

# RENTALS

## PRIVATE EVENTS AND SPECIAL OCCASIONS



### Commonly asked questions

#### WHAT TYPE OF EVENTS CAN BE HOSTED IN SPECTRUM?

The Spectrum Community Association multi-purpose room is available for meetings, luncheons, social events, parties, weddings, receptions, and other standard social celebrations.

The facilities may not be used for commercial, or political purposes. Products may not be sold in the multi-purpose room for profit of any individual or commercial enterprise, except by the invitation and/or the approval of the board.

#### WHO CAN RENT THE FACILITY ?

Spectrum residents and non-residents are eligible to rent the multi-purpose room. Residents have the opportunity to reserve up to one year to the date, non-residents can reserve up to 6-months to the date.

#### HOW DO I SECURE THE DATE I AM INTERESTED IN?

Residents or non-residents interested in securing a date can either stop by the Spectrum Community Association Office at 2928 S. Spectrum Way, call us at (480) 726-8080, or visit our website [www.spectrumatvalvista.com](http://www.spectrumatvalvista.com) and click on the Events Calendar to check the date. To secure your date a security deposit is required, \$200 for residents, \$500 for non-residents. The security deposit is fully refundable if all conditions of the rental agreement are met.

#### HOW DO I RESERVE A DATE?

Fill out and return the Facility Rental/Use Agreement and pay the deposit. Payment by check or money order are accepted by the Community Association. The office is unable to take debit/credit cards.

#### WHAT AREAS DOES THE RENTAL INCLUDE?

Private parties are restricted to the multi-purpose room, patio and usage of the warming kitchen. The cleaning fee only covers the cleaning of the restrooms, vacuuming of multi-purpose room and mopping the lobby and warming kitchen.

#### WHAT IF I NEED TO CHANGE MY RESERVATION

All changes and cancellations MUST be submitted in writing. If the reservation is cancelled 30+ days prior to the event a \$25 cancellation fee is deducted from the security deposit. If the event is cancelled within 14 days prior to the event, 25% of the rental fee and the cancellation fee will be deducted from the security deposit.

#### WHAT ARE THE RENTAL COST?

\$ 30 per hour for Spectrum Residents Monday-Thursday  
\$ 50 per hour for non-residents Monday-Thursday  
\$ 75 per hour for Spectrum Residents Friday-Sunday  
\$ 100 per hour for non-residents Friday-Sunday  
*\$ 75 Cleaning Fee (for all private facility rentals)*

Additional questions or information please contact Donald Smith, Lifestyle Director at [dosmith@ccmnet.com](mailto:dosmith@ccmnet.com) or at (480) 726-8080.



# Commonly asked questions continued



## WHO IS LIABLE?

Spectrum Community Association will not be liable in any manner in the event of an accident resulting in injury or death from any use of the equipment by the renter or his/her representative or agents. SCA will not be held responsible in the event of an illness resulting from food preparation; lost or stolen items; and for unforeseen mechanical problems associated with electrical, cooking/heating or kitchen equipment failure (although SCA will make every effort to maintain all equipment in operational condition). Adults are responsible for the supervision and safety of the children at all times.

## ON-SITE VENDOR REQUIREMENTS

The renter is responsible for providing contact information of any companies contracted for the event and any and all required insurance forms.



## ALCOHOL REGULATIONS

Alcohol may not be sold on premises. Cash bars are not permitted. No one under the age of 21 shall be served alcohol while on the premises. If alcoholic beverages are consumed during the rental, no minors are to be present without parental permission. If the professional bartending service you hired should leave before the event ends, no further liquor can be served.

If serving alcohol at your private event, you have one of two options (1) hire an insured professional bartending service or (2) provide SCA management a Host Liquor Liability Insurance Certificate for \$500,000 for the day of the event. Insurance can be obtained through your homeowners insurance or through a private insurance company.

Both SCA and CCMC must be named as the certificate holders (see below) and the certificate must be provided to the association 30 days prior to the rental event. Use the addresses below:

**Spectrum Community Association**  
2928 S. Spectrum Way  
Gilbert, AZ 85295

**CCMC**  
8360 E. Via De Ventura #L100  
Scottsdale, AZ 85258

## SECURITY DEPOSIT

A security deposit is only refundable if all conditions of the rental agreement are met. If the original security deposit is not sufficient to correct any damage, the renter shall be liable for any excess amount needed to bring the facility back to its original condition. Signing the Rental Agreement authorizes additional damage to be and is subject to our collection policy if unpaid.



Deposit refunds are processed the week after the event. Payments can take up to 10-14 business days for a refund check to be processed and mailed from CCMC's corporate office in Scottsdale.

# PARTY PLANNING INFORMATION

**VENUE ADDRESS**  
Spectrum Community Association  
2928 S. Spectrum Way, Gilbert, AZ 85295

**OCCUPANCY**  
Abiding by the room occupancy both inside and outside is the responsibility of the person signing the rental contract.

Multi-purpose Room & Outside Patio - 100 each

**BEGINNING AND END TIMES**  
All reservations must end at the time indicated in the Rental Agreement. Adequate set up and clean up time must be factored into the reservation. It is required that your event, including your bar service, caterer, dj/band, and clean up conclude and all parties have exited the facility by the end time.

**DELIVERY AND PICK UP**  
All deliveries and pick ups must be arranged for the day of the event, during the time the facility is reserved. All items provided by the renter or renter's contractors must be removed by the exit time listed on the contract. No rental equipment may be left overnight or after the event.

**TABLES AND CHAIRS**  
Room set up, clean up, and tear down is the renter's responsibility. All tables and chairs must be returned to the original set up. Linens are not provided.

10 - 6ft Banquet Tables

10- Card Tables

3 - 60" Round Tables

80- Folding Chairs

Other Options:

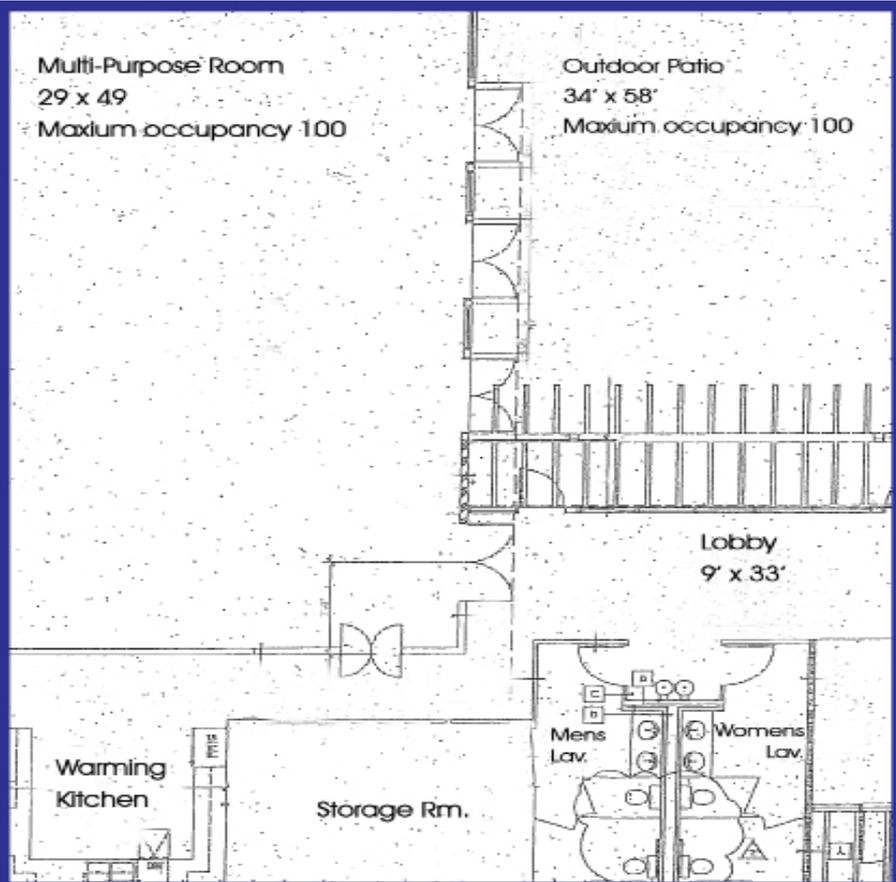
Audio Visual TV

Built in PA

Wireless

Microphone

WiFi



## Renter Notes

- Decorations can only be hung with painters tape, poster putty, 3M Command Hooks or similar products
- No open flames, staples, tacks glitter or confetti
- No wet clothing and drinks containing colored dye
- Minimum of 2 hour rental
- Payment due in full 14 days prior to the event
- Security deposit required to reserve the rental date
- All forms of smoking are strictly prohibited inside the facility or within 20 feet of any entrance area per Town of Gilbert ordinance

## To Do List

- Check date availability
- Fill out and submit rental agreement with security deposit
- Provide vendor information if having a dj or band
- Provide vendor information for any rental companies
- Provide vendor information for any catering services
- Provide vendor information for any bar service
- Provide proof of \$500,000 insurance certificate if serving alcohol
- Pay final balance 14 days prior to event
- Schedule appointment with Lifestyle Director week of event to review contract and get keys and alarm to facility
- Clean up and clear out of event space by check out time



Ramada Reservations at the Main Park are available on a first come first serve basis. There are no fees to reserve ramadas.

Ramada A - Closest to Community Center  
Ramada B - Closest to Spectrum Way

Simply email Lifestyle Director your address, event type, day and time of your request.

**Additional questions or information please contact Donald Smith, Lifestyle Director at [dosmith@ccmcnet.com](mailto:dosmith@ccmcnet.com) or at (480) 726-8080**