MOUNTAIN BRIDGE™

AMENITY RENTALS



A RESIDENT'S GUIDE TO RENTING SPACE IN MOUNTAIN BRIDGE

1.2022

COMMONLY ASKED











WHO CAN RENT THE FACILITIES?

Owners and tenants of Mountain Bridge are eligible to rent amenities, but tenants must be living in the community at the time of the rental. Rentals are only available to owners in good standing with the association. Use of the facilities may be restricted by the MBCA Board of Directors' or Association for delinquent association dues, violation of association rules, or deliberate abuse of facilities, recreation areas, or common areas.

WHICH AREAS ARE AVAILABLE FOR RENT?

- The Owners' Club multi-purpose room
- The Owners' Club patio
- Park Ramadas in the Owners' Club, Desert Foothills, and Upper Canyon
- Owners' Club Pool Ramada

OCCUPANCY

Abiding by the posted room occupancy (inside and outside) is the responsibility of the person signing the rental contract. Depending on how the room is being used, the following is the posted room capacity.

Multi-Purpose Room - 139 Patio - 50

WHAT TYPE OF EVENTS CAN BE HOSTED IN MOUNTAIN BRIDGE?

Amenities are available for meetings, luncheons, social events, parties, weddings, receptions, and other standard social celebrations. The facilities may not be used for commercial, political, or religious purposes (aside from wedding ceremonies). Products may not be sold in the Owners' Club for profit of any individual or commercial enterprise, except by the invitation and/or the approval of the Board or Lifestyle Director.

WHEN CAN FACILITIES BE RENTED?

Rentals are available Friday after 5 p.m., Saturday, and Sunday. Rentals are not available on major holidays.

HOW FAR IN ADVANCE CAN FACILITIES BE RENTED?

Owners' Club reservations can be made one year in advance, but must not be in conflict with community events or other programming. Park Ramada reservations can be made online up to a month in advance, but must not be in conflict with community events or other programming.

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 $50 cancellation fee is deducted from the security deposit. If the event is cancelled less than 30 days prior a 10% service fee (based on the rental cost) is deducted in addition to the $25 cancellation fee.

HOW DO I RESERVE A DATE?

Check with the Association to find out if the date is available for a rental. If so, fill out and return the Facility Use Rental Agreement, pay the deposit and applicable fees to secure the date. Payment by cash, check, or money order are accepted by MBCA staff. Debit/credit cards are accepted with the addition of a 3% surcharge.

REQUIREMENTS





WHAT TYPE OF INSURANCE IS REQUIRED?
All facility renters must supply a copy of their current Homeowners or Renters Insurance Policy Declaration page to the Association. For rentals with more than 30 guests, facility renters are required to provide the Association a special event policy for the day of the event, listing CCMC and Mountain Bridge as an additional insured on the policy. For all rentals that will have alcohol service, the facility renter must obtain a Host Liquor Liability insurance listing CCMC and Mountain Bridge as an additional insured. The policy(ies) should include the following coverage:

$1,000,000 'Commercial General Liability' coverage for each occurrence.
$100,000 of coverage for damage to the rented premises.
$5,000 of coverage for medical expenses of any one person.
$1,000,000 coverage for personal and advertising injury.
$2,000,000 for general aggregate.
$1,000,000 for products/completed operations aggregate.

SMOKING CODE
Mountain Bridge is a smoke-free environment. All forms of smoking are strictly prohibited inside any facility or within 20 feet of any entrance or outdoor recreational area, per Arizona State Code.

FOOD TRUCKS
If a food truck is going to be a vendor, the vendor's Certificate of Insurance is required to be filed with the Association prior to the event. Mountain Bridge and CCMC must be listed as an additional insureds on the vendor's policy for the event.

ALCOHOL REGULATIONS
MBCA requires liquor liability insurance for the day of the event, listing CCMC and Mountain Bridge as additional insureds. The policy must provide coverage for legal fees, settlements, and medical costs associated with bodily injury or property damage caused by an intoxicated person, who was served or sold liquor by the policyholder.

All alcohol service, storage, and monitoring is the responsibility of the homeowner, renter, and bartending service. 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 should leave before the event ends, alcohol service must end when the bartending service leaves. At no time shall alcohol be left unattended, it should be under lock and key at all times. All state and federal regulations concerning alcohol service must be followed.

If serving alcohol at your private event, MBCA management must be provided with proof of a Liquor Liability Insurance Certificate in the amount of $1,000,000 for the day of the event. This can be obtained by hiring an insured bartending service or purchase a liquor liability policy through your homeowners insurance or any private event insurance company. Both MBCA and CCMC must be named as additional insureds for the event (see below) and the certificate must be provided to the association office 14 days prior to the rental event.

LOGISTICS



VENUE ADDRESS

Mountain Bridge Community Association
Owners' Club - 8730 E. Mountain Bridge Drive, Mesa, AZ 85207

WHAT COMES WITH THE RENTAL?

The renter has access to tables and chairs in the storage area, as well as the AV equipment. All rentals (except for the patio) include an on-site attendant who is available in case any issues arise with the facility, and to assure all rental obligations are being met. This person is not responsible for moving furniture, security, serving guests, or clean up.

TABLES AND CHAIRS

Room set up, clean up, and tear down is the renter's responsibility. Tables and chairs must be returned to the original room set up, including anything moved on the patio. Minimal tables and chairs are available with your rental. The chairs are wider than a standard chair and take up more space at the table. Linens ARE NOT provided.

12 - 60" Round Tables (seats 7 Max.) 12 - 48" Round Tables (seats 4 Max.)
4 - 8' Banquet Tables 4 - 6' Banquet Tables 95 - Wide Chairs



ACCESS TO SPACE

Outdoor common areas and other recreational facilities (including the swimming pool) are not included in the rental of any building. All amenities remain open to all MBCA residents during private rentals. The warming kitchen is only included in the rental if the kitchen area is designated in the Rental Agreement; it includes one refrigerator/freezer and one residential size oven. If a gas fireplace is included in the rental space it must be turned off at the conclusion of the event.

BEGIN AND END TIMES

All reservations must end before the time indicated in the Rental Agreement. It is required that your event, including your caterer, bar service, D.J, or band, and cleaning service conclude and exit the facility by the contractual end time. Adequate set up and clean up time must be factored into the reservation, including deliveries and table set-up. If the deadline is passed, $50 a half hour will be deducted from the security deposit.

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 (i.e. catering supplies, food products, personal decorations, beverage service, rental suppliers, musical equipment, clothing, etc.) or after the event. Any items left behind will be donated to a charitable organization. MBCA is not responsible for a guest's lost or stolen items.

MUSIC

Amplified music is only allowed inside the Owners' Club. Interior doors of the multi-purpose room opening to outside spaces must be closed at 9 p.m. in consideration of nearby residential homes. Unamplified, acoustic music is allowed on the patio until 9 p.m.

INFORMATION



AUDIO VISUAL
Room rental includes limited audio visual. There is one large TV in the multi-purpose room and two smaller televisions on the patio. Microphone, DVD, Aux, and a computer connection are available. Bring cords the proper size to hook up the equipment. The Mountain Bridge attendant is responsible for connecting the AV equipment through a portal prior to the event.

WHICH AREAS DOES THE RENTAL INCLUDE?
Private parties are restricted to the multi-purpose room, interior restrooms, and patio area if it is part of the rental. At no time can renters prevent fellow residents and their guests from utilizing other amenity areas (pool or spa area). The pool and spa are not included as part of any rental.

HOW DO WE GET ACCESS?
Each resident should be in possession of two, white amenity access cards. Each card will be programmed to open the rental space during the reservation time. When time is built into the rental for set-up and clean-up this will be the only way in and out of the venue. Doors to the room and the bathrooms can also be manually unlocked during the event time when guests will be coming and going.

WHO IS LIABLE?
Mountain Bridge 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 owner of his/her representative or agents.

MBCA will not be held responsible in the event of an illness resulting from food preparation; for lost or stolen items; and for unforeseen mechanical problems associated with electrical, cooking/heating, or kitchen equipment failure (although MBCA will make every effort to maintain all equipment in operational condition).

Adults are responsible for the supervision and safety of children at all times. There is a swimming pool on-site that does not have a lifeguard.

BEFORE YOU GO
At check out (or 11 p.m., whichever comes first) the event space must be returned to its original condition. Renter's are responsible for bringing cleaning products for wiping down tables, kitchen surfaces, refrigerator, and stove. Floors must be swept, garbage emptied to the parking lot dumpsters, and tables and chairs taken down and stacked in the storage room. All patio furniture much be rearranged to its original position and the area left free of debris. The cleaning service will follow up by mopping the floors and deep cleaning the kitchen and bathrooms.



SELECTING THE SPACE



OPTIONS. THERE ARE MANY POSSIBILITIES.
The multi-purpose space in the Owners' Club can be divided into numerous areas because of the collapsible walls. Need a large space for a party? We can do that. Need something more intimate for a special anniversary dinner? No problem. Need a little area for a baby shower? Let us show you how!

AREA 1 - FIREPLACE ROOM & PATIO (24' X 40)
This is the perfect area for a baby shower, dinner, or small gathering. The fireplace in the corner of this 24' x 40' room adds a beautiful touch of ambiance. The room is divided along the south wall, with windows along all the others featuring two large windows facing out onto the patio with breathtaking views of the sunset. The entrance is at the east side of the room and in the breeze-way. Use both entrance or feature just one. At about one half of the multi-purpose room's capacity (65) and the patio (50) this space holds about 115 people.

AREA 2 - KITCHEN ROOM (24' X 20)
This portion of the room is divided along the west and north walls with windows along the east. This location is convenient to use because it is adjacent to the kitchen. This comes in handy when offering a buffet, or homemade food service for your event. The is the only room, when divided, has access to the television/video display. At about one quarter of the multi-purpose room's capacity, this space holds 37 people.

AREA 3 - PATIO ROOM & PATIO (31' X 17')
This space is best used when the event needs a little space indoors and space outdoors. It comes in most convenient during the warmer months when retreating into the cool air might be necessary for guests. This room is divided along the east and north walls with windows and door access to the patio. Guests may enter the venue through the side parking lot and breeze-way areas with the door under the patio. At about one quarter of the multi-purpose room's capacity (37) and the patio occupancy (50), this space holds 87 people.

AREA 4 - BACK HALF, KITCHEN & PATIO (31' X 17')
This space is best used when the event needs indoor, outdoor, and kitchen access. This room is divided along the north wall with windows and door access in both the west and east directions. This space featuring two large windows facing out onto the patio with breathtaking views of the sunset. Guests may enter the venue through the front parking lot, side parking lot, or patio. At about one half of the multi-purpose room's capacity (65) and the patio (50) this space holds about 115 people.

AREA 5 - ENTIRE ROOM UNDIVIDED, KITCHEN & PATIO (40' X 48')
This is a beautiful space for weddings, anniversaries, and other large group events. It includes the kitchen, indoor fireplace, patio fireplace and beautiful views in every direction. Guests may enter the venue through any entrance you designate. The multi-purpose room's capacity (139) and the patio (50) this space holds about 189 people.

AREA 6 - PATIO (30' X 56')
This patio is partially covered with an equal amount of open space overlooking the swimming pool. This is the perfect space for events held during sunset hours and during the more moderate temperate months. At the south end of the venue is a gas fireplace, and there are fans and lights in the ceiling, with two televisions installed at each end of the space. The area has a perimeter of concrete pots featuring desert plants. This space can be used with all the spaces except the Kitchen Area. The patio space holds about 50 people.

DECORATING GUIDELINES





WHAT TO PACK
Along with the decorations, be sure to pack cleaning products, linens, serving ware, kitchen ware, mirrors, lighters, extension cords, coolers, and ladders. None of these items are provided.

AVOID THE FOLLOWING WHEN DECORATING
Decorations may only be hung with poster putty, painter's tape, 3M Command Hooks or similar product that won't leave residue or damage walls.

Absolutely NO heavy-duty tape, scotch tape, or duct tape.
No nails, staples, tacks, or anything that will leave marks or holes in the walls.

No glitter, confetti, color canons, rice, birdseed, sparklers, real rose petals, or other fine, hard-to-pick-up materials are allowed in or around the amenities. No open flame or candles allowed indoors or outdoors. Fireplace contents may not be moved.

String lighting, decorations, and wire are not allowed on the light poles, in the outdoor plants or trees. Lighting may NOT be hung from the ceilings or vents.

Floating lanterns and fireworks may not be used anywhere on the property.

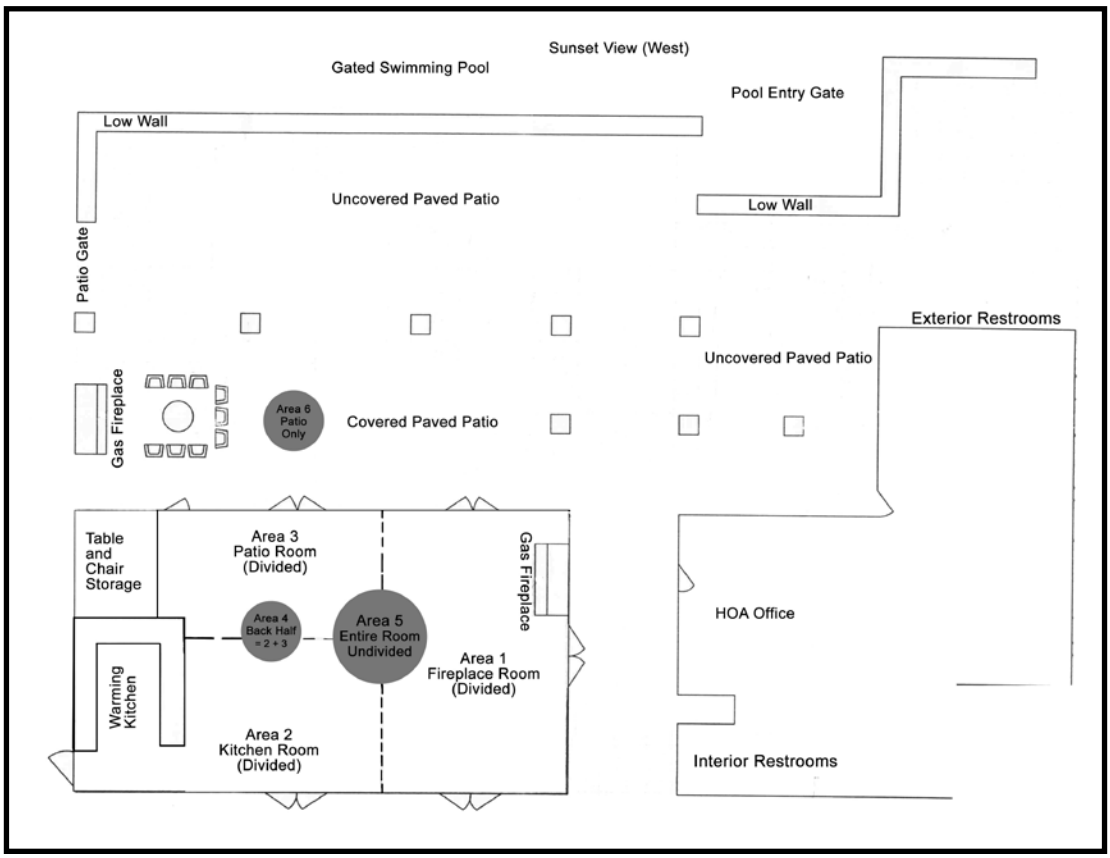
Wet clothing is not allowed on the patio furniture or inside the building.

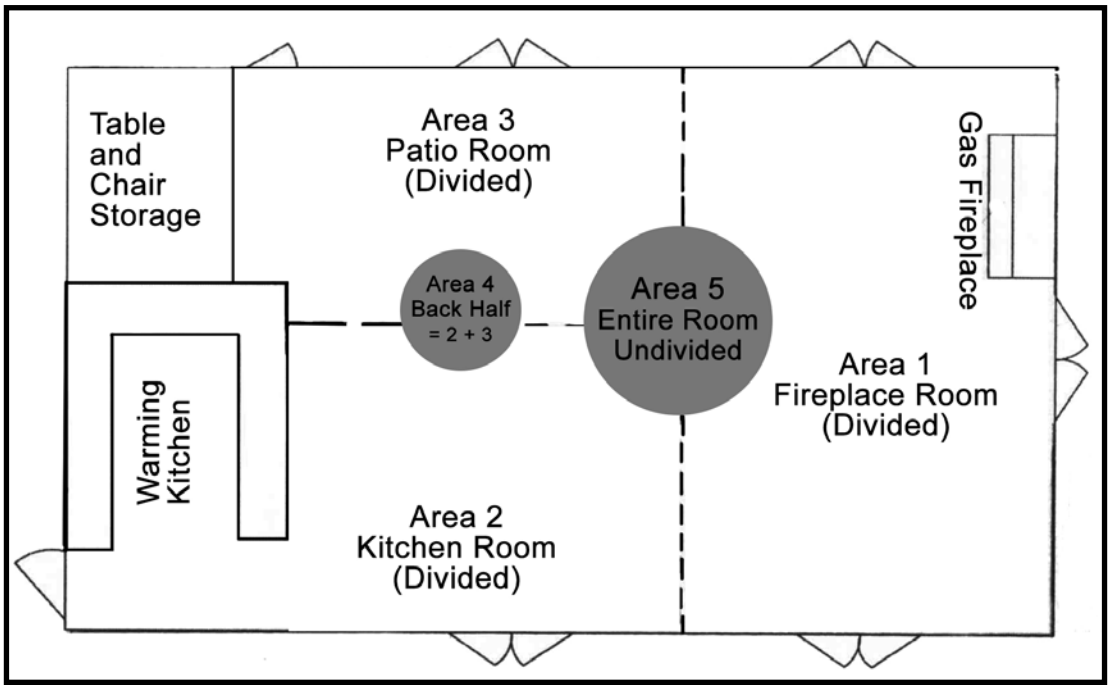
Drinks or other items containing colored dye (red, orange, green, etc.) are not allowed inside buildings.





VISUAL OF OWNERS CLUB SPACE





PRICING BREAKDOWN

Noted On Map As	Capacity	Rental Area	Refundable Security Deposit	Minimum 3 hr. Rental Fee	Each Additional Hour
Area 1a	115	Fireplace Room & Patio	$275	$275	$68
Area 1b	65	Fireplace Room Only	$150	$150	$58
Area 2	37	Kitchen Room & Kitchen	$275	$275	$88
Area 3a	87	Patio Room & Patio	$275	$275	$68
Area 3b	37	Patio Room Only	$150	$150	$58
Area 4a	115	Back Half, Kitchen & Patio	$550	$550	$138
Area 4b	65	Back Half Only	$300	$300	$78
Area 5a	189	Undivided Room, Kitchen & Patio	$850	$850	$218
Area 5b	139	Main Room Only	$600	$600	$148
Area 5c	189	All Day - Area 5+Kitchen & Patio	$850	$2,200	(8 a.m. to 11 p.m.)

LET'S BOOK IT!
The list above includes the capacity, the security deposit, the two hour minimum price, and the extra hour price. Once you have decided on your date, check with the Association to make sure the space is available for rental.

SECURING THE DATE
Congratulations, the date must be available. Now it is time to formally secure the date on the calendar by filling out the Facility Use Rental Agreement and returning it to the Association. It is also time to pay the security deposit. Payment can be made by cash, check, or money order. Debit/credit cards are accepted with the addition of a 3% surcharge.

PAPERWORK
The Association requires contact information for the vendors who will be coming and going from the event the day of the rental. Fourteen days prior to the event, provide business names, contact information, address, phone number, and emails for each. This should include rental companies, photographer, musicians, caterers, etc. The Association requires proof of auto insurance or commercial auto insurance from each vendor visiting the site.

If a food truck is going to be one of the vendors, a Certificate of Insurance is required to be filed with with the following address listed as the holder: CCMC/Mountain Bridge 8360 E. Via De Ventura, L-100, Scottsdale, AZ 85207.

If serving alcohol at your private event, MBCA management must be provided with proof of a Liquor Liability Insurance Certificate in the amount of $1,000,000 for the day of the event. This can be obtained by hiring an insured bar-tending service or purchase a liquor liability policy through your homeowners insurance or any private event insurance company. Both MBCA and CCMC must be named as the certificate holders (see above) and the certificate must be provided to the association office 14 days prior to the rental event.

MOUNTAIN BRIDGE™

2022 FACILITY RENTAL/USE AGREEMENT - FOR MOUNTAIN BRIDGE RESIDENTS ONLY

EVENT DATE_____ EVENT TYPE _____

_____

NAME OF HOMEOWNER NEIGHBORHOOD ACCT #

_____

ADDRESS

_____

CELLPHONE E-MAIL

EVENT CONTACT _____ PHONE _____

EMAIL _____ RELATIONSHIP TO OWNER _____

OWNERS' CLUB AREA(S) BEING RESERVED_____GUEST TOTAL: _____

RESERVATION TIME: _____ TO _____ TOTAL HOURS RESERVED: _____

EVENT TIME: _____ TO _____

SET UP TIME: _____ TO _____ CLEAN UP TIME: _____ TO _____

ADDITIONAL DOCUMENTS:

Provide documentation to the Association no later than 14 days prior to the event.

Alcohol is being served. I am providing liquor liability insurance (my own or a bartending service).	❍ YES	❍ NO
A food truck will be on site. I am providing a certificate of insurance listing MBCA and CCMC as holders.	❍ YES	❍ NO
30+ guests are attending and I'll provide special event insurance listing CCMC/MBCA as holders.	❍ YES	❍ NO
I understand I need to provide the declaration page of my homeowners insurance.	❍ YES	❍ NO
I understand I need to provide a current copy of my auto insurance card.	❍ YES	❍ NO
All vendors on-site at any time will provide proof of auto/commercial auto insurance.	❍ YES	❍ NO

Homeowner's Signature _____Date_____

If different from Homeowner:

Renter Signature_____Date_____

MOUNTAIN BRIDGE™

2022 FACILITY RENTAL/USE AGREEMENT - FOR MOUNTAIN BRIDGE RESIDENTS ONLY

I, the undersigned agree to indemnify, defend and hold harmless Mountain bridge Community Association (MBCA) including but not limited to it directors, its employees, agents, attorneys, representatives, successors and assigns from any and all claims, liability or loss whatsoever suffered by anyone from the use of the Owners' Club including but not limited to general negligence or staff negligence or equipment failure of any kind. I will not hold MBCA responsible for any physical harm that is suffered or any property damage that is incurred from the activities related to the use of the Owner's Club or other amenities.

_____ (initial) I have been given and read completely, *Mountain Bridge Amenity Rentals* brochure and I am aware of all the requirements of Mountain Bridge when renting the amenities.

_____ (initial) I also understand that any damage to the property, the buildings or furnishings will be my responsibility and additional charges will be assessed to cover any damages incurred during my rental. I accept full responsibility for the conduct of my guests. I have read and fully understand the terms of this Agreement and the policies set forth herein and by signing this Agreement, I agree to adhere to all policies regarding the use of all facilities.

_____ (initial) I understand when all conditions of this Agreement and the provisions stated in the *Mountain Bridge Amenity Rentals* informational brochure are met, the refundable security deposit will be processed and returned by check from CCMC in approximately 21 business days.

_____ (initial) I understand that any violation of these rules allows MBCA to keep a portion or all the deposit. If the deposit amount is not sufficient to correct all damage caused during the use of the facility, Renter shall be liable for excess amount needed to bring the Owner's Club back to original condition. I further agree to accept full responsibility for any damage or theft and agree to pay MBCA for any replacement costs.

_____ (initial) I understand the deposit **will not** be applied to the rental fee. The refund will be mailed to the address listed on the agreement from CCMC's corporate office in Scottsdale.

_____ (initial) I understand that all documents, proof of insurance, and vendor lists are due 14 days before the event, or the renter risks cancelation.

Homeowner's Signature _____Date_____

If different from Homeowner:
Renter Signature_____Date_____