



RENTALS

Weddings and Special Occasions

Commonly asked questions

WHAT TYPE OF EVENTS CAN BE HOSTED IN MOUNTAIN BRIDGE?

The Owners' Club 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, political, or religious purposes. 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.

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 at the MBCA Board of Director's discretion for delinquent association dues, violation of association rules, or deliberate abuse of facilities, recreation areas, or common areas.

WHEN CAN FACILITIES BE RENTED?

Facility reservations can be made one year in advance. Outdoor amenities are available to residents on a first-come-first-served basis. Rental hours are 8 a.m. to 11 p.m. seven days a week, but are not available on major holidays or during community events.

HOW DO I RESERVE A DATE?

Fill out and return the Facility Use Rental Agreement and pay the deposit and applicable fees to secure your date on the event calendar. Payment by cash, check, or money order are accepted by the property manager. The office is unable to take debit/credit cards.

WHAT AREAS DOES THE RENTAL INCLUDE?

Private parties are restricted to the multi-purpose room and patio area. Facility renters cannot prevent fellow members and their guests from utilizing other areas (patios, restrooms, pool, or spa area). The cleaning fee only covers the cleaning of the restrooms and mopping the floor in the main room. The main room and kitchen floors must be swept and the patio furniture areas should be arranged into its original position and free of debris.

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 less than 30 days before the event a 10% service fee (based on the rental cost) is deducted in addition to the \$25 cancellation fee.

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 the children at all times.

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.



Commonly asked questions - continued

ON-SITE VENDOR REQUIREMENTS

The MB resident must provide 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 an 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, 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 the certificate holders

(see below) and the certificate must be provided to the association office 30 days prior to the rental event. Use the addresses below:

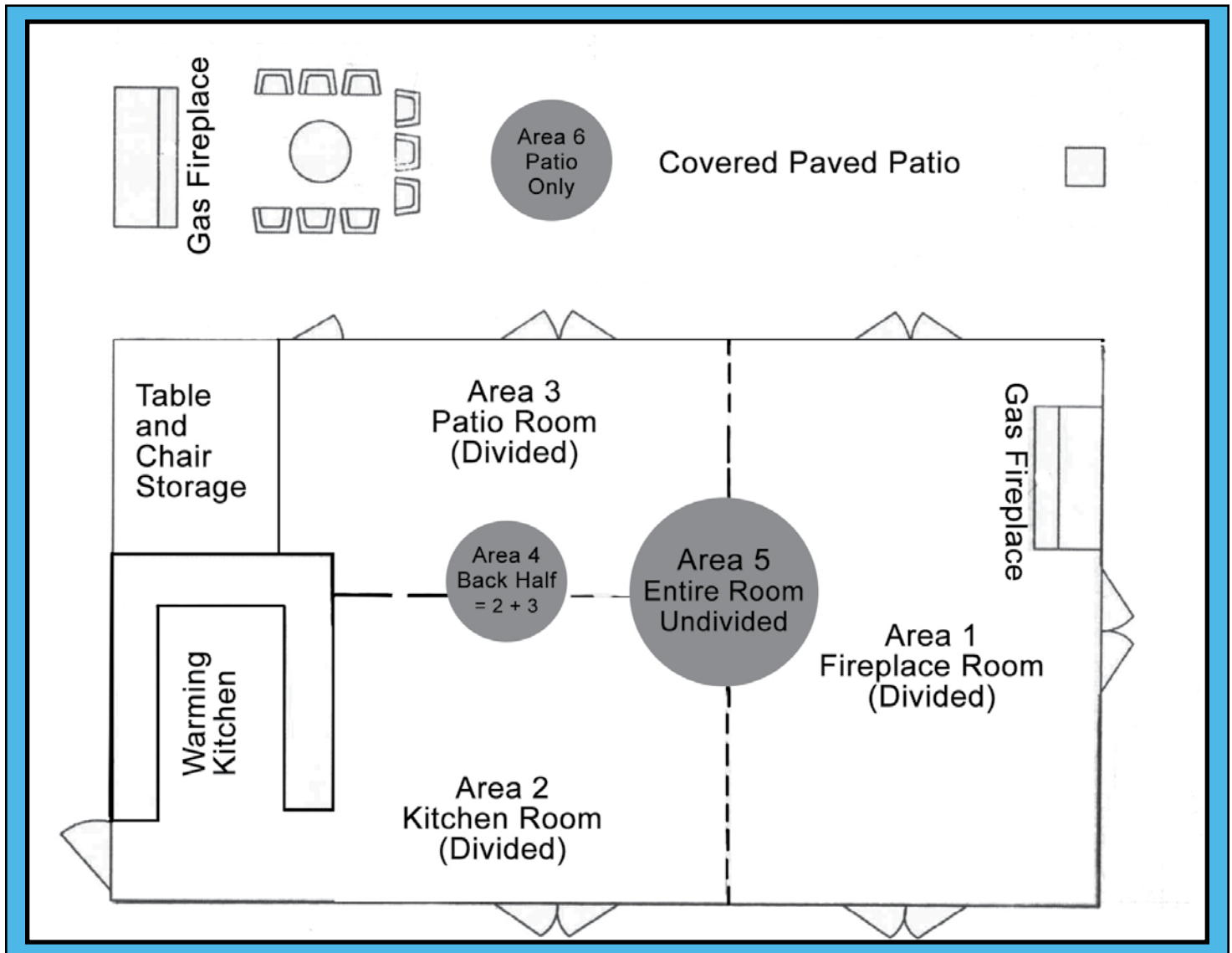
Mountain Bridge Community Association
8730 E. Mountain Bridge Drive
Mesa, AZ 85207

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

SECURITY DEPOSIT REFUND

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 homeowner 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 added to your account and is subject to our collection policy if unpaid.

Deposit refunds are processed the week after the event. Payment by cash, check, or money order takes 10 to 14 business days for a refund check to be processed and mailed from CCMC's corporate office in Scottsdale.



Party planning information



VENUE ADDRESS

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

OCCUPANCY

Abiding by the posted room occupancy (inside and outside) is the responsibility of the person signing the rental contract. Multi-Purpose Room - 139 Patio Seating - 65

BEGIN 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 caterer, bar service, D.J., or band, and cleaning service conclude and exit the facility by the end time.



ACCESS TO SPACE

Outdoor common areas and other recreational facilities are not included in the rental of any building and remain open to all MBCA residents during private rentals. Amplified music is only allowed inside Owners' Club. Interior doors of the multi-purpose room opening to outside spaces must be closed at 9 p.m. 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 oven. Gas fireplaces can be used but must be turned off at the conclusion of the event.

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 supplies, 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 resident's guests' lost or stolen items.



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: Linens are not provided.

12 - 60" Round Tables (seats 8)

4 - 8' Banquet Tables

48 - Chairs

12 - 40" Round Tables (seats 4)

4 - 6' Banquet Tables



AUDIO VISUAL

Room rental includes audio visual. There is one large TV in the Owners' Club and two smaller televisions on the patio. Options include: Microphone, DVD, and computer connection.

DECORATING AND SET UP

- Decorations can 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 scotch or duct tape, nails, staples, tacks, glitter, or confetti.
- String lighting, decorations, and wire are not allowed on the light poles, in the outdoor plants or trees.
- No open flame or candles allowed indoors or outdoors. Floating lanterns can not be used anywhere on the property. Fireplace contents may not be moved.
- No birdseed, sparklers, real rose petals, hay, rice or other fine/hard to pick up materials are allowed in or outdoors.
- Wet clothing and drinks containing a colored dye (red, orange, green, etc.) are not allowed inside buildings, except by approval of management.
- Pack accordingly; linens, serving ware, kitchen ware, mirrors, lighters, extension cords, and ladders are not provided.
- Lighting may NOT be hung from the ceilings or vents without prior written approval.



		Refundable		No Refund		
Rental Area	Includes	Security	Cleaning	2 hr. Rental	Per Hour	
ALL DAY RENTAL						
	All Inclusive - All day (7 a.m.-11 p.m.)	1, 2, 3, K & P	600.00	250.00	***900.00	
FIREPLACE ROOM - Area 1						
Area 1	Fireplace Room & Patio	1 & P	250.00	100.00	150.00	25.00
Area 1	Fireplace Room Only	1	200.00	100.00	100.00	25.00
KITCHEN ROOM - Area 2						
Area 2	Kitchen Room & Kitchen	2 & K	225.00	150.00	175.00	25.00
Area 2	Kitchen Room Only	2	150.00	100.00	100.00	25.00
PATIO ROOM - Area 3						
Area 3	Patio Room, Kitchen & Patio	3, K & P	350.00	\$200.00	250.00	25.00
Area 3	Patio Room & Kitchen	3 & K	325.00	\$150.00	200.00	25.00
Area 3	Patio Room & Patio	3 & P	300.00	\$100.00	175.00	25.00
Area 3	Patio Room Only	3	200.00	\$100.00	125.00	25.00
BACK HALF ROOM - Area 4						
Area 4	Back Half, Kitchen & Patio	4, K & P	300.00	150.00	200.00	25.00
Area 4	Back Half & Kitchen	4 & K	225.00	150.00	175.00	25.00
Area 4	Back Half & Patio	4 & P	200.00	100.00	150.00	25.00
Area 4	Back Half Only	4	150.00	100.00	100.00	25.00
ENTIRE ROOM - Area 5						
Area 5	All Inclusive	1, 2, 3, K & P	600.00	250.00	400.00	50.00
Area 5	Main Room & Kitchen	1, 2, 3, & K	575.00	150.00	375.00	50.00
Area 5	Main Room & Patio	1, 2, 3, & P	550.00	100.00	350.00	50.00
Area 5	Main Room Only	1, 2, & 3	400.00	100.00	300.00	50.00
PATIO - Area 6						

****All day event pricing includes 16 hours of access to all areas (1,2,3,K & P) the rental space (7 a.m. to 11 p.m.) with attendant on site for up to 6 hours (additional attendant time at \$25 per hour).

Rental Notes

- Minimum rental is two hours.
- Payment due in full to the MB office 14 days prior to the event.
- All rentals include an attendant on-site unless noted.
- Security deposit required to reserve the rental date.
- White card access will be given to the home owner listed on the contract for the start time of the day of the event.
- All events must conclude and be cleaned up by 11 p.m.

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 \$1M insurance if serving alcohol
- Pay final balance 14 days prior to event.
- Meet on-site staff at designated check in time.
- Clean up and clear out of event space at check out time.