

# Village Homes Clubhouse Rental Rates

## January 2015

**Category "A" - 20 or fewer guests**  
**Rental Fee \$100.00 – Deposit \$500.00**

**Category "B" – 21-40 Guests**  
**Rental Fee \$200.00 – Deposit \$500.00**

**Category "C" - 41-100 Guests**  
**Rental Fee \$400.00 – Deposit \$1,000.00**

Please note rental of the clubhouse is limited to Village Homes residents. Tenants may rent the clubhouse only if the owner signs the Rental Application and Agreement and takes full responsibility for any damage or liability that may occur.

The rental allows full use of the clubhouse facility. **Pool Area, Tennis Courts, and Patio Areas are not included in the rental of the clubhouse.** The doors at the clubhouse must remain closed at all times during your event. Music is allowed at a reasonable decibel and if it does not unreasonably disturb the neighboring homes.

The event must conclude by 10:00 p.m. An extra charge of \$100.00 will be deducted from the deposit if the event exceeds 10:00 p.m., and the entire deposit will be forfeited if the event is not over by 11:00 p.m. This time limit will be strictly enforced.

- 25% of rental fee is due at time of reservation and is non-refundable.
- Village Homes, in compliance with the Fire Department, does not allow more than a maximum of 100 guests for any event.
- Security Deposit must be paid at least two weeks prior to event. After the event, the deposit (or portion thereof) will be sent back to the owner within two weeks.
- Village Homes POA must be listed as **Additional Insured** on your **Homeowner's Liability Insurance** in the amount of **\$300,000**. Please submit this document along with the deposit.

**\*\*Clubhouse key must be returned within 48 hours of event ending\*\***

# Village Homes Property Owners Association

1040 Evenstar Avenue, Westlake Village, CA 91361

(805) 497-4491

Villagehomespoa@gmail.com

## **CLUBHOUSE RENTAL APPLICATION/AGREEMENT**

Please return the application, along with deposit, rental fee(s) and Certificate of Insurance to the Clubhouse when completed.

Name of Applicant: \_\_\_\_\_  
Person listed as "APPLICANT" must be in attendance

Address: \_\_\_\_\_

City: \_\_\_\_\_ Zip: \_\_\_\_\_

Day Phone: \_\_\_\_\_ Eve/Cell Phone: \_\_\_\_\_

Email Address \_\_\_\_\_

Date of Event: \_\_\_\_\_ Day of the Week: \_\_\_\_\_

Time: \_\_\_\_\_ AM/PM –to– Time: \_\_\_\_\_ AM/PM

Describe purpose of event: \_\_\_\_\_

\_\_\_\_\_

Do you plan to charge money for anything?  YES  NO

If YES, please explain: \_\_\_\_\_

\_\_\_\_\_

Will there be Music?  YES  NO  DJ  Other

If other, please explain \_\_\_\_\_

**All music must end by 10:00 p.m. Music is allowed, provided it is kept at a reasonable level with all doors kept closed!**

Approximate number of guests at the Event: \_\_\_\_\_ Limit of 100 persons

Will ALCOHOL be served?  YES  NO

Will ALCOHOL be SOLD?  YES\*  NO

Please attach a Certificate of Insurance naming **Village Homes POA @ 1040 Evenstar Avenue, Westlake Village, CA 91361**, as the Additional Insured. (\$300,000 minimum liability)

**IF ANY OF THE RULES ARE BROKEN, THE SECURITY DEPOSIT WILL BE FORFEITED.**

The information provided on this application is correct to the best of my knowledge. I have read and agree to abide by *all* **CONDITIONS AND POLICY FOR USE** for the Village Homes Clubhouse.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**If Clubhouse is rented by a Tenant, the Owner's signature is required below.**

I/We accept full responsibility for rental of the Clubhouse by the above-named tenant.

Owner Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## **VILLAGE HOMES CLUBHOUSE CONDITIONS FOR USE**

1. Acceptance of these CONDITIONS shall be prerequisite to consideration by the Board of Directors, of any application and the APPLICANT shall be liable to the Association for full compliance with these CONDITIONS.
2. OWNER/APPLICANT shall agree to indemnify and hold harmless the Association, it's Officers, Employees, Directors, and Agents from any and all claims, liability, loss or damage resulting from the use by the APPLICANT of any of the Association Facilities.
3. OWNER/APPLICANT shall accept the responsibility and legal liability for the conduct and actions of guest(s) or attendee(s) and for damage to the facilities and equipment. Prior to keys being issued, APPLICANT shall provide a Certificate of Insurance, naming Village Homes as an additional insured, in the amount as specified by the use and the Board.
4. The facilities shall be cleaned and vacated, INCLUDING Sundays, unless special arrangements have been made. Complete cleaning of all rooms and facilities and removal of all rented equipment, decorations, food, trash, and other materials, shall also be accomplished within that time period. (This requirement may be modified upon request if no conflicts or inconveniences will result).
5. APPLICANT shall agree to comply with all State and Local Laws that may pertain to the use of the facilities. The Board of Directors limits the use of the Clubhouse to **100 persons** only.
6. INDEMNITY FROM PROPERTY DAMAGE: OWNER/APPLICANT agrees to be responsible for all damage to the premises which may arise out of the Event. APPLICANT shall inspect the premises immediately prior to the Event and shall inform the Association by telephone (805) 413-1170, prior to the Event, if any defects are found outside of regular business hours. If no such defects are reported, the premises shall be presumed to be in good condition, without defects immediately prior to the Event.
7. The Association does NOT provide any cleaning services, nor does it accept any responsibility for cleanup, removal, or storage of furniture, trash, decorations, or decoration removal, vacuuming, etc. If such cleaning, removal, etc., is not completely accomplished by the OWNER/APPLICANT, a cleaning fee, at the discretion of the Board, shall be assessed, in order to return the facilities to its original condition. All trash is to be placed into the blue trash bins outside of the building.
8. APPLICANT shall abide by the following conditions:
  - a. **NOISE** shall be controlled to a reasonable level at all times in consideration of the neighboring homeowners. **All exterior doors shall be kept closed at all times** except as necessary for occasional entry or exit. MUSIC is allowed until 10:00 pm.
  - b. **SMOKING** is prohibited within the Clubhouse, rest rooms, and pool areas. Smoking is only permitted within the Village Homes parking lot.
  - c. **RED-DYED BEVERAGES AND FOODS** (such as red wine, punch, or red food coloring on cakes) shall not be served or consumed in the carpeted areas.
  - d. **SPILLED FOOD OR BEVERAGES** shall be swept or blotted up only. No attempt shall be made to clean carpeting, since permanent and expensive damage

can result from non-professional cleaning attempts. Only vacuuming is permitted; carpet cleaning as needed shall be performed only by a professional under jurisdiction of the Association (as part of deposit).

e. **TRASH** and other debris shall be placed in closed plastic bags and removed to the outside trash area (northeast side of building) and placed inside the trash receptacles. Whatever does not fit in the receptacles must be taken away from the premises. **DO NOT** leave trash lying around the pool area.

f. **KITCHEN EQUIPMENT** shall be left in clean and operating condition, including garbage disposal, range, microwave, refrigerator, and all countertops.

g. **FURNITURE** shall be picked up and carried, or rolled into place on carriers provided, and shall not be dragged across carpeted or tiled area. Clubhouse furniture/equipment shall be returned to its proper storage area after the Event, without damage to the furniture or the premises. Association furniture shall **not** be placed outside the building at any time.

h. **LIGHTS/THERMOSTAT**. Before leaving, please turn off all lights and check that all doors are closed and locked. When using the thermostat, be sure to turn it off when leaving so the AC or heater is not running all night or weekend.

i. **CLEAN-UP INCLUDES** placing things back where they were, including tables and chairs; sweeping, vacuuming and spot removal on carpet; cleaning kitchen including microwave, oven and refrigerator; cleaning messes and spills in restrooms.

#### 9. MISCELLANEOUS RULES:

a. The use of rice, glitter products, craft supplies, or flammable decorative materials is strictly prohibited.

b. No staples, tacks, or tape (or anything else) is to be attached to the building, walls, or the carpet.

c. **Village Homes P.O.A. prohibits candles and all open flames unless a permit has been obtained from the Ventura County Fire Department.**

d. **DOORS**. All doors must be locked, including the restroom doors, at the end of the Event.

e. **PARKING**. Applicant and guests may use the Association parking facilities in front of the Clubhouse **ONLY**. No Parking shall be allowed on the cul-de-sacs on Ashford Court or Stormcroft Court, or in front of homes on Evenstar Avenue.

# **VILLAGE HOMES CLUBHOUSE POLICY FOR USE**

The Association does **not** offer use of the Clubhouse Facilities as a **Commercial Business Venture**. The Clubhouse is intended for use primarily by:

- The Association for membership meetings, meetings of the Board of Directors, and Association Committee Events.
- Resident homeowner members in **good standing** for their **personal events**. **Residents may not sponsor non resident events**. If clubhouse is used by a Tenant, the Owner of the property must sign the application and accept responsibility for the action of their Tenant.
- Others, as defined below, if the use does not conflict at the time of application with either of the above.

## **Definition of Terms**

**Security Deposit:** The Security Deposit shall be used for post event cleaning of the Clubhouse **and** for repairs of the Clubhouse as deemed necessary by the Board of Directors following the event.

**Certificate of Liability:** Shall be described below as in Number 3.

1. Residents may reserve the facility up to twelve (12) months in advance for events.
2. The Clubhouse is not available for use by local organizations, commercial ventures, multiple dates, regular or monthly events, special circumstances or other non-routine use applications without special approval by the Board of Directors.
3. **ALL APPLICANTS shall provide a Certificate of Liability Insurance in the minimum amount of:**
  - **\$300,000 for Village Homes residents' personal social events.**

The **Certificate of Liability Insurance is to include Village Homes as Additional Insured** on the homeowner's residential property insurance. No event will be approved without a copy mailed or faxed to the Clubhouse Office prior to the event. To obtain such insurance, the homeowner is to contact their Insurance Agent for the addition of the "Additional Insured".

Those using the Clubhouse are expected to be considerate of the residents in the surrounding neighborhood. Any **excessive** noise inside or outside the Clubhouse will not be tolerated. If a neighbor complains about the noise, a warning will be issued by the Security Guard. If there are further complaints, the police may be called and the **Security Deposit will not be refunded**.

Rental of the Clubhouse **does not** include the **pool area or the patios**. **The Clubhouse doors must remain closed during the arranged function**. The Security Guard has the authority to end the function if this is not strictly adhered to.

**\*\* Jolly Jumpers and/or Bouncers are not allowed in the clubhouse or on the premises, due to the liability.**

5. The Board shall review all applications and their decision is **final**. All decisions, fees, and conditions are at the discretion of the Village Homes Board of Directors.

6. ASSOCIATION EMERGENCY REPRESENTATIVE can be reached during the Event by telephone at **(805)413-1170**. All spaces and facilities shall be left in a clean and orderly condition. The amount of the Cleaning Fee refund shall be determined by the Association Manager based solely on the post-use inspection. If major damage occurs, the Board may request additional funds to repair the damage. In such situations, determination will be made by the Board.

7. I have read the conditions of this policy and I understand its content. I further agree to its conditions by signing this agreement. *(NOTE: approval of the Rental Application will not be made if this is not signed)*

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**If the clubhouse is rented by a Tenant, the Owner's signature is required below.**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Security Guards at Clubhouse Functions

Should a Security Guard be required for your function, the following will be required of the APPLICANT as well as the Security Guard:

The rate for the Security Guard shall be determined by the Company that the Renter chooses. The Guard will follow their company's procedures at the Clubhouse. It is the responsibility of the renter to provide the rules of the Clubhouse to the Guard.

The Guard will ensure that the live or amplified music is kept at a reasonable decibel. When any music is played, all outside doors to the Clubhouse will be kept closed. The Guard will ensure that **NO** music or other noise occurs after 10:00 PM on any day of the week. If there is a complaint from a neighboring resident about the noise, the guard shall immediately notify the sponsoring person. That person will then be required to reduce the sound level to comply with the judgment of the Security Guard. If the noise continues, and/or if another complaint from the neighborhood is made, the Security Guard has the authority to immediately end the Event.

The Security Guard will enforce the NO SMOKING ordinance in the Clubhouse and surrounding areas, including the bathrooms. If there are violations, the Security Guard will issue a warning. Should this continue, the Security Guard will inform the Board, and the Security Deposit will be forfeited. Smoking is only allowed in front of the building, in the Parking Lot.

Should a Guard be required, notification must be made to the Clubhouse Office two weeks in advance of an event, that a Guard has been hired for the event.

If the group or any individuals in the group become unruly, or if outsiders attempt to intrude on or disrupt the function, the Guard will use his/her discretion in deciding whether or not to call the police.

In the event of a violation of the law or Clubhouse rules, the guard shall obtain information (i.e. physical descriptions, license numbers, names) about the person(s) involved and make a written report. A police report may be taken as well if so called by anyone at the party.

The Guard will remain on the premises until **all guests** have left. No Guard is required for the time it takes to clean up after the event. The Guard will supply the Clubhouse Office with a written report regarding any problem occurring at the Event. Serious violations of the Clubhouse rules will result in the Event holder to forfeit and/or not be allowed further rental options of the Clubhouse.

**You will be require if the Board of Directors requires you to do so.**

I have read and agree to abide by the rules and requirements of the above Security Guard functions. I further agree not to interfere with the duties of the above mentioned Security Guard.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**If the clubhouse is rented by a Tenant, the Owner's signature is required below.**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_



## **CLUBHOUSE EQUIPMENT & FURNITURE**

Please do not drag any furniture or heavy items across the carpeted areas.  
(Causes permanent drag marks on the carpet.)

<b>Furniture Carts</b>	<b>4</b>
<b>Card tables (Size 2' x 4')</b>	<b>6</b>
<b>Banquet Tables (2.5' x 6')</b>	<b>10</b>
<b>Folding Chairs</b>	<b>102</b>
<b>Round Tables (lower area)</b>	<b>4</b>
<b>Chairs (lower area)</b>	<b>16</b>
<b>Sofas</b>	<b>3</b>
<b>Coffee Table</b>	<b>1</b>

### **CLEANING EQUIPMENT PROVIDED**

**Vacuum Cleaner (2)**  
**Broom**  
**Dust Pan**  
**Mop & Bucket**

**\*\* NOTE:** You must provide your own cleaning supplies (*i.e. trash bags, all purpose cleaner, paper towels, etc.*). Do not use the paper towels in the bathrooms for cleaning. Please wipe down all tables that were used.

**DO NOT REMOVE SHELVES FROM REFRIGERATOR**  
**DO NOT MOVE THE DISPLAY CABINETS (2)**