



CLUBHOUSE RESERVATION & INSPECTION FORM

(Revised June 1, 2010)

Name: _____ Phone: _____

Address: _____ Email: _____

Date Reserved: _____ Time of Event: _____

Intended Use: _____

<input type="checkbox"/> Main Clubhouse (Max. occupancy 40)
<input type="checkbox"/> North Clubhouse (Max. occupancy 20)

I the undersigned hereby request that the Clubhouse be reserved on the date and time, and for the specific purpose stated above. I have read and understand the Rules & Regulations for use of this facility and acknowledge that I am responsible for the enforcement thereof by those in attendance. I understand that there is a non-refundable fee in the amount of \$75.00 for the use of the facility. In addition there is a security deposit of \$300.00 for the use of the Clubhouse.

The deposit is refundable subject to costs incurred and/or retention from deposit. Damage and/or failure to leave in clean condition recreational facilities or common areas, the Clubhouse and/or its contents results in a \$75.00 deposit retention per infraction, plus any repair and janitorial service charges.

NOTE: WHEN RENTING THE CLUBHOUSE, YOU AND YOUR GUESTS ARE NOT PERMITTED TO USE THE POOL, POOL AREA, POOL FURNITURE, SPA, OR SPA AREA AS PART OF YOUR CLUBHOUSE EVENT. YOU AND YOUR GUESTS MAY USE ONLY THE CLUBHOUSE AREA (THIS INCLUDES THE OUTSIDE WET BAR).

Gate Attendant to indicate below when deposit retention is required by marking D if Damaged / C if additional Cleanup required. If satisfactory, mark ok

<u>Outdoor and Utilities</u>			<u>Clean up</u>		
	Pre-event	Post-event		Pre-event	Post-event
<u>Windows</u>	_____	_____	<u>All trash removed</u>	_____	_____
<u>BBQ and Tile</u>	_____	_____	<u>Furnishings</u>		
<u>Doors</u>	_____	_____		Pre-event	Post-event
<u>Restrooms</u>	_____	_____	<u>Glass table tops</u>	_____	_____
<u>Heater/Air conditioner OFF</u>	_____	_____	<u>Fireplace</u>	_____	_____
<u>Walls</u>	_____	_____	<u>Furniture</u>	_____	_____
			<u>Pictures / Plants</u>	_____	_____
			<u>Blinds</u>	_____	_____
			<u>Lights</u>	_____	_____
			<u>Flooring</u>	_____	_____
			<u>Walls</u>	_____	_____
			<u>Folding Chairs</u>	_____	_____
			<u>Folding Tables</u>	_____	_____

Kitchen

	Pre-event	Post-event
<u>Sink and faucet</u>	_____	_____
<u>Counters & cabinets</u>	_____	_____
<u>Floor</u>	_____	_____
<u>Refrigerator</u>	_____	_____
<u>Stove/oven/microwave</u>	_____	_____

I further agree to indemnify Pacific Ranch Homeowners Association and hold the Association harmless from any and all claims or damages, including any attorney fees, as well as claims based upon negligence on the part of the Association arising out of, or connected with, the use of the Clubhouse for which application is hereby made. Further, as per California State Law, no persons under the age of 21 are to consume alcohol on Clubhouse premises. I understand that I, as the homeowner or resident, will be responsible for my guests.

Date: _____ Resident's or Homeowner's Signature: _____

Check # _____ rec'd on _____ by _____ \$75 Fee

Check # _____ rec'd on _____ by _____ \$300 Security Deposit

Guest List rec'd _____ (list required to receive Clubhouse key)

Rules given to Resident or Homeowner _____

Date: _____ Gate Attendant Signature: _____