

**THE RESORT AT ROSEDALE  
CLUBHOUSE RESERVATION FORM AND AGREEMENT**

**This information must be completed and signed by a Resident of North Rosedale who will be liable for the Clubhouse property for the duration of the scheduled event. Due to the high demand for reservations, all deposits/payments and insurance must be received at least 30 days in advance to confirm your reservation.**

**Completed reservation forms can be e-mailed to The Recreation/Facilities Manager at The Resort.**

Name: \_\_\_\_\_ Primary Phone #: \_\_\_\_\_  
 Address: \_\_\_\_\_ Event Date: \_\_\_\_\_  
 E-mail: \_\_\_\_\_

**Check-in/out for set-up & clean-up** (earliest 9AM day of event, latest 1AM the following morning):

In: \_\_\_\_\_ am/pm Out: \_\_\_\_\_ am/pm

**Event Time** (guest arrival time to guest departure time):

From: \_\_\_\_\_ am/pm To: \_\_\_\_\_ am/pm

**Reservation Fees and Deposit Requirements**

(Checks only, payable to *North Rosedale Community Association*):

	<b>Fee</b>	<b>Security Deposit</b>
Club Room with Hearthside Patio <b>(DOES NOT INCLUDE POOL OR PARK)</b>	\$250.00	\$500.00

**Total # of Attendees** (**71 Maximum including vendors**): \_\_\_\_\_ **Total Amount Enclosed:** \_\_\_\_\_

**Type of function** (e.g., birthday party, wedding reception/shower, etc.): \_\_\_\_\_

**Type of entertainment:**       Live Band       DJ       Other (describe): \_\_\_\_\_

A walk-through of the facility may be available by appointment. **Please note that parking is limited and guests are encouraged to carpool whenever possible.** Please read this entire agreement carefully for conditions of reservation.

**CLUBHOUSE RESERVATION FORM AND AGREEMENT**

I, \_\_\_\_\_ (“Resident”), agree to the following:

Resident hereby waives, releases and discharges Rosedale Land Partners (RLP), North Rosedale Community Association (“Association”), its directors, officers, employees and agents for any damage to or loss of any property or injury to or death of any person or persons, resulting from or arising in connection with the use of the Association’s recreation facilities by Resident and Resident’s family and guests.

Resident agrees to indemnify, defend and hold RLP, Association, its directors, officers and agents harmless from and against any and all claims, demands or liability for any damage, loss, injury, or death, and any and all costs and expenses incurred by Association in connection with the use of Association’s recreation facilities by Resident and Resident’s family and guests (included but not limited to reasonable attorneys’ fees and court costs). Resident agrees to pay Association in full and promptly upon demand for any and all loss of and damage to Association’s property caused by, or arising out of the use of Association’s recreation facilities by Resident and Resident’s family and guests.

Resident shall submit to Association a security deposit with this Reservation Form. The deposit will be refunded to Resident approximately thirty (30) days after the event. However, if homeowner is found not to have attended and supervised the event, including check-in and check-out procedures, or if facility furniture is not positioned in the exact locations in which it was when the facility was inspected by Resident, deposit will be

forfeited and reservations privileges suspended for one year. If damage is caused to the reserved facility or its appliances or furniture, the cost to repair the damage will be deducted from the deposit and any balance thereof will be billed to the Resident. Regular trash removal, cleaning and vacuuming is included in reservation fee, but Resident will be responsible to reimburse Association for any cost to repair damage or to conduct facility restoration in excess of regular trash removal and cleaning.

Resident shall submit a reservation fee with this Reservation Form no less than 30 days prior to the event. Cancellations of events, if received in writing at least 30 days prior to the event, will result in a full refund of the reservation fee and security deposit. Cancellations received less than 30 days prior to the event will result in no refund of the reservation fee and may result in a loss of one (1) of the two (2) allotted reservations per year. Reservations will not be accepted more than six (6) months in advance of the event date, and unconfirmed reservations may be removed from the reservations calendar at the discretion of management.

**Upon reservation of the facilities, Resident must supply proof of endorsement with a general liability provision of at least one million dollars which names the Association and Association's Property Management Company as additionally insured on the date of the event and for all times that the facilities will be rented by Resident. The Resident's insurance shall be primary and non contributory. (See Exhibit A.)**

Resident has exclusive use only for facilities in which a non-refundable reservation fee applies for the duration of the reservation. Association will not reserve the facilities for more than one event for a given time; however, Resident acknowledges that the Association is not granting Resident exclusive use of the recreation facilities in which a non-refundable reservation fee does not apply for Resident's event (i.e., other residents may use the recreation facilities during the Resident's event). Resident agrees to exercise control over Resident's event and guests such that other residents using the facilities are not inconvenienced or disrupted.

Resident agrees that the recreation facilities will not be used for commercial or fundraising purposes without the prior written consent of the Association's Board of Directors. Resident agrees that the recreation facilities will be utilized for Resident's benefit, or for the benefit of an immediate family member of Resident, and that Resident will be present at all times during the event. Violation of this and/or any of the Facility Rules and Regulations may result in the loss of a portion or all of the security deposit and reservation privileges will be suspended for one year.

Live bands and DJs may play indoors until 10 PM. Under no circumstances will amplified music be played outdoors. Excessive noise may result in the loss of facilities privileges.

In the event that the air conditioning unit is left on following the use of the Club Room, a \$100.00 fee will be applied and will be deducted from the deposit. **In the event that the key is not returned, the \$500 deposit will be withheld.**

If necessary, the Association reserves the right to hold a hearing and thereafter assess an Owner for damage to the common area or non-compliance of the Rules & Regulations. **Resident also agrees to pay all of RLP's and/or Association's attorney fees in the event of a dispute over this Reservation Agreement.**

AGREED TO AND ACCEPTED:

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

\_\_\_\_\_  
Resident Signature

\_\_\_\_\_  
Print Name

**EXHIBIT A**  
**ADDITIONAL INSURANCE REQUIREMENT**  
**FOR USE OF ASSOCIATION’S RECREATION FACILITIES**

NAME ADDITIONAL INSURED:

North Rosedale Community Association and  
Keystone Pacific Property Management LLC  
16775 Von Karman Ave., Suite 100 Irvine, CA  
92606

COVERAGE:

General Liability provision of \$1,000,000.00 naming the above parties additional insured.

**Your homeowner’s insurance representative should be able to facilitate this change to your existing policy. If not, you must purchase “Special Event Insurance” that meets the requirements detailed in this agreement. Once revised, send a copy of your endorsement & certificate of insurance to the Recreation/Facilities Manager at [avintimilla@keystonepacific.com](mailto:avintimilla@keystonepacific.com) or [gvizzini@keystonepacific.com](mailto:gvizzini@keystonepacific.com). Be sure the cover page or certificate mentions your name and event date.**