



Oceanside Community Association
 550 Vista Bella, Oceanside CA 92057
 760-757-3937 Phone
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 www.oceanaseniors.org
 Email: office@ocaoffice.org

CLUBHOUSE RESERVATION REQUEST
The homeowner must approve any event by tenant.

Homeowner _____ **Unit** _____ **House #** _____

Homeowner Email _____ **Phone (_____)** _____

Event Contact Name (if applicable) _____

Contact Email _____ **Phone (_____)** _____

Date ____/____/____ **Time: Start** _____ **End** _____ **# of Guests** _____

Type of Event _____ **Room** _____

NOTE: The sale of alcohol/liquor is prohibited.

| | FEE | PURPOSE |
|--|--------------|---------------------------------------|
| | \$0 | OCA chartered committee or OCA club |
| | \$100 | Personal - Auditorium |
| | \$50 | Personal – Library or Card Room |
| | \$200 | Private – Auditorium |
| | \$100 | Private – Library or Card Room |
| | \$150 | Kitchen - refundable cleaning deposit |
| | \$35 | Set-up Fee per hour - weekday |
| | \$50 | Set-up Fee per hour - weekend/holiday |
| | TOTAL | Make check payable to OCA |

| # NEEDED | ITEM |
|-----------------|------------------------|
| | Round table - seats 8 |
| | Oblong table - seats 6 |
| | Oblong table - seats 8 |
| | Chairs |
| | Kitchen - refrigerator |
| | Kitchen - stovetop |
| | Kitchen - oven |
| | Projector screen |
| | Internet access |

In consideration for approval, submit:

- _____ Fees & Deposit (if necessary) – Check payable to the Oceanside Community Association
- _____ Clubhouse Liability Agreement signed by homeowner

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

Homeowner Signature _____ **Date** ____/____/____

| | | |
|-------------------|-------------------|---|
| OCA Use | Approved by _____ | Date ____/____/____ |
| Homeowner Emailed | ____/____/____ | Wifi _____ PW _____ |
| Received: Fees | ____/____/____ | Agreement ____/____/____ Insurance ____/____/____ |

CLUBHOUSE RENTAL POLICIES

Approval: A Clubhouse Reservation Request must be approved by the OCA office prior to use. A homeowner must assume responsibility and be present during the event.

1. Types of Events:

OCA Community: Activity open to OCA residents.

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

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

2. Rooms: Auditorium - limited to 139 seated for a meal, and 299 for dancing
Card Room – limited to 50 participants
Library – limited to 25 participants
Kitchen – includes use of refrigerator, kitchenware, carafes, and appliances.

3. Fees: Check page one of this form for fees and deposit amounts.
Include the set-up fee for assistance with the use of round and/or oblong tables.
Use of the kitchen requires a refundable cleaning deposit.

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

5. Agreement: The homeowner must sign a Clubhouse Liability Agreement with all pertinent information.

6. Insurance: The homeowner assumes responsibility for the event. Insurance is not required for a homeowner's private gathering of 40 or less in which no alcohol will be served. The homeowner will provide the Association with a Certificate of Insurance providing \$1,000,000 in liability coverage for the date of the event naming the OCA as "Additional Insured" prior to the event. Special event insurance for a single day event may be obtained by searching "special event insurance" from companies like WedSafe at www.privateeventinsurance.com.

7. General Rules:

- a. The homeowner sponsoring the event must be present at the event at all times.
- b. The homeowner 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. If set-up is needed on weekends or holidays, the larger set-up fee is required.
- 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.