



Oceanside Community Association
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CLUBHOUSE RESERVATION REQUEST

The homeowner must approve and assume liability for any event by tenant.

Homeowner _____ Unit _____ House # _____

Homeowner Email _____ Phone (____) _____

Event Contact Name / Tenant (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	# NEEDED	ITEM
	\$0	OCA committee / club / HOA event		Round table - seats 8
	\$0	Homeowner gathering		Oblong table - seats 6
	\$200	Private – Auditorium (up to four hours)		Oblong table - seats 8
	\$50	Hourly rate for auditorium after 4 hours		Chairs
	\$100	Private – Library, Card Rm, Community Rm		Kitchen - refrigerator
	\$150	Kitchen - refundable cleaning deposit		Kitchen - stovetop
	\$35	Set-up Aud @ hr – Monday-Saturday		Kitchen - oven
	\$50	Set-up Aud @ hr - Sunday/holiday		Projector screen
	TOTAL	Make check payable to OCA		Internet access

In consideration for approval, submit:

- _____ Fees & kitchen 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.

Private: Homeowners sponsor events their exclusive use for guests outside the OCA community.

2. Rooms: Auditorium - limited to 139 seated for a meal, and 299 for dancing
Card Room – limited to 50 participants
Community Room - limited to 36 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 kitchen 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."

Check out: www.privateeventinsurance.com and/or www.onedayevent.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 Sundays or holidays, the higher 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 description.