

Village Homes Clubhouse Rental Rates

Revised Sept. 2026

Category “A” - 20 or fewer guests
Rental Fee \$110.00 – Deposit \$500.00

Category “B” – 21-40 Guests
Rental Fee \$220.00 – Deposit \$500.00

Category “C” - 41-100 Guests
Rental Fee \$440.00 – Deposit \$500.00

***For groups of ten or less, inquire at Clubhouse**

- A 25% of the rental fee is due at time of reservation ('reservation fee'). The fee will be applied to the total rental fee. The 25% fee is non-refundable should you cancel for any reason.
- The balance of the rental fee together with a separate check for the Security Deposit must be paid at least two weeks prior to the event. After the event, the deposit (or portion thereof) will be sent back to the owner within two weeks.
- Village Homes, in compliance with the Ventura County Fire Department, does not allow more than a maximum of one hundred guests for any event.
- Events (not including cleaning time) 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.
- Village Homes POA must be listed as **Additional Insured on your Homeowner's Liability Insurance** in the amount of **\$300,000**. Alternatively, you may obtain **Private Event Insurance**. Please submit proof of insurance along with the deposit.
- Rental of the Clubhouse is limited to Village Homes residents. **Tenants may rent the clubhouse only if the owner signs the Rental Application and Conditions of Use and takes full responsibility for any damage or liability that may occur.**

****Clubhouse key must be returned within 48 hours of event ending****
If key is lost a \$25 fee will be charged for replacement

CLUBHOUSE RENTAL APPLICATION

Please return the application to the Clubhouse when completed.

1040 Evenstar Avenue, Westlake Village, CA 91361
(805) 497-4491 Villagehomespoa@gmail.com

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

Type of Event (Example - Reception) _____

Relationship of applicant to person(s) for whom event is to be held (e.g., son)

Will there be Music? YES NO DJ Other

If other, please explain _____

Approximate number of guests at the Event: _____ **Limit of 100 persons per VCFD Compliance**

Will ALCOHOL be served? YES ☐ NO ☐ Will ALCOHOL be sold? YES ☐ NO ☐

Name of Food Vendor if applicable:

All applicants shall provide a Certificate of Liability Insurance naming Village Homes POA as additional Insured (\$300,000 maximum liability) two weeks prior to the event. Alternatively provide proof of private event liability.

The information provided on this application is true and correct to the best of my knowledge. I have read, understand, and accept the attached Village Homes Rental Policy/Conditions of Use and hereby agree to conform fully with all federal, state, and local laws in the use of the Community Center and its environment.

Homeowner Signature _____ Print Name _____

Tenant Signature (if applicable) _____ Print Name _____

Date. _____

Rental Policy Agreement/Conditions of Use

1. Acceptance of these **CONDITIONS** shall be prerequisite for 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, its Officers, Employees, Directors, and Agents from all claims, liability, loss, or damage resulting from the use by the APPLICANT of any of the Association Facilities.
3. OWNER/APPLICANT shall accept 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, the APPLICANT shall provide a Certificate of Insurance, naming Village Homes as an additional insured, in the amount specified by the use and the Board.
4. The **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 one hundred people only.
5. **INDEMNITY FROM PROPERTY DAMAGE:** OWNER/APPLICANT agrees to be responsible for all damage to the premises which may arise out of the Event. The 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 no such defects are reported, the premises shall be presumed to be in good condition, without defects immediately prior to the Event.
6. Rental of the Clubhouse **DOES NOT INCLUDE** the pool area, the tennis courts, or the patios areas. The Clubhouse doors *must* remain closed during the arranged function.
7. **TIME- Events** must be concluded 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.
8. **CLEANING** - 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 period. 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. All trash is to be placed into Athens trash and recycle bins outside of the building. If such cleaning, removal, etc., is not completely accomplished by the OWNER/APPLICANT, a cleaning surcharge (determined by the Association Manager based solely on the post-use inspection) may be deducted from the deposit. If major damage occurs, the Board may request additional funds to repair the damage. In such situations, a determination will be made by the Board.
9. **USE** - The Association does NOT offer use of the Clubhouse Facilities as a Commercial Business Venture. The Clubhouse is intended for use primarily by:
 - a) The Association for membership meetings, meetings of the Board of Directors, and Association Committee Events.
 - b) Resident homeowner members in good standing for their personal events. Residents may not sponsor non-resident events.
10. **FOOD VENDORS:** A single food vendor is allowed to set up for guests outside on the south end of the clubhouse driveway where the walkway to the Ashford pool gate is located. All Food Truck and Catering Companies need to provide proof of liability insurance, with a minimum of \$300,000 naming Village Homes POA as additional insured as well as a copy of their auto insurance policy if it is a Food Truck. All vendors need to provide their own clean up and off-site trash disposal.
11. **INSURANCE** - ALL APPLICANTS shall provide a Certificate of Liability Insurance with the minimum amount of: \$300,000. The Certificate of Liability Insurance is to include Village Homes as Additional Insured on the homeowner's residential property insurance. To obtain such insurance, the homeowner is to contact their Insurance Agent for the addition of the "Additional Insured."

12. **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.
13. ASSOCIATION **EERGENCY REPRESENTATIVE** can be reached during the event by telephone **(805) 413-1170**.
14. **TENANT:** If clubhouse is used by a Tenant, the Owner of the property must also sign the application and accept responsibility for the action of their Tenant.
15. **SECURITY DEPOSIT:** Shall be used for any necessary post-event cleaning of the Clubhouse and for repairs deemed necessary by the Board of Directors following the event.
16. **APPLICANT** shall abide by the following conditions:
- a. **NOISE** shall always be controlled to a reasonable level 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. Any excessive noise inside or outside the Clubhouse will not be tolerated and in that event, the police may be called, and the Security Deposit will not be refunded.
 - b. **SMOKING** is prohibited within the Clubhouse, restrooms, and pool areas. Smoking is only permitted within the Village Homes parking lot.
 - c. **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 inside the receptacles must be taken away from the premises. DO NOT leave trash lying around the pool area.
 - d. **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 on weekend. Failure to turn off Thermostat may result in a utility charge being deducted from your deposit.
 - 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.
 - j. **DOORS.** All doors must be locked at the end of the Event.
 - k. **PARKING.** Parking is discouraged on the cul-de-sacs on Ashford Court and Stormcroft Court, or in front of homes on Evenstar Avenue. Guests are to use the Clubhouse parking lot.
- I. MISCELLANEOUS ITEMS:**
- (i) The use of rice, glitter products, craft supplies, or flammable decorative materials is prohibited.
 - (ii) No staples, tacks, or tape (or anything else) are to be attached to the building, walls, or the carpet. A permitted adhesive product can be obtained through the office on request.
 - (iii) Village Homes P.O.A. prohibits candles and all open flames unless a permit has been obtained from the Ventura County Fire Department. *(Note, Birthday candles that are quickly extinguished are approved for use)*
 - (iv) Village Homes does not allow any portable open-flame cooking inside the Clubhouse or Pool Deck. This includes propane, charcoal, or hibachi type grills.
 - (v) Jolly Jumpers and/or Bouncers are not allowed in the clubhouse or on the premises, due to the liability

CLUBHOUSE EQUIPMENT & FURNITURE

Furniture Carts	4
Card tables (Size 2' x 4')	6
Banquet Tables (2.5' x 6')	10
Folding Chairs	102
Square Tables (Size 2.5' x 4') (lower area)	5
Chairs (lower area)	20

CLEANING EQUIPMENT PROVIDED

**Vacuum Cleaner
Broom
Dustpan
Mop & Bucket**

**** NOTE:** You must provide your own cleaning supplies (*i.e., trash bags, all-purpose cleaner, paper towels, etc.*).
Do not use paper towels from 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)**

**A permitted adhesive product can be obtained through the office on request.
Should you require adhesive to decorate the walls please contact the Office.**

**DO NOT USE ANY OTHER KIND OF TAPE OR ADHESIVE ON ANY WINDOWS,
DOORS, OR WALLS.**