



Concord Mt. Diablo Trail Ride Association  
PO Box 419 for 1600 Trail Ride Road  
Clayton, CA 94517 Email: [info@cmdtra.org](mailto:info@cmdtra.org)  
Web Site: [www.CMDTRA.org](http://www.CMDTRA.org)

## Facility Rental Process

### RENTAL PROCESS

initials

- 1) **DOWNLOAD, PRINT and COMPLETE** the “Facilities Rental Process and Cost Worksheet” and the “Facility Rental Agreement.” Have it with you for your meeting with the Rental Chair or mail in advance
- 2) **CHECK** for date availability with defining the start & ending dates & times. Contact the Rental Chair at [info@cmdtra.org](mailto:info@cmdtra.org)  
**ARRANGE** for a site walk-through appointment if needed.
- 3) In person or by mail, **SUBMIT** your:
  - a. Application
  - b. Total rental expense/fees
  - c. Refundable \$500.00 cleaning/damage deposit checkCMDTRA, P.O.BOX 419, Clayton, CA 94517, Attn: Rentals
- 4) **ARRANGE** for Event Insurance (approximately \$75-\$200 per event) Contact your own homeowner’s insurance company or visit [www.theeventhelper.com](http://www.theeventhelper.com)
- 5) **REQUEST** the catering company to provide CMDTRA proof of insurance during the term of the rental:
  - (a) Workers’ Compensation and Employer’s Liability
  - (b) Commercial General Liability Insurance written through carriers acceptable to the CMDTRA. Such certificate shall provide bodily injury and property damage liability protection in the amount of \$1,000,000 per occurrence. The certificate of Insurance shall name the CMDTRA, its officers, employees and volunteers as the additional; insured and must specify that the caterer’s insurance shall be primary to any insurance carried by CMDTRA.
- 6) **PRINT and COMPLETE** the Group Liability Release Form entitled “Outside Group & Participant Release and Hold Harmless Agreement” which will be emailed to you by the Rental Chair.
- 7) **DUPLICATE** sufficient copies of the “Individual Liability Release Forms” which will be emailed to you by the Rental Chair. Each individual attending an event on the property must have a signed release form. There are separate releases for Adults and Minors, be sure to use them both.

### CANCELLATION POLICY

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The entire rental fee is retained for any cancellation OF AN EVENT less than 14 days away, we will however refund the refundable damage/ cleaning deposit.



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## Facilities Rental Cost Worksheet

**Rental Rates:** Per day (6am-10pm)

<b>Clubhouse</b>	May include: kitchen, pool area & barbecue upon request.		
	<b>Your Status:</b>	<b>Per day Fee:</b>	<b>Your Cost:</b>
	Member:	\$200.00	
	Non-Member:	\$800.00	
	Equine Related Organization	\$500.00	

<b>Arena</b>	<b>Your Status:</b>	<b>Per day Fee:</b>	<b>Your Cost:</b>
For members, included with Clubhouse rental		\$0.00	\$0.00
Non-Member		\$150.00	

<b>Horse Camping</b> <small>(Check-out by 10am or incur additional night' fee)</small>	<b>Your Status:</b>	<b>Per Night Fee:</b>	<b>Your Cost:</b>
For members, included with your membership		\$0.00	\$0.00
Non-Member with horse \$20.00/horse per night		\$20.00 x ____	
Non-Member without horse, \$5.00/person per night		\$5.00 x ____	
Groups up to 15 persons: Arrangements can be made for larger groups		\$250.00 per night	
<b>Your calculated rental cost (enter total here)</b>			
<b>Refundable Clubhouse Damage/Cleaning Deposit:</b>			<b>\$500.00</b>

**Fee Payment: Fees and Damage/Cleaning Deposit due at signing the contract and is considered non-refundable 2 weeks prior to the event. Please make checks payable to CMDTRA.**

For date availability or to schedule a rental, please contact the Rental Chair at [info@cmdtra.org](mailto:info@cmdtra.org) . Proof of event and caterer's insurance (non-members only ) must be received **no less than 14 days** prior to each event.