



Oceanside Community Association
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 www.oceanaseniors.org
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CLUBHOUSE USE and/or RENTAL APPLICATION

The homeowner must approve any event by tenant.

Homeowner/Sponsor _____ Unit _____ House # _____

Tenant name (if applicable) _____

Homeowner Email _____ Phone (____) _____

Event Date ____/____/____ Time: Start _____ End _____

of Guests _____ Type of Event _____

NOTE: The sale of alcohol/liquor is prohibited.

_____ **Oceana Community** No charge

_____ **Personal Event** Non-Refundable Rental Fee - \$100 auditorium / \$75 library or cardroom

_____ **Public Event** Non-Refundable Rental Fee - \$200

_____ **Kitchen Use** Refundable cleaning/security deposit - \$150

Please checkmark the area(s) needed for event:

- | | | | | |
|-------------------------------------|----------------------------------|-----|----|------------------------------|
| <input type="checkbox"/> Auditorium | <input type="checkbox"/> Kitchen | Yes | No | Space needed in refrigerator |
| <input type="checkbox"/> Card Room | | Yes | No | Will use stovetop |
| <input type="checkbox"/> Library | | Yes | No | Will use oven |

Tables: (indicate quantity needed) #_____ 6 Foot Banquet tables (seat 6)

#_____ Round tables (seat 8) #_____ 8 Foot Banquet tables (seat 8)

Miscellaneous items needed _____

In consideration for approval, submit:

_____ Fees & Deposit – Check payable to the Oceanside Community Association

I have read the OCA Clubhouse Rental Policies and agree to abide by all the conditions. I acknowledge that the event information is correct and understand the penalties.

Homeowner/Sponsor _____ Date ____/____/____

OCA Administrator _____ Date ____/____/____

RENTAL POLICIES

Approval: A Clubhouse Use or Rental Application must be approved by the Community Administrator prior to use. The sponsor assuming responsibility must be an OCA homeowner.

1. Types of Events:

OCA Community: Activity open to OCA residents including other residents, units, clubs, committees

Personal: Resident celebration/special occasion including wedding, birthday, anniversary.

Private: Resident may sponsor an event for a person or organization outside OCA community.

- Donations can be collected for community organizations.
- Function is not limited to residents only.
- Guests are welcome. The sponsor assumes responsibility for the guest's conduct.

2. Rooms:

Auditorium - limited to 139 seated for a meal, and 299 for dancing

Game Room – limited to ??? participants

Library – limited to ??? participants

Kitchen – includes use of refrigerator, kitchenware, carafes, and appliances.

3. Charge:

Check page one of this form for fees and deposit amounts.

The fee includes the use of banquet chairs, folding chairs, round and/or oblong tables.

Use of the kitchen requires a refundable deposit.

4. Damage: The homeowner is responsible for damage and breakage. Cleanup and breakage/damage costs will be deducted from the deposit. In the event the deposit does not cover the total cost the user will be responsible for the additional expense.

5. Agreement: The homeowner/sponsor must sign a Clubhouse Usage Agreement with all pertinent information.

6. Insurance: A Certificate of Insurance providing \$1,000,000 in liability coverage is required for personal and private events. Except insurance is not required for a homeowner's gatherings of 40 or less in which no alcohol will be served. Insurance can usually be obtained under the homeowner's HO-6 insurance. The OCA must be named as "additional insured." Insurance for a single day event can also be obtained at www.wedsafe.com.

7. General Rules:

a. The homeowner sponsoring the event must be present at the event at all times.

b. The sponsor is responsible for supervising the following:

Noise level and conduct of all guests.

Making certain all food from the event has been removed from the refrigerators and locks are replaced.

Placing all refuse in trash bins.

Locking windows and doors.

Turning off ovens and lights.

Securing the Clubhouse upon leaving.

c. Reservations are granted for holidays if the setup does not require staff time.

d. Use of the Clubhouse facilities does not include use of the pool area, swimming pools and/or spa.

e. Clubhouse is closed to all activities from 10:00 p.m. to 6:00 a.m. Premises must be vacated by 10:00 p.m.

f. Children younger than 10 years of age must be supervised by an adult over 18 years of age at all times.

g. A fine will be assessed if the Homeowner is not clear and honest with the event type.

h. OCA does not provide linens.