

## Aliso Viejo Ranch Rental Procedures

Attached you will find all the information needed to reserve and rent available spaces at Aliso Viejo Ranch. Please read through the Aliso Viejo Ranch Rental Procedures, Facility Use Agreement and Aliso Viejo Ranch Rental Agreement to understand the rental policies.

Reservation requests must be received at least 10 business days prior to your event date. Please allow 5 business days for processing and approval of your rental. Upon approval, 50% of the rental fees must be received within 72 hours. A credit card will be placed on file to cover cost of incidentals such as any damage to the premises, furniture, improvements, persons, equipment or grounds resulting from use of facility or equipment or failure to comply with approved rental agreement. Full payment of your rental is due 10 business days prior to the event date. Full barn reservation requests can be made up to 18-months in advance and all other rental spaces may be requested up to 6-months in advance. A three-hour minimum is required for event set-up for weddings. A minimum of one-hour is required for event clean-up, any additional time will be charged to the credit card on file. Reoccurring reservations are not permitted Thursday-Sunday and not all reservation requests are guaranteed approval. Reservation requests for the farm are processed directly by Renewable Farms.

To submit your request to reserve Aliso Viejo Ranch, please submit the following:

1. Completed Reservation Request Form (*Note: All reservations are billed hourly and must include any needed set-up and break-down time. The facility will not be available until the time designated on the Reservation Request Form.*)
2. Signed Facility Use Agreement
3. Signed Aliso Viejo Ranch Rental Agreement
4. Aliso Viejo COVID-19 Liability Waiver and Release of Claims

The following forms may be submitted after your reservation has been approved:

1. Event Catering Form (*food and/or alcohol caterers can be selected from the City's preferred catering list*)
2. Event Vendor Forms with licensing and insurance documentation
3. Proper fire and alcohol permits, if applicable
4. Completed room set-up diagram

For questions, please contact the City of Aliso Viejo Recreation & Community Services Department at 949-425-2550 or email [AVRanch@avcity.org](mailto:AVRanch@avcity.org).

## RESERVATION REQUEST FORM

This Reservation Request form is created in accordance with the policies established by the City Council, and the Recreation & Community Services Department. A Reservation Request Form along with a Facility Use Agreement must be completed and returned in order for the request to be considered. Within 72 hours of administrative approval, 50% of rental fees and all deposits are due. If these fees are not received within 72 hours, the reservation date will be released. ***SUBMISSION OF RESERVATION REQUEST DOES NOT CONSTITUTE APPROVAL.***

### APPLICANT CONTACT INFORMATION

Today's Date: \_\_\_\_\_ Applicant's Name: \_\_\_\_\_

Organization (if applicable) \_\_\_\_\_ Federal Tax ID# (non-profit) \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Work: \_\_\_\_\_ Cell: \_\_\_\_\_

Fax: \_\_\_\_\_ Email Address: \_\_\_\_\_

Name of Event Planner/Wedding Coordinator: \_\_\_\_\_ Phone: \_\_\_\_\_

### RESERVATION INFORMATION

Reservation Type (select one): Private: \_\_\_\_\_ Business/Commercial: \_\_\_\_\_ Non-Profit Organization: \_\_\_\_\_

(Non-Profit Organization must attach State Certification of Non-Profit Status and provide Federal Tax ID)

Rental Date Requested: \_\_\_\_\_ Day of Week: \_\_\_\_\_

Requested Spaces	Set-Up Start Time	Set-Up End Time	Event Start Time	Event End Time	Clean-Up Start Time	Clean-Up End Time	Total Hours
<input type="checkbox"/> The Full Barn *							
<input type="checkbox"/> ¾ Barn *							
<input type="checkbox"/> ½ Barn *							
<input type="checkbox"/> ¼ Barn *							
<input type="checkbox"/> Catering Kitchen							
<input type="checkbox"/> Greenrooms							
<input type="checkbox"/> Western Patio *							
<input type="checkbox"/> Courtyard							
<input type="checkbox"/> Corral Patio							
<input type="checkbox"/> Front Patio							
<input type="checkbox"/> Storehouse- Cattle Room							
<input type="checkbox"/> Storehouse- Barley Room							
<input type="checkbox"/> Bunkhouse							

\* Reception location.

Describe event purpose for indoor/outdoor rental (be specific):

\_\_\_\_\_

Is this a fundraising event? \_\_\_\_\_ Open to the public? \_\_\_\_\_

Will there be a charge? \_\_\_\_\_ If so, how much? \_\_\_\_\_ Total # of attendees: \_\_\_\_\_

Youth Parties: Total # of children (under 18 years of age): \_\_\_\_\_ Number of adult chaperones: \_\_\_\_\_

Facility equipment/quantities requested:

60" Round Tables (Quantity): \_\_\_\_\_ 6-foot Rectangle Tables (Quantity): \_\_\_\_\_ Chairs (Quantity): \_\_\_\_\_

Audio/Visual (Please check selections): Microphone: \_\_\_\_\_ Podium: \_\_\_\_\_ TV Monitor/Projector Screen: \_\_\_\_\_

Other: \_\_\_\_\_

Will there be Dancing? \_\_\_\_\_ Type of music/entertainment: (DJ, Band, CD's, etc.) \_\_\_\_\_

Specify all equipment/decorations applicant plans to bring into facility (e.g.) sound system, stage lighting, trellises, etc. \_\_\_\_\_

Will the event be catered? \_\_\_\_\_ Caterer's Name/Phone: \_\_\_\_\_

Will alcohol be served at any time? \_\_\_\_\_

Note: If event is open to the public and alcohol will be served, a photocopy of the alcohol license issued to a non-profit organization or a licensed caterer must be submitted to the City at least 14 days prior to rental.

**Indemnification**

To the fullest extent permitted by law, I, the undersigned, on behalf of myself or the above named organization/entity and my/its officials, officers, employees, assigns, successors, agents, contractors, and representatives, do hereby agree to indemnify, defend and hold harmless the City of Aliso Viejo and its officials, officers, employees, volunteers, agents, representatives, and contractors from any and all claims, demands, causes of actions, costs, expenses, liability, loss, damage or injury of any kind, in law or equity, to property or persons, including wrongful death in any manner arising out of, pertaining to, or incident to any alleged acts, errors, omissions or willful misconduct of myself or the above named organization and my/its officials, officers, employees, heirs, assigns, successors, agents, representatives, contractors and guests in connection with this reservation, the facility use agreement, and the use of the facility and equipment associated therewith, and agree to abide by and enforce the rules, regulations and policies in the Facility Use Agreement attached hereto and incorporated herein by reference. I on behalf of myself or the above- named organization shall solely accept all responsibility for any damage to the premises, furniture, improvements, persons, equipment or grounds resulting from use of facility or equipment and will be charged a fee based on the damages that resulted from the reservation after the inspection of the facility by designated staff has been conducted or failure to comply with Facility Use Agreement. IN THE EVENT OF FACILITY CANCELLATION BY THE GROUP/PERSONS, A MINIMUM SERVICE FEE SHALL BE CHARGED - PLEASE SEE FEES ON RESERVATION FEES FORM.

Printed Name: \_\_\_\_\_ Signature: \_\_\_\_\_

**Credit Card Authorization**

I \_\_\_\_\_, authorize the City of Aliso Viejo to charge my credit card on behalf of \_\_\_\_\_ (applicant) for agreed-upon reservation. I understand that my credit card information will be saved to file for future reservation payments and held to cover the cost of incidentals such as any damage to the premises, furniture, improvements, persons, equipment, or grounds resulting from use of facility or equipment or failure to comply with the approved rental agreement.

Credit Card Holder Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Name on Credit Card: \_\_\_\_\_ Credit Card Type: \_\_\_\_\_

Credit Card #: \_\_\_\_\_ Credit Card CVV: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

## Facility Use Agreement

The City of Aliso Viejo offers recreational facilities that are available to the public for civic, social, educational, athletic, cultural activities and limited commercial use. The Facility Use Agreement outlines City policies and procedures for use of these facilities and must be completed along with the Reservation Request Form to obtain a permit for reserved use. Through the provision of these policies, it is the City's intent to provide use regulations and application and scheduling procedures to accommodate groups that wish to use City facilities. Any person within or in use of a facility shall observe and obey all City, State and Federal laws, rules and regulations.

### **RESERVATION REQUIREMENTS:**

1. Facilities are not available for reservations on the following holidays: New Year's Eve, New Year's Day, Martin Luther King, Jr. Day, President's Day, Memorial Day, Easter, Independence Day, Labor Day, Veteran's Day, Thanksgiving, Day after Thanksgiving, Christmas Eve, and Christmas Day.
2. All permits will be issued no more than six months before an event. Applications must be submitted no later than 10 working days before an event.
3. The reservation request and facility agreement must be completed by an adult age 21 and over.
4. The applicant must be in continuous attendance throughout the event and supervise and be responsible for the entire duration of the event and/or activities.
5. The applicant must be present to review a pre-activity and post-activity checklist with a City employee. A designated representative may be assigned when the applicant is the honoree (i.e. bride and groom).
6. The reservation permit is for specific facilities and hours. Any approved setup and cleanup must be completed within the reserved time. The premises must be vacated as scheduled.
7. All indoor rentals for individuals under 18 years of age, require one adult in attendance for every 15 minors, or increments thereof. Minors must remain supervised within the reserved area.
8. Applicant must show proof of residency in order to receive the resident rate and must submit valid 501(c)(3) certification paperwork and federal tax ID to receive the non-profit rate.

\_\_\_\_\_ *Applicant's initials - I have read and understand the Facility Use Agreement Requirements.*

### **FEES, DEPOSITS AND CANCELLATION PROCEDURES:**

Fees for the use of City facilities are established, periodically adjusted and approved by the City Council. Current fees are listed on the Facility Fee Sheet.

1. Applicant will be charged a fee based on the damages that resulted from the reservation after the inspection of the facility by designated staff has been conducted or failure to comply with the Facility Use Agreement. Applicant will be notified of the charge.
2. A late fee will be charged for any time past the designated event end time at the facility. The fee will be equivalent to the rental charge rounded up to the next full hour.
3. A Cancellation fee applies to all cancellations, regardless of reason, in accordance with the cancellation fee schedule, if requested by the applicant.
4. Cancellations by the City will result in a full refund and notification will be given immediately to the applicant.

\_\_\_\_\_ *Applicant's initials - I have read and understand the Facility Use Agreement Fees, Deposits and Cancellation procedures.*

## **INSURANCE & LIABILITY**

1. Applicant acknowledges that it assumes all liability for damages, injury, including, without limitation, wrongful death and loss or damage of personal property related to this agreement and use of the facility and equipment. The City assumes no liability under this agreement or the applicant's use of the facility and equipment. The City of Aliso Viejo requires the renter to furnish a Certificate of Insurance naming the City as additionally insured. The amount of the insurance shall not be less than \$1,000,000 per occurrence/\$2,000,000 aggregate of commercial general liability insurance. If alcohol will be served at the event, the City requires evidence of full liquor liability insurance in the minimum amount of \$1,000,000 per occurrence/\$2,000,000 general aggregate with City of Aliso Viejo named additional insured. The cost of required insurance shall be borne by the applicant. Insurance for the event is available through the City.
2. Facilities and equipment are to be left in the same condition as they were prior to the rental. The permittee is responsible to pay for any damage to property or loss of property or failure to comply with scheduled times and or facility use agreement which will automatically be charged to the credit card on file.

\_\_\_\_\_ *Applicant's initials - I have read and understand the Facility Use Agreement Insurance & Liability.*

## **RESTRICTIONS**

1. A reservation permit may be revoked at any time for the violation of any policy.
2. Reservation permits shall NOT be transferred, assigned, or sub-let.
3. The posted occupancy of City facilities shall not be exceeded.
4. Smoking is prohibited in all and within 100 feet of City public buildings, parks and restrooms.
5. No gambling shall be conducted on, or in, City facilities.
6. Parking is permitted in designated spaces. No overnight parking is permitted at City facilities or parks. Vehicles are not permitted on park grass or fields.
7. A City employee will have complete authority over the facility, equipment and participants including authority to request changes up to and including cessation of activities.
8. Use of the City Seal, City logo, Department or facility logos for marketing by the applicant is not permitted.
9. The Applicant agrees to abide by all local, state, and federal laws at all times.
10. I acknowledge that access to the premises will be limited to those facilities which have been reserved and appear on my permit.
11. Gold Coast Farm at Aliso Viejo Ranch is operated independently and is managed by Renewable Farms. Private events are permitted on the Gold Coast Farm premises and reserving The Barn, Storehouse, Bunkhouse, Front Patio, Western Patio, Corral Patio, or Courtyard does not grant me exclusive access to Aliso Viejo Ranch and there is no guarantee that my event will be the only activity happening on the property. In particular, I acknowledge that Gold Coast Farm at Aliso Viejo Ranch is operated as an independent venue and not associated with my reservation. I acknowledge that access to the farm is not available during my event unless I have also reserved the Gold Coast Farm premises.

\_\_\_\_\_ *Applicant's initials - I have read and understand the Facility Use Agreement Restrictions.*

## **REGULATIONS:**

1. Special Event Permits
  - a. Some outside events and activities may require a Special Event Permit based on amplified sound, road closures and number of participants, etcetera. If the event requires a special event permit, the applicant will be notified.

2. Security

- a. All events with an expected attendance of 100 persons or more and all events that will have alcohol regardless of size require a minimum of two security guards, for a minimum of four hours and must be present at the facility at all times. The guards must arrive 30 minutes before guest arrival time and remain until the event contract end time. The security guards shall have the authority to enforce all rules and regulations governing facility rentals.
- b. In the event that the Sheriff's Department is called, the applicant will cover the cost of their services and will be automatically charged to the credit card that has been placed on file
- c. Hourly rate for Lyons Security is \$58 per hour for two guards. Additional guards may be required depending on the event scope. There is a minimum of 4 hours.

3. Use of Alcohol

- a. Alcohol is allowed with the required permit in specific areas when done in compliance with the State of California Business and Professions Code Section 25604 and with the Director of Recreation & Community Services' approval.
- b. The use of alcoholic beverages must be requested at the time the Facility Request Form is submitted.
- c. Alcohol is not allowed when an event is designated for minors.
- d. A minimum of two security guards for a minimum of four hours must be present at the facility at all times. Additional guards may be required depending on the event scope.
- e. The guards must arrive 30 minutes before guest arrival time and remain until the event contract end time. The security guards shall have the authority to enforce all rules and regulations governing facility rentals.
- f. In the event that the Sheriff's Department is called, the applicant will cover the cost of their services with the credit card that has been placed on file which will automatically be charged.
- g. All alcohol must be served through one of the City's approved caterers. Alcoholic beverages may only be sold if an A.B.C. seller's permit is held by the serving caterer. Documentation of this permit must be submitted along with this application and approved by the Director of Recreation & Community Services.
- h. Alcohol may only be served by an adult 21 years of age or older and to an adult 21 years of age or older. If evidence is found that unauthorized alcohol is being served or that alcohol is served to a minor, the Sheriff's Department will be notified, and the event will be terminated with all fees and deposits forfeited. Injuries caused to any person as a result of alcoholic beverages being served to or consumed by someone under the age of 21 shall be the sole responsibility of the organization or individual renting the facility.
- i. The City requires evidence of full liquor liability insurance, in addition to general liability insurance, when alcohol is served. The applicant shall furnish a certificate of insurance naming the City of Aliso Viejo, its officers, officials, employees, and volunteers as additionally insured. The amount of the insurance shall not be less than \$1,000,000 per occurrence/\$2,000,000 general aggregate. The cost of the required insurance shall be borne by the applicant.

4. Use of Equipment & Setup

- a. Public Address Equipment - use will be limited to that provided by the facility, unless written approval has been secured by the City.
- b. Storage space - will not be granted at any time.
- c. Candles - can be permitted under the following conditions:
  - i. Recreation & Community Services Department approval is obtained.
  - ii. Applicant must complete a special event application from OCFA Fire Prevention Field Services for a Special Event/Temporary Use Permit. For more information, contact Fire Prevention Field Services at [specialevents@ocfa.org](mailto:specialevents@ocfa.org).
  - iii. Submission of approved Special Event/Temporary Use Permit to the Recreation & Community Services Department.

- d. Food - City staff is not permitted to serve or provide assistance with food. The caterer and/or applicant is responsible for the setup and food arrangements.
  - e. Tables & Chairs - Rental of facilities includes available tables and chairs on site as requested. A set up diagram is due no less than ten working days prior to the event.
  - f. Equipment and Furnishings Not Provided by the City - staff is not permitted to move equipment or furnishings not provided by the City. Applicant may not bring in equipment that cannot be easily carried or rolled into a facility. Equipment may not be dragged across the floor or grass.
  - g. Decorations - No use of nails, glue, tape, glitter, petals of any kind (real or fake), and/or confetti.
  - h. Glass beverage containers - No person shall possess any glass beverage container such as a bottle, glass, mug or stein for carrying or containing any liquid for drinking purposes.
5. Use of Vendors
- a. All businesses providing catering or event services must be disclosed in the Facility Request Form and must have current licensing and applicable health department certificates on file.
  - b. If the City permits the use of the vendor, the vendor must supply a copy of a Certificate of Insurance naming the City as additionally insured for an amount no less than \$1,000,000 per occurrence/\$2,000,000 aggregate general liability coverage. In addition, full liquor liability insurance, as outlined in the Insurance & Liability section of this document, shall be required for all events serving alcohol. All Vendors must also supply proof of Workers' Compensation to cover employees with a waiver of subrogation endorsement in favor of City of Aliso Viejo.
6. Use of Facility for Fundraising
- a. Non-profit 501 (c) (3) groups may use the facility for fundraising activities and charge entrance fees and collect donations providing that a detailed plan of the event, including the expenses, marketing plan and procedure for collecting fees, is submitted with the Facility Request Form. Proof of non-profit status is required at the time of application.
  - b. Private groups wishing to collect fees, donations or admission charges, or those using the facility to market a product, give a presentation, or advertise their business, will be considered commercial users.
  - c. Notwithstanding the forgoing, political and/or election-related events shall not be allowed to take place at any City facility at any time.

\_\_\_\_\_ *Applicant's initials - I have read and understand the Facility Use Agreement Regulations.*

#### **CLEAN UP & MAINTENANCE PROCEDURES:**

- 1. Stains from food and beverages that require professional cleaning, resulting in additional expense to the City, will be charged directly to the applicant, and the applicant's deposit will be forfeited.
- 2. Any items left in the facility will be disposed of. The City is not responsible for any items left at the facility.
- 3. Tubs used to hold drinks must be kept in the kitchen or on a table with towels surrounding the tub to absorb condensation. Tubs shall not be placed on the floor in the event room.
- 4. All decorations and catering equipment must be removed, and all trash placed in proper receptacles.
- 5. Any oven, stove, and refrigerator available in certain facilities must be cleaned by applicant.
- 6. All kitchen appliances & room counters or sinks must be thoroughly cleaned.
- 7. Any City property, including, without limitation, equipment, furniture, and fixtures that are damaged, removed, or missing, will be charged directly to the applicant to repair or replace, and the applicant's deposit will be forfeited.

\_\_\_\_\_ *Applicant's initials - I have read and understand the Facility Use Agreement Clean Up & Maintenance Procedures.*

CITY OF ALISO VIEJO  
RECREATION & COMMUNITY SERVICES DEPARTMENT

“I have read the Aliso Viejo Ranch Rental Agreement in its entirety and understand that non-compliance may result in the cancellation of this reservation and/or, myself or the above-named organization to accept all responsibility for any damage to the premises, furniture, improvements, persons, equipment, or grounds resulting from use of facility or equipment and will be charged a fee based on the damages that resulted from the reservation, after the inspection of the facility by designated staff has been conducted or failure to comply with the signed Facility Use Agreement.”

Print Name: \_\_\_\_\_

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



## Aliso Viejo Ranch Rental Agreement

In conjunction with renting Aliso Viejo Ranch facilities, I understand and agree to the following:

### **SPECIAL FEES & LICENSES:**

1. All events that serve alcohol require:
  - a. The City requires evidence of full liquor liability insurance, in addition to general liability insurance, when alcohol is served. The applicant shall furnish a certificate of insurance naming the City of Aliso Viejo, its officers, officials, employees, and volunteers as additionally insured. The amount of the insurance shall not be less than \$1,000,000 per occurrence/\$2,000,000 general aggregate. The cost of the required insurance shall be borne by the applicant.
  - a. A minimum of 2 security guards hired through the City's approved contractor: Security guards are charged per hour and have a 4-hour minimum. Additional guards may be required depending on the event scope.
  - b. Alcohol must be served through one of the City's approved caterers.
2. All professional services utilized for events are required to complete an events services form and obtain approval from the Recreation & Community Services Department no later than 10 business days from the event date. All vendors must have proper licensing, current insurance, and health department certificates, if applicable.
3. A special event/temporary use permit from OCFA is required to use candles and tents. These can be obtained by emailing [specialevents@ocfa.org](mailto:specialevents@ocfa.org).

### **CANCELLATIONS:**

A request to cancel a facility reservation must be made in writing to the Recreation & Community Services Department. A facility rental cancellation fee is applied for all cancellations according to the following schedule:

91 days or more notice-	\$50
90-30 days' notice-	25% of rental fee
29-7 days' notice-	50% of rental fee
Less than 7 days' notice-	100% of rental fee

### **RENTAL TIME:**

1. I understand that no one in my party (including, but not limited to entertainers, caterers, volunteers, etc.), is allowed access to the rented space(s) prior to the start of the rental time.
2. I understand that all members of my party (including, but not limited to entertainers, caterers, volunteers, etc.), must be cleaned up and out of the room by the stated rental endtime.
3. I understand that I will be charged for any amount of time that I or anyone associated with my rental uses the facility before and after the times on my reservation request form.

### **CLEANING & DAMAGE ASSESSMENT:**

1. I understand that I am responsible for cleaning all appliances and surfaces of the kitchen following my event.
2. I understand that all trash must be put in trash cans and not left on the facility floors, grass, and patio areas.
3. I understand that staff will review a cleaning checklist and preliminary assessment of the facility following the event.
4. I understand that I will be notified within five business days following the event whether my credit card will be charged for any incidentals as provided in this agreement.

### **MISCELLANEOUS:**

1. I understand any alcohol on facility grounds during the event without prior approval will result in immediate termination of the event.
2. I understand that alcohol must be purchased and served by one of the City's approved caterers.
3. I understand that Aliso Viejo Ranch staff is onsite during my event to set up facility supplies and to provide assistance in case of an emergency. Additional needs such as food service, decorating, cleaning, and event coordination are my responsibility.
4. I understand that if I choose to use any professional services such as DJ, florist, entertainers, event supply companies, etc., I must provide their contact information to City staff 30- days prior to the event and that the vendor must complete and submit the event services form no later than 10 business days from the event.
5. I understand that if I choose to book catering services for my event that I must submit all proper documentation 30 days prior the event date. If reservation form is submitted less than 30 days before the event date, I would be required to use the facilities preferred caterers.
6. I understand that marketing materials must be approved by City staff prior to distribution.
7. I agree not to use nails, glue, staples, or tape on facility surfaces including walls, floors, equipment, etc.
8. I understand that use of candles and tents require a special event/temporary use permit from OCFA.
9. I understand that City staff will have complete authority over the facility, equipment, and attendees including authority to require changes up to and including cessation of activities.
10. I understand that amplified sound is not permitted after 9:30pm outdoors and 10:30pm indoors. Notwithstanding the foregoing, I understand that I am subject to and shall adhere to all local, state, and federal laws, including the City's noise limits provided in Aliso Viejo Municipal Code Chapter 8.12.
11. I understand that non-profit groups are permitted to apply for a Special Daily License through ABC if they wish to provide and serve their own alcohol for a special event.
12. I understand that failure to comply with the above rules as well as the Facility Use Agreement may result in my credit card being charged for incidental fees as provided per this agreement and/or may result in the termination of my event.

### **PHOTOGRAPHY:**

All personal and professional photography and videography (engagement sessions, family portraits, holiday photos, graduation pictures, etc.) at Aliso Viejo Ranch require a reservation and permit. Commercial Photography and Videography requests must be made through the Recreation & Community Services Department by emailing [av ranch@avcity.org](mailto:av ranch@avcity.org) or calling 949-425-2550.

- Reservations are permitted during regular business hours only.
- Reservations will be for a maximum duration of 1 hour.
- A permit will be issued for your reservation. While on property, please keep a print or electronic copy of your permit with you at all times.
- Guests are to remain on pathways. Please do not step on plants or climb on trees or fences.
- Do not climb or sit on historic artifacts.
- Do not interrupt other visitors or community programs that are on site.
- Follow the directions of staff while on site.
- Any costs associated with damages to property caused by the permit holder will be charged to the permit holder.
- All photos and videos taken shall be for personal use only.

CITY OF ALISO VIEJO  
RECREATION & COMMUNITY SERVICES DEPARTMENT

By requesting a reservation and receiving a permit, you are agreeing to abide by all of the above rules. You are also agreeing to the following:

I/We hereby permanently give the City of Aliso Viejo (the "City") the right and permission to copyright and/or publish, reproduce, or otherwise use my/our name, voice and likeness in any and all photographs, videotapes, motion pictures, audio/visual and magnetic recordings, or other digital media (collectively "Photos"), without payment or other consideration. I/We understand and hereby irrevocably authorize the City to edit, copy, exhibit, publish, or distribute these Photos in any medium or publication for any lawful purpose, which may include, but is not limited to, instruction, art, advertising, trade, and/or cablecasting. I/We further understand that by signing this Release, I/We waive any claim that I/We might otherwise have for invasion of privacy due to the publication of the Photos.

I/We hereby agree to relinquish all rights, title, and interests that I/We may have in the Photos and waive any right to inspect or approve Photos where my/our likeness appears. Additionally, I/We waive any right to royalties or other compensation arising or related to the use of the Photos. I/We hereby release, indemnify, defend and hold harmless the City and its officers, clients, agents, employees, and volunteers from and against any and all liabilities, claims, demands, penalties, losses, expenses (including attorneys' fees) and causes of action of any kind arising out of or in connection with the use of the Photos as described herein. I/We further understand and agree that this Release shall be binding upon my/our heirs, representatives, executors, administrators, or any other persons acting on my/our behalf or on behalf of my/our estate(s).

I/We represent that I/We have read this Release before signing it and understand its provisions.

"I have read the Aliso Viejo Ranch Rental Agreement in its entirety and understand that non-compliance may result in the cancellation of this reservation and/or, myself or the above-named organization to accept all responsibility for any damage to the premises, furniture, improvements, persons, equipment, or grounds resulting from use of facility or equipment and will be charged a fee based on the damages that resulted from the reservation, after the inspection of the facility by designated staff has been conducted or failure to comply with the signed Facility Use Agreement."

Print Name: \_\_\_\_\_

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

## Aliso Viejo Ranch Rental COVID-19 Liability Waiver and Release of Claims

THIS COVID-19 WAIVER & RELEASE (the “Release”) is agreed to and signed by \_\_\_\_\_ (“Renter”) in consideration of being permitted to rent and use the City of Aliso Viejo (the “City”) facility identified below.

Facility: \_\_\_\_\_ (the “Facility”)

Date/Time: \_\_\_\_\_

Function: \_\_\_\_\_ (the “Event”)

By signing below, Renter acknowledges, understands, and agrees to be bound by the following:

1. Renter is aware that the novel coronavirus (“COVID-19”) has been declared a worldwide pandemic by the World Health Organization. COVID-19, among other infectious diseases, is extremely contagious and is believed to spread mainly from person-to-person contact. It is believed that asymptomatic individuals can be infected with and transmit COVID-19 without their knowledge.
2. Renter understands the risks associated with COVID-19, including the risks associated with gathering of groups of persons, and that those risks and/or resulting harm may occur or increase as a result of Renter’s own or other’s actions, inaction, or negligence.
3. Renter has direct knowledge of and has read and understands the guidelines and protocols which have been issued by the Centers for Disease Control and Prevention, the California State Department of Health, the Executive Orders of the Governor of California and the Orange County Health Care Agency for decreasing the risk of COVID-19 transmission, including the wearing of masks, hand washing and social distancing (collectively the “Guidelines”). Renter recognizes that the Guidelines frequently change as they are subject to modifications and revisions by the issuing government entities. The Guidelines to strictly follow are located at various sites, including but not limited to the following:
  - The Centers for Disease Control and Prevention
    - <https://www.cdc.gov/coronavirus>
  - The State of California
    - <https://covid19.ca.gov>
  - The California Department of Public Health
    - <https://www.cdph.ca.gov>
  - The Orange County Health Care Agency
    - <https://occovid19.ochealthinfo.com>
4. Renter agrees to comply with the Guidelines at all times before, during, and following the Event. Renter accepts responsibility for and will require all guests, vendors, employees and/or other persons (collectively “Renter’s Attendees”) to follow the Guidelines at all times before, during, and following the Event.
5. Renter agrees to terminate the Event if Renter notices, observes, or becomes aware of any unusual or significant health and safety hazards during the Event, including but not limited to Renter’s Attendees not following the Guidelines. Notwithstanding the foregoing, Renter agrees that Renter is not due any refund or reimbursement for Renter’s termination of Event except as otherwise provided by City written policy.
6. Renter acknowledges the contagious nature of COVID-19, and infectious diseases in general, and voluntarily assumes the risk that Renter and Renter’s Attendees may be exposed to or infected by COVID-19 due to renting the Facility and attending the Event. Renter acknowledges that such exposure or infection may result in personal

CITY OF ALISO VIEJO  
RECREATION & COMMUNITY SERVICES DEPARTMENT

injury, illness, permanent disability, and/or death to Renter and/or Renter's Attendees. Renter understands that the risk of becoming exposed to or infected by COVID-19 may result from the actions, omissions, or negligence of Renter and others, including, but not limited to Renter's Attendees.

7. Renter voluntarily agrees to assume all of the foregoing risks and accept sole responsibility for any injury to Renter and Renter's Attendees (including, but not limited to, personal injury, disability, and death), illness, damage, loss, claim, liability, or expense, of any kind that Renter and Renter's Attendees may experience or incur in connection with the rental of the Facility and the Event.
8. Renter hereby releases, covenants not to sue, discharges, and holds harmless the City and its officials, officers, employees, volunteers, agents, representatives, and contractors from any and all claims, liabilities, actions, damages, costs or expenses of any kind arising out of or relating to Renter or Renter's Attendees contracting COVID-19 or any other infectious disease before, during, or after the Event.
9. Renter understands and agrees that this Release includes any claims based on the actions, omissions, or negligence of the City and its officials, officers, employees, volunteers, agents, representatives, and contractors, whether a COVID-19 infection occurs before, during, or after the Event.
10. Renter agrees to indemnify, defend, and hold the City and its officials, officers, employees, volunteers, agents, representatives, and contractors harmless from any and all claims brought by any third party against the City and its officials, officers, employees, volunteers, agents, representatives, and contractors for any transmission of COVID-19 or other infectious diseases arising out of or relating to the Event.

Renter has read and understands the terms and provisions of this Release and agrees to all the terms hereof.

RENTER:

Signature \_\_\_\_\_

Name \_\_\_\_\_

Date \_\_\_\_\_

RENTER:

Signature \_\_\_\_\_

Name \_\_\_\_\_

Date \_\_\_\_\_

OFFICE USE ONLY

CITY OF ALISO VIEJO

SIGNATURE \_\_\_\_\_

NAME \_\_\_\_\_

TITLE \_\_\_\_\_

DATE \_\_\_\_\_

## FEES

### NEW BARN

**Quarter** (672 sf) *2 Hour Minimum Rental for Resident M-TH Business Hour Rental - 4 Hour Minimum for all other rentals*

	<b>RESIDENT</b> (M-TH, 7:30am-5:30pm)	<b>RESIDENT</b> (M-TH after 5:30pm; Fri-Sun)	<b>NON-RESIDENT</b>
City Sponsored	\$0	\$0	N/A
School District	N/A	\$40	\$80
501 © 3 Non-Profit	N/A	\$67	\$134
Private	\$64	\$81	\$161
Commercial	\$90	\$113	\$226

**B- Half** (1344 sf) *2 Hour Minimum Rental for Resident M-TH Business Hour Rental - 4 Hour Minimum for all other rentals*

	<b>RESIDENT</b> (M-TH, 7:30am-5:30pm)	<b>RESIDENT</b> (M-TH after 5:30pm; Fri-Sun)	<b>NON-RESIDENT</b>
City Sponsored	\$0	\$0	N/A
School District	N/A	\$59	\$111
501 © 3 Non-Profit	N/A	\$92	\$144
Private	\$111	\$138	\$191
Commercial	\$152	\$193	\$245

**C- Half + Reception** (2136 sf) *2 Hour Minimum Rental for Resident M-TH Business Hour Rental - 4 Hour Minimum for all other rentals*

	<b>RESIDENT</b> (M-TH, 7:30am-5:30pm)	<b>RESIDENT</b> (M-TH after 5:30pm; Fri-Sun)	<b>NON-RESIDENT</b>
City Sponsored	\$0	\$0	N/A
School District	N/A	\$79	\$157
501 © 3 Non-Profit	N/A	\$117	\$196
Private	\$157	\$196	\$274
Commercial	\$218	\$272	\$351

**D- Full** (3480) *2 Hour Minimum Rental for Resident M-TH Business Hour Rental - 4 Hour Minimum for all other rentals*

	<b>RESIDENT</b> (M-TH, 7:30am-5:30pm)	<b>RESIDENT</b> (M-TH after 5:30pm; Fri-Sun)	<b>NON-RESIDENT</b>
City Sponsored	\$0	\$0	N/A
School District	N/A	\$105	\$209
501 © 3 Non-Profit	N/A	\$157	\$262
Private	\$209	\$262	\$366
Commercial	\$293	\$366	\$471

**COURTYARD** *2 Hour Minimum Rental for Resident M-TH Business Hour Rental - 4 Hour Minimum for all other rentals*

	<b>RESIDENT</b> (M-TH, 7:30am-5:30pm)	<b>RESIDENT</b> (M-TH after 5:30pm; Fri-Sun)	<b>NON-RESIDENT</b>
City Sponsored	\$0	\$0	N/A
School District	N/A	\$79	\$157
501 © 3 Non-Profit	N/A	\$105	\$209
Private	N/A	\$131	\$236
Commercial	N/A	\$262	\$366

**WESTERN PATIO** *2 Hour Minimum Rental for Resident M-TH Business Hour Rental - 4 Hour Minimum for all other rentals*

	<b>RESIDENT</b> (M-TH, 7:30am-5:30pm)	<b>RESIDENT</b> (M-TH after 5:30pm; Fri-Sun)	<b>NON-RESIDENT</b>
City Sponsored	\$0	\$0	N/A
School District	N/A	\$26	\$52
501 © 3 Non-Profit	N/A	\$42	\$84
Private	N/A	\$52	\$105
Commercial	N/A	\$126	\$251

CITY OF ALISO VIEJO  
RECREATION & COMMUNITY SERVICES DEPARTMENT

**CORRAL PATIO** 2 Hour Minimum Rental for Resident M-TH | Business Hour Rental - 4 Hour Minimum for all other rentals

	<b>RESIDENT</b> (M-TH, 7:30am-5:30pm)	<b>RESIDENT</b> (M-TH after 5:30pm; Fri-Sun)	<b>NON-RESIDENT</b>
City Sponsored	\$0	\$0	N/A
School District	N/A	\$26	\$52
501 © 3 Non-Profit	N/A	\$42	\$84
Private	N/A	\$52	\$105
Commercial	N/A	\$126	\$251

**FRONT PATIO** 2 Hour Minimum Rental for Resident M-TH | Business Hour Rental - 4 Hour Minimum for all other rentals

	<b>RESIDENT</b> (M-TH, 7:30am-5:30pm)	<b>RESIDENT</b> (M-TH after 5:30pm; Fri-Sun)	<b>NON-RESIDENT</b>
City Sponsored	\$0	\$0	N/A
School District	N/A	\$26	\$52
501 © 3 Non-Profit	N/A	\$42	\$84
Private	N/A	\$52	\$105
Commercial	N/A	\$126	\$251

**CATERING KITCHEN** 2 Hour Minimum Rental for Resident M-TH | Business Hour Rental - 4 Hour Minimum for all other rentals

	<b>RESIDENT</b> (M-TH, 7:30am-5:30pm)	<b>RESIDENT</b> (M-TH after 5:30pm; Fri-Sun)	<b>NON-RESIDENT</b>
City Sponsored	\$0	\$0	N/A
School District	N/A	\$21	\$42
501 © 3 Non-Profit	N/A	\$26	\$52
Private	N/A	\$52	\$105
Commercial	N/A	\$105	\$209

**GREENROOMS** - Flat Rate

	<b>RESIDENT</b> (M-TH, 7:30am-5:30pm)	<b>RESIDENT</b> (M-TH after 5:30pm; Fri-Sun)	<b>NON-RESIDENT</b>
City Sponsored	\$0	\$0	N/A
School District	N/A	\$26	\$52
501 © 3 Non-Profit	N/A	\$52	\$105
Private	N/A	\$79	\$157
Commercial	N/A	\$105	\$209

## STOREHOUSE

**HALF A** (510 sf) | **HALF B** (525 sf) 2 Hour Minimum Rental for Resident M-TH Business Hour Rental - 4 Hour Minimum for all other rentals

	<b>RESIDENT</b> (M-TH, 7:30am-5:30pm)	<b>RESIDENT</b> (M-TH after 5:30pm; Fri-Sun)	<b>NON-RESIDENT</b>
City Sponsored	\$0	\$0	N/A
School District	N/A	\$31	\$63
501 © 3 Non-Profit	N/A	\$52	\$105
AV Community Serving Group	\$31	\$58	N/A
Private	\$50	\$63	\$126
Commercial	\$105	\$88	\$176

## BUNKHOUSE

**FULL** (728 sf) 2 Hour Minimum Rental for Resident M-TH Business Hour Rental - 4 Hour Minimum for all other rentals

	<b>RESIDENT</b> (M-TH, 7:30am-5:30pm)	<b>RESIDENT</b> (M-TH after 5:30pm; Fri-Sun)	<b>NON-RESIDENT</b>
City Sponsored	\$0	\$0	N/A
School District	N/A	\$45	\$90
501 © 3 Non-Profit	N/A	\$74	\$149
Private	\$71	\$89	\$178
Commercial	\$99	\$125	\$249

## ADDITIONAL FEES

Cleaning Fee (Full Barn)	\$157
Audio Visual Equipment Rentals	\$157
Podium	\$52
Security Officers (1-199 guests)	\$58/hr
Security Officers (200-299 guests)	\$87/hr
Security Officers (299+ guests)	\$166/hr
Sheriff's Department (Minimum Fee)	\$314
Navy or Oyster Floor Length Linens	\$18 each
Dinner Napkins in Oyster	\$6 each
Lost Greenroom Replacement Key	\$314
Cost of Incidentals	Dependent on damages
One Day Event Insurance Without alcohol (1-100 guests)	\$85
One Day Event Insurance Without alcohol (101-250 guests)	\$119
One Day Event Insurance With alcohol (1-100 guests)	\$148
One Day Event Insurance With alcohol (101-250 guests)	\$182