

Riverwalk Clubhouse

Social Event Guide

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Welcome to the Riverwalk Clubhouse. Our beautifully decorated facility is an ideal place for birthdays, weddings, receptions, reunions, anniversaries, memorials, baby showers, graduations, business meetings, craft shows, and other events requiring a special place. Our rooms are spacious and bright. Parking is conveniently located just outside the Clubhouse and around the inside circle of the community. Our neighborhood is quiet, safe and easy to get to from anywhere in the metro Denver area. As soon as you contact us, you'll find the staff ready to assist you in making your event a memorable one!

CAPACITIES:

The Riverwalk Clubhouse can accommodate up to 225 guests. Areas include the dining room, bar, and TV/lounge area, billiards room, and caterer's kitchen. There is also a ballroom and craft room that, with some limitations, can be rented separately. Rental of the main area dining room will usually entitle you to use the ballroom and craft rooms at no additional cost, if the rooms are available at the time the contract is signed. This fact must be noted in the written contract; otherwise, the ballroom and craft room will be deemed available to others and may be rented separately for the same time period. Clubhouse staff can provide you with a list of available tables and chairs. If you need additional furnishings for your event, we can assist you with names of rental companies as well as caterers, florists and other services.

RENTAL AGREEMENT:

A rental agreement must be completed and signed by the person responsible for the event. Signing the rental agreement shall be deemed acceptance of the terms and conditions of the rental agreement and of the rules and regulations contained in the Social Event Guide.

RESERVATIONS, DEPOSITS, CANCELLATIONS AND REFUNDS:

Main area reservations may be made up to eighteen months in advance of the event date. The ballroom and craft room may only be reserved up to 45 days in advance to the event. No reservations will be accepted without a deposit to hold the date and time. The person who is responsible for the event will be asked to acknowledge receipt of the Social Event Guide at the time the deposit is paid. All deposits and fees must be paid by the resident. The terms of the Social Event Guide are incorporated into and are part of the rental agreement.

Deposits: Security deposits are as follows: \$500 for the dining room (including TV, fireplace, bar, card room, plus ballroom and craft room, if available) \$50 for ballroom only; and \$25 for craft room only. There is a separate cleaning fee/deposit for each area or event. A \$700 deposit is required for the use of the billiards tables. Minimum rental times are four hours for the dining room; two hours for the ballroom and craft room. Additional time immediately before or after the event may be purchased, if such time is available, in increments of one hour.

The deposit will hold the reservation until 30 days prior to the event date. At that time, if not previously taken care of, the rental agreement must be signed and the total rental amount and the cleaning deposit are due. Deposits are not applied toward the rental fee. Instead, deposits are refunded on the first check writing day following the event, which is typically within 15 days, if it is determined that the premises are free of damage and the terms of the rental agreement have been adhered to. Deposits may be returned in part if the amount of the damage, or cost to restore the facility less than the amount of the deposit.

Credit cards are not accepted; checks are to be made payable to: Riverwalk Master Association.

Cancellations and Refunds: Cancellations may be made by the party who made the reservation by giving written notice to the Clubhouse Manager. The notice may be delivered in person, regular mail, fax, or e-mail and is effective on the date of receipt. If the notice of cancellation is received at least 60 days prior to the event, 100% of the deposit and any other amounts paid with the deposit will be refunded. If notice is received between 30 and 59 days prior to the event, 50% of the deposit and any other amounts paid with the deposit will be refunded. No refunds will be made for cancellations received less than 30 days prior to the event.

The Riverwalk Master Association retains the right to cancel and terminate any contract (1) for cause, including: any default by the renter in any of its obligations to the Master Association which, after reasonable notice to the rental is not cured to the satisfaction of the Clubhouse Manager at least ten days prior to the scheduled event; or (2) due to any condition that in the judgment of the Clubhouse Manager makes or may make the Clubhouse unsafe or unfit for the intended event, or would subject any persons to an unreasonable risk of personal injury, or would subject the Clubhouse or any other property to an unreasonable risk of damage. Such conditions may include but are not limited to fires, floods, windstorms, or other damage from the elements, acts of God, strikes, riots, acts of war or of terror, actions or inactions of government authority or litigation.

Any interior or exterior damage to the Clubhouse or the Clubhouse grounds are the renter's responsibility whether or not in excess of the damage deposit. Additional charges will be assessed for damages in amounts in excess of the deposit. It is our desire to refund your entire damage deposit. This will be possible with your cooperation by following the policies and procedures in this guide.

ALCOHOL:

If more than a champagne toast is served, a professional bartender (not merely a friend, relative or one of the guests) must be present and in charge of all alcoholic beverages. For parties with 50 or more guests, the bartender must provide a Certificate of Insurance, specifying Alcohol Liability.

The Riverwalk Clubhouse is not a licensed premise and cannot accommodate cash bars. Any admission or other charge, if any, paid by members or guests as a condition of entry and participation at the event must be uniform to all without regard to whether or not a member or member's guests consumes alcohol.

It is the responsibility of the host/renter to obtain all necessary licenses, permits and insurance, no later than thirty days prior to the event. It is the responsibility of the host/renter to assure that the dispensing of alcoholic beverages is in compliance with all applicable laws and regulations. No alcoholic beverages shall be served on these premises to individuals less than 21 years of age.

Alcoholic beverages shall be served and consumed only inside the Clubhouse building and on the patio, not in the front entryway or the parking area. The bar must close 30 minutes prior to the scheduled ending time of your event. Kegs and "slides" are not permitted in the Clubhouse or surrounding property.

CATERERS AND SERVICE VENDORS:

The Riverwalk Clubhouse is not responsible for the performance of caterers and vendors of services you contract with. The Clubhouse can provide you with a list of caterers, but does not enter into arrangements with the caterers. The terms of agreement and the fulfillment of services stated in such agreements are a matter of private contract between you and the vendor. The Clubhouse Manager must approve in advance all caterers, disc jockeys, bands, and any other party supplying goods or services.

It is your responsibility to inform your caterer of scheduled arrival and departure times. Caterers must show a license to operate a food service establishment and proof of insurance against liability, product liability and workers compensation insurance 30 days prior to the event. You must clarify and understand your contract with the caterer, so that all serving, room set-up and clean-up issues are covered. Failure to comply may result in the forfeiture in whole or in part of your deposit. Other fees may also be charged.

Complimentary Set-Up/Clean-Up Schedules: You will be provided with one hour prior to your event to setup for your function and one hour following your function to restore the Clubhouse. Should you, your volunteers or catering company arrive prior to the arranged time or leave more than one hour following the close of your event, the additional time will be deducted from your deposit(s) at the hourly rate noted.

Food Service: No food shall be cooked or prepared in the Clubhouse kitchen. Food may be warmed, cooled, arranged, and served from the Clubhouse kitchen. Trash must be bagged and left in the storage room adjacent to the kitchen; furniture must be returned to its original position and all decorations, food items, containers, and other forms of debris must be removed from the facility.

Deliveries: Time and dates are to be arranged in advance with the Clubhouse Staff. Deliveries and pickups by caterers, florists, bakers, rental companies, etc. must occur during regular Clubhouse office hours, through the west entrance. Rental and personal items are to be stored in assigned places and must be removed from the Clubhouse by noon on the first business day following the event. Failure to do so may result in an additional fee. Please note the Clubhouse is not responsible for items left here before or after your event.

MUSIC AND DANCING: Amplification is to be used indoors only, well away from doorways, except during a patio scheduled event. Sound level must remain acceptable for a residential neighborhood and be approved by the Clubhouse Staff. Amplification cannot exceed a decibel level of 95 at the source. Please inform your musicians of our sound limits. Please protect floor from damage from musical equipment. **The Clubhouse Staff reserves the right to require that the doors be kept closed and/or that the volume be turned down. Music must be terminated 30 minutes prior to guest departure.**

Available audio equipment includes: radio, CD and wireless microphone. It is the responsibility of the host/renter to insure that the user knows how to operate the in-house audio equipment.

CHILDREN: *It is imperative that children be supervised at all times. Children under 12 must be accompanied by an adult at all times. It is highly recommended that the multi-purpose room be used for young children and an adult or “nanny” be designated for their supervision.*

FURNITURE: Furniture may not be moved without permission of the Clubhouse Manager; however, every attempt will be made to accommodate your needs. **The glass foyer table, credenza, large screen television, piano, and billiards tables are not to be moved. If the glass foyer table is to be used, the host must first cover it with a protective cloth.** No food or drink is allowed within five feet of the billiards tables.

YOUR REPRESENTATIVE: Your event will run more smoothly if you appoint a responsible liaison who assists our staff with communication and details during your event. Please notify the Clubhouse Staff of the name of your “go to” representative. We suggest that you bring your representative with you to the planning session. Your representative will be responsible for checking in with the Clubhouse Staff, reminding vendors of arrival and departure times, and insuring that all agreed upon tasks have been completed prior to leaving.

PERSONAL ROAD SIGNS: Personal signs or decorations, free standing or attached to any road sign are not allowed. Signs directing guests to the Clubhouse may be used but shall not be attached to road signs and must be removed promptly at the end of the event. Should it be necessary for us to remove posted signs, balloons, etc., the removal cost will be deducted from your deposit.

TRESPASSING: *Please insure that your guests, including children, do not trespass onto neighboring homeowner properties.*

DECORATIONS: Discuss decorations with the Clubhouse Staff who will do everything possible to accommodate your wishes. Decorations may be taped but staples and nails cannot be used. Rice, birdseed, confetti, glitter, luminaries, fireworks, and other difficult to clean materials cannot be used. Bubbles are not permitted within the Clubhouse; all balloons must be weighted down; candles must be drip-less and placed in a protective container.

CAR DECORATING: Because we are located in a quiet residential neighborhood, the litter and noise of car decorations for wedding receptions are not allowed. Please consider a **“JUST MARRIED”** sign placed inside the car.

SMOKING: Smoking is prohibited inside the Clubhouse. Smoking may occur on the patio, but not in the front entryway. Please insure your guests use the patio smoking receptacles provided. If necessary, the cost to pick up remains from cigarettes or other smoking materials will be deducted from your deposit.

DISCRIMINATION: Riverwalk Clubhouse does not discriminate on the basis of race, creed, color, national origin, gender, religion, age or disability in the provision of services.

INDEMNIFICATION: A renter or responsible party shall, by signing the rental agreement, agree to indemnify and save harmless the Riverwalk Master Association from and against any and all losses and claims arising out of or resulting from the use and occupancy of the Riverwalk Clubhouse, related properties, and facilities. In addition, the renter or responsible party shall be responsible for any property of the Riverwalk Clubhouse that may be damaged or stolen.

I agree to the foregoing terms and conditions. _____
Renter or other Responsible Party Date

For (if applicable)

Name of Organization or Group

Address & Telephone Number

