

# Summerset at Brentwood III Clubhouse Rental Contract

1581 Regent Drive, Brentwood CA 94513  
925-516-7397 [vistaactivites@gmail.com](mailto:vistaactivites@gmail.com)

This Clubhouse Rental Contract ("Agreement") is entered into on \_\_\_\_\_ by and between Summerset at Brentwood III Association and \_\_\_\_\_. Phone number \_\_\_\_\_ and email address \_\_\_\_\_.

Summerset at Brentwood III agrees to rent the clubhouse located at 1581 Regent Drive to the Renter for the purpose of \_\_\_\_\_. The renter must be a resident of Summerset at Brentwood III. Events cannot be fundraisers, political campaigns or require a paid ticket.

## Time of the event

The rental period shall begin on \_\_\_\_\_ and end on \_\_\_\_\_. The clubhouse must be vacated by 10:00 pm. Setup will be at \_\_\_\_\_. No prior day setup is allowed. The caterer is expected to arrive at \_\_\_\_\_. Any other support staff? \_\_\_\_\_. \_\_\_\_\_, who is a Summerset Resource Person, will assist you with logistics. Their contact information is \_\_\_\_\_.

## Fees

The total rental fee for the clubhouse is [Amount] and is payable as follows:

- \_\_\_\_\_ \$200 cleaning fee, due at the time of reservation
- \_\_\_\_\_ \$100 Resource Person fee, due at the time of reservation

Additional fees might include \$100 for an event over 6 hours in length, \$100 for events that end later than the agreed upon time. All fees are payable to Summerset at Brentwood III and may be paid with check or Zelle.

## Food, beverages and attendees

Will the event be catered? Yes    No  
Caterer's Name and Contact Info \_\_\_\_\_

Will alcohol be served? Yes    No

If so, this information must be included in the insurance policy.

There can be no charge to guests for any alcohol that is served.

How many people will be attending? There is a maximum of 150. \_\_\_\_\_

Will you need microphones? Yes    No

Resident signature \_\_\_\_\_ Date \_\_\_\_\_

## Standard terms and conditions

The Renter has read, understands, and agrees to the following (initialize each item)

\_\_\_\_\_ The Clubhouse Rental Agreement

\_\_\_\_\_ The insurance certificate has evidence of insurance for \$1,000,000, and an Additional named as Summerset III at Brentwood. Endorsements must be submitted before the reservation is finalized and added to the calendar.

\_\_\_\_\_ No alcohol is to be sold. No alcohol is to be served to minors. Alcohol is included in the insurance certificate.

\_\_\_\_\_ Application fees.

\_\_\_\_\_ If anything is attached to the walls, ONLY painter's tape can be used. You must supply your own.

\_\_\_\_\_ No smoking or vaping is allowed anywhere on Summerset at Brentwood III's property.

\_\_\_\_\_ An alphabetical list of all guests will be submitted to the gatehouse and the Activity Director 3 days prior to the event. No one will be admitted at the gate unless they are included on the Guest List.

\_\_\_\_\_ Use the clubhouse solely for the agreed-upon purpose.

\_\_\_\_\_ Maintain the cleanliness and condition of the clubhouse during and after the rental period.

\_\_\_\_\_ Abide by all local laws and clubhouse rules, including noise ordinances and capacity limits.

\_\_\_\_\_ Immediately report any damages or issues to the Resource Person

\_\_\_\_\_ Areas included in the rental and areas that are strictly excluded.

\_\_\_\_\_ If the renter or their guests exhibit behavior that is detrimental to the clubhouse, the safety of any participants, or is disrespectful of the Association representatives including the Resource Person, SSIII personnel, or Board Members, a Board Member may ask the renter and their guests to leave the clubhouse immediately. No refund will be available.

\_\_\_\_\_ If a cancellation should occur seven (7) days before the scheduled event all user fees shall be refunded. If a cancellation should occur less than seven (7) days before the scheduled date of the event, a fee of \$50 is retained by the association.

\_\_\_\_\_ The Renter assumes full responsibility for the safety and conduct of all individuals present during the rental period. The Owner shall not be held liable for any injuries, theft, or damages arising from the event. The Renter agrees to indemnify and hold the Owner harmless against any claims related to the use of the clubhouse.

\_\_\_\_\_ The Renter is responsible for any damage to the clubhouse or its contents during the rental period. The Renter will be billed for the amount of damages.

Resident Signature \_\_\_\_\_ Date \_\_\_\_\_

## Areas included in the rental:

- Great Room
- Craft Room
- Kitchen
- Patio
- Rest Rooms

## Areas NOT included in the rental:

- Gym
- Puzzle Area
- Library
- Pool, spa, and pool area
- Billiards Room
- Bocce Courts
- Tennis/Pickleball Courts
- Anywhere on the golf course, which is private property not belonging to Summerset III.

## Clean-up Responsibilities

\_\_\_\_\_ Bring your own supplies such as towels, dishcloths, paper towels, trash bags, etc.

\_\_\_\_\_ Clean any wall surfaces that were soiled including the mirrors and windows.

\_\_\_\_\_ Clean the refrigerator/freezer, make sure to remove all leftover food products and containers.

\_\_\_\_\_ Make sure all appliances are off.

\_\_\_\_\_ Clean the coffee pots and leave them on the counters.

\_\_\_\_\_ If the dishwasher is used, return the next day to empty it and put away any dishes.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Summerset at Brentwood III Association  
Pre-Rental Walk-Through

**Renter Information**

Resident Name \_\_\_\_\_ Address \_\_\_\_\_

Phone Number(s) \_\_\_\_\_ Date of the Event \_\_\_\_\_

Email(s) \_\_\_\_\_

Area	Condition	Notes
1. Carpet		
2. Dance Floor		
3. Walls		
4. Piano location/condition		Not to be touched, played or moved by renting party.
5. Craft Room		
6. Kitchen		Make sure no food is left in the refrigerator.
7. Linens		
8. Restrooms		
9. ___ Tables and ___ Chairs		
Additional Notes		

Renter's Signature \_\_\_\_\_ Date \_\_\_\_\_

Activities Director or Resource Person's Signature \_\_\_\_\_ Date \_\_\_\_\_

# Alphabetical Guest List and Information for the Gatehouse

## Gate Information

Rental Date and Start/End Times: \_\_\_\_\_

Set-up time \_\_\_\_\_

Caterer expected at \_\_\_\_\_

Other vendors \_\_\_\_\_ expected at \_\_\_\_\_

## Resident Information

Resident Responsible: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email \_\_\_\_\_

## Resource Person Information

Resource Person \_\_\_\_\_

Phone Number \_\_\_\_\_ Email \_\_\_\_\_

## Alphabetical Guest List

**Give instructions to vendors and guests using GPS to use the 550 Baldwin address (gatehouse) rather than the 1581 Regent address (clubhouse)**

Attach the Alphabetical Guest List. **No one will be admitted if they are not included on this list.**

Summerset at Brentwood III Association  
Post Rental Walk-Through

**Renter Information**

Resident Name \_\_\_\_\_ Address \_\_\_\_\_

Phone Number(s) \_\_\_\_\_ Date of the Event \_\_\_\_\_

Email(s) \_\_\_\_\_

Area	Condition	Notes
1. Carpet		
2. Dance Floor		
3. Walls		
4. Piano location/condition		Not to be touched, played or moved by renting party.
5. Craft Room		
6. Kitchen		Make sure no food is left in the refrigerator.
7. Linens		
8. Restrooms		
9. ___ Tables and ___ Chairs		
Additional Notes		

Renter's Signature \_\_\_\_\_ Date \_\_\_\_\_

Activities Director or Resource Person's Signature \_\_\_\_\_ Date \_\_\_\_\_

## Expectations for the Resource Person

The Resource Person is expected to:

- Greet the resident at the agreed-upon set-up time and stay until the set-up is completed.
- Use the code provided by the Tech Committee to open the doors to the Tables and Chairs Room and other needed areas.
- Review the allowable areas for the rental and the areas not included in the rental. If there are children expected, explain areas they are not to enter and that the behavior of the children is the responsibility of the parents.
- Review the ending time and remind the renter they must be out by 10:00 pm.
- Check to make sure the alphabetical guest list has been submitted to the gatehouse.
- Check to make sure guests have been given the right GPS address (550 Baldwin).
- Return shortly before the rental is expected to start and stay, providing assistance and supervision until the rental ends and guests leave. If there is an issue, call a board member or the police.
- There is no smoking or vaping allowed on SSIII property.
- No one is allowed in the puzzle area or the pool/spa areas.
- If an Uber/Lyft is called after 8 pm, the resident will give them the 4-digit gate access code that corresponds to their address and calls their phone. The gate attendants can give them this number. It is used on the call box attached to the gatehouse.

The Renter should:

- Make sure all the tables are cleared completely.
- All food, containers and serving dishes/utensils are removed.
- Boxes are broken down and put in the recycling.

The Cleaner will:

- Put away the tables and chairs.
- Do the dishes if they are used for an additional \$100 charge.
- Clean the kitchen, craft room, great room, bathrooms including all surfaces and floors
- Take out the garbage.

## Checklist for the Activity Director

\_\_\_\_\_ Contract Completed and received on Date \_\_\_\_\_

\_\_\_\_\_ Check of \$300 made out to Summerset III

\_\_\_\_\_ Given to Treasurer

\_\_\_\_\_ Insurance Rider Received and Attached to Contract (Notice if alcohol is included)

\_\_\_\_\_ Added to Calendar (after completed contract and check) on \_\_\_\_\_ Date

\_\_\_\_\_ Resource Person

Name \_\_\_\_\_

Phone \_\_\_\_\_

Initial Contact Date \_\_\_\_\_

Name given to Resident on Date \_\_\_\_\_

Confirmed Contact Date \_\_\_\_\_

Door Code given to Resource Person on \_\_\_\_\_

Expectations and hours given to Resource Person on \_\_\_\_\_

\_\_\_\_\_ Cleaner Reserved

Initial Contact Date \_\_\_\_\_

Confirmed Contact Date \_\_\_\_\_