins. NO alcohol may be brought into Premises once the event has begun.

Renter's Initials (_____)

ALCOHOL CONSUMPTION POLICIES (continued)

- Renter may be held responsible for any accidents caused by guests leaving the event and driving under the influence of alcohol who are determined to be in violation of the California Department of Motor Vehicles laws.
- Any damage to the Premises, its furnishings, equipment, or grounds by anyone at the event may result in the immediate cancellation and closing of the event by the City of Petaluma Police Department.
- PWC assumes no responsibility or liability related to or from the consumption of alcoholic beverages. Renter and/or its agents agree to indemnify and hold PWC harmless with regard to any and all liability arising out of the consumption of alcohol or under the influence of drugs, both on and off the Premises.

SECURITY POLICIES

For rentals where the event last past 9:00pm, a PWC Representative will be on the Premises from 9:00pm to 12:00am. The PWC Representative is not a security guard. She/he is present only to confirm the following rules and regulation are complied with by Renter:

- 1) Music is stopped at 10:00pm per the City Ordinance;
- 2) Service of alcohol is stopped one (1) hour before the end of event, or at the latest 11:00pm; and
- 3) All persons have vacated the Premises by 12:00am on Friday - Saturday and 10:00pm on Sunday - Thursday.

Private security can assist with providing a safe environment for all individuals attending an event and with the enforcement of the Alcohol Consumption Policies outlined in the Clubhouse Rules and Regulations. Private Security (optional) arrangements and costs are the responsibility of Renter.

If a Private Security Company is retained by the Renter for the event, the company must be bonded and a copy of the contract with the Private Security Company must be provided to PWC at least thirty (30) days prior to the event. The Security personnel that will be on the Premises must also be bonded and in possession of their guard card at all times during the event.

Failure to comply with Clubhouse Rules and Regulations will result in partial to complete forfeit of your security deposit.

I have read, understand and agree to abide by the Clubhouse Rules and Regulations outlined here and made part of the Rental Agreement.

Renter Signature _____ Date _____