

LINDA ISLE COMMUNITY ASSOCIATION CLUBHOUSE RESERVATION REQUEST & AGREEMENT

(Please see Clubhouse Guidelines P. 4 and P. 5)

PRE-RESERVED MEETING DATE

Please Note: The 1st Tuesday of every month at 4:30 p.m. – 7:30 p.m. is reserved for the Association's Board of Directors meeting in the Clubhouse.

HOMEOWNER/RESIDENT INFORMATION	
Name:	
Address:	
Phone Number:	
Email Address:	
EVENT INFORMATION**	
Date Requested:	
Number of Guests: (Maximum 75)	
Clubhouse Furniture Inventory: Has 5 six foot folding tables and 35 padded folding chairs.	
Event Time Begin: _____ End: _____	
Check-in time-as early as 8:00 AM:	
Check-out time-No later than 10:00 PM: (see clubhouse guidelines pages 4 and 5 of this form)	
Type of Event: (e.g. birthday party, cocktail party, etc.)	
**Special Equipment: (e.g. furniture, tents, etc.)	
**Vendors providing services at the event: (food trucks, caterers, etc.)	
**Homeowner/Resident shall inform gate Guardhouse 48 hours prior to scheduled party (949-673-6199) and provide a guest list 48 hours prior to the event (list hand delivered or sent through www.communitydwellinglive.com including delivery/catering trucks etc.)	
Clean-Up Fee: Any trash left behind in beach/clubhouse receptacles will result in the automatic deduction of \$50.00 from the \$200.00 deposit. Extra Guard Service Fee: The rate is \$27.00 per hour with a four (4) hour minimum for parties exceeding 20 guest vehicles . A check must be made payable to Linda Isle Community Association, with "extra staff" written in the check memo.	
RENTAL FEE AND DEPOSIT INFORMATION	
Clubhouse	\$100.00 Non-Refundable Rental Fee and a \$200.00 Security Deposit (checks must be separate and made out to Linda Isle Community Association, memo notations "clubhouse rental fee" and "clubhouse security deposit"). <i>Security deposit will be returned at the beginning of the following month, provided the facility was returned to its original condition.</i>
** HOA Insurance Indemnification	Insurance Certification indemnifying/naming Linda Isle Community Association must be provided to BHE Management Corporation 48 hours prior to scheduled event when utilizing "Special Equipment" or "Outside Vendors".

**LINDA ISLE COMMUNITY ASSOCIATION
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ACKNOWLEDGMENT:

I hereby acknowledge I have read the Linda Isle Clubhouse Guidelines and agree to unconditionally assume all liability for personal and property damage and fully relieve the Linda Isle Community Association, The Board of Directors and BHE Management Corporation of all responsibility.

Homeowner/Resident Signature

Date

Please provide completed reservation forms pages 1 and 2 (page 3 if applicable), along with the payments to BHE Management Corporation, P.O. Box 7736, Laguna Niguel, CA 92607 Attn: Linda Isle Manager. Please call Management with any additional questions (949) 363-1963.

If you have any after hours or weekend plumbing problem when using the clubhouse, please call BHE Management Corporation's after hours number 949-922-6779 to reach the on-call Manager to contact handle the problem.

For life threatening or fire emergencies, please call 9-1-1 and a fire extinguisher can be located on the outside wall of the clubhouse building on the corner at the beach side.

LINDA ISLE COMMUNITY ASSOCIATION

ADDITIONAL STAFFING REQUEST

Name of Homeowner/Resident: _____

Email: _____

Address: _____ Telephone: _____

It is understood that parties in excess of twenty (20) **vehicles** require staffing of an additional gate attendant to facilitate processing of the guest vehicles.

The rate to be assessed is \$27.00 per hour with a four (4) hour *minimum*. A notice of extra staff request shall be provided to the gate personnel no less than forty-eight (48) hours prior to the event date. In addition, an alphabetized Guest List shall be supplied to the gate attendant at least forty-eight (48) hours before the event date and check made payable to Linda Isle Community Association, with "extra staff" written on the check memo line.

Event Date: _____

Time Requested: _____ to _____

By signing this document, I acknowledge that my fee for extra staffing has been paid, or my account will be assessed \$_____ and that I agree to pay this amount.

Homeowner/Resident Signature: _____

Date: _____

LINDA ISLE COMMUNITY ASSOCIATION
CLUBHOUSE GUIDELINES

1. Individual Homeowner/Resident may reserve the Linda Isle Community Association Clubhouse for private events. To reserve the Clubhouse facility, contact the management company BHE Management Corporation at (949) 363-1963 between the hours of 9:00 a.m. and 5:00 p.m., Monday through Friday. Standing or permanent reservations will not be accepted.
2. Reservations are available to Homeowner/Residents only, at maximum of four (4) months in advance of the event. A Clubhouse Reservation Agreement must be submitted, along with the checks by the Homeowner, and received by Management at least two (2) weeks prior to the date of the event to secure reservation.
3. The Clubhouse facility may be reserved for a maximum of fourteen (14) hours (from 8:00 am to 10:00 pm), during any reservation period.
4. Attendance at events in the Clubhouse facility is limited to a maximum of seventy five (75) guests.
5. The Homeowner/Resident is required to be in attendance for the entire function.
6. The Homeowner/Resident is responsible for the conduct of persons attending the event, to fully abide by and be in conformance with the Association Clubhouse and community rules at all times.
7. Parking for vendors/caterers or food trucks is limited to parking along *the tennis court curb area*.
8. Bouncy houses or play equipment is not allowed on Association property.
9. Tennis Court gates to remain locked during rental period, unless other approved arrangements have been made.
10. Loud or amplified music is not permitted at the Clubhouse after 10:00 p.m. Excessive noise and /or rowdy, disruptive behavior will not be tolerated and could result in the immediate cancellation of the event.
11. Smoking and vaping is not permitted in the Clubhouse, the restrooms, in the park, beach or anywhere on the premises.
12. Non-breakable containers (paper, plastic, Styrofoam) must be used for serving beverages on the patio or beach area adjacent to the Clubhouse. Additional clean up charge will be deducted from security deposit for cleaning up broken glass left on the clubhouse property.

(Homeowner/Resident to retain this page)

**LINDA ISLE COMMUNITY ASSOCIATION
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13. Wet bathing suits and wet towels are not permitted in the Clubhouse. Persons wearing wet bathing suits may use the outside lavatory entrance to the Clubhouse for the purpose of using the restroom facilities.
14. All lights must be turned off and the doors locked at the conclusion of the event.
15. All cleaning must be accomplished and all rental equipment removed from the Clubhouse facility prior to 10:00 am of the day following the event. A Homeowner/Resident who cannot remove the rental equipment prior to the 10:00 am deadline due to Sunday and/or holiday pick up schedules will be required to store the equipment at the rear of the Clubhouse. However, in the event of back to back reservations, all rental equipment must be removed from the Clubhouse by 10:00 am on the day following the event, **even** if a Sunday or Holiday:
 - **All food must be removed from the Clubhouse facility after the event.**
 - **All trash must be removed from the Clubhouse and patio areas immediately following the event and taken home. Failure to comply will result in the automatic deduction of \$50.00 from the security deposit. The City of Newport Beach will not pick up trash at the clubhouse as they consider it to be a commercial building, not residential.**
 - **The premises must be left in the same condition that existed prior to the event.**
 - **All furniture, including patio furniture, must be returned to original locations.**
16. A final “walk through” will be conducted within 24 hours following the event (unless Committee has a time/date conflict) to determine any damage or irregularities with the Clubhouse facility. Any property damage or additional cleaning required will be deducted from the security deposit.
17. The Homeowner/Resident executing the Agreement is fully responsible for all additional cleaning fees and for any damage to any Linda Isle property as a result of the actions of the Homeowner/Resident or his/her guests.
18. Any special requests or changes to the stated Clubhouse Guidelines need to be made in writing and submitted to the Linda Isle Board for approval, at least 45 days prior to the scheduled event.

(Homeowner/Resident to retain this page)