Clarke Estate Policies

1. Applications for the Clarke Estate are accepted up to one year prior to the month of reservation. ***A $500.00 deposit is due at time of submitting application.** Once the application has been approved, you will receive an official confirmation letter and it will not be changed unless requested by the applicant.

2. **Applications for Ceremonies only** are accepted three months prior to date. (*A $250.00 deposit is due at time of submitting application.) A $100.00 non-refundable fee from the deposit will be charged for any cancellations.

3. **Cancellation Policy:** A $100.00 non-refundable fee from deposit will be charged for any cancellations. The balance of deposit will ge refunded only if the event is canceled at least six months prior to event. Any cancellations agter six months will result in the loss of the entire deposit. (This may include changing dates past the six month time frame.)

4. Applicants must be 21 years of age or older and submit applications in person. **Proof of residency is required at the time of submission. All applications are submitted to Town Center Hall, 11740 Telegraph Rd., Santa Fe Springs, during regular business hours Monday - Friday.**

5. Residents may reserve the facility for their personal use or use by their immediate family only. Immediate family consists of parents, grandparents, children, siblings, aunts and uncles. Family member who is renting the facility must attend all appointments and meetings.

6. Deposits will be kept by the City if any part of the contract has not been met by the applicant, their guests or contracted vendors. This includes any damage by the applicant, their guests, and /or contracted vendors. If all the requirements of the contract have been met, the deposit will be refunded 4-6 weeks after the event. Deposit will be refunded only in the permit holder's name and cannot be changed.

7. All other fees are due 30 days prior to the event. If the facility is rented less than 30 days prior to the event, fees are due five days after confirmation.

8. **All prices are subject to change. All fees must be paind in cash, money order, or credit card if paid less than 10 days prior to event**.

9. The Clarke Estate may be reserved for a six hour minimum for receptions only and a seven hour maximum for both ceremony and reception. The event may be held between the hours of 11 a.m. and 10 p.m., Monday through Sunday. Applicant is allowed two hours for setup and one hour for cleanup. Applicant must complete all setup and cleanup within the time specified or staff fees will be deducted from the deposit.

10. The Clarke Estate grounds can accommodate a maximum of 300 people.

11. No decorations may be fastened to any part of the building or shrubbery. **The use of glitter, confetti, rice and/or bird seed is prohibited.** No staples, pins or nails may be used on any part of the building or equipment, including tables. No balloons my be released on the facility. **Only the use of fresh flower petals will be allowed**. Candles are permitted on top of the tables. If candles are used, a container must be used to prevent any wax from dripping. **The placement of candles anywhere else other than on the tops of the tables must have prior authorization from Clarke Estate Personnel**. Any outside equipment must be approved by Division Office.

12. **No live bands allowed**. Mariachi's and some instrumentalists are permitted without the use of amplification devices (this includes the use of microphones.) Dancing is permitted on designated dace floor only. DJ's must be selected from the Clarke Estates approved DJ list.

13. **The City provides no alternative facility in case of rain. Division office reserves the right to decide if an outside venue is suitable.**

14. Any falsification of information may result in the loss of the deposit and future use of any city facility.

15. An ice machine is available for your use, but you will be responsible to purchase any additional ice as needed. The City is not responsible to provide ice if there is a malfunction with the machine.

16. Alcohol must be served from a designated bar area. Permit holder must provide a bartender 21 years of age or older.

17. **If you are using the Clarke Estate for photos only, please be aware that your time starts at the stime specified on your application. Your time does not start whey your arrive for your photos.**

I have read and agree to adhere to the above listed policies.

Signed_____ Date_____ 6/09