

EASTMONT VILLAS COMMUNITY ASSOCIATION

CLUBHOUSE RENTAL AGREEMENT

Please Note: Keystone Pacific Property Management must receive a completed rental agreement, rental fee, and deposit two (2) weeks prior to the event.

I, _____, Homeowner / Resident (please circle one) of Eastmont Villas Community Association, Anaheim, California, want to reserve the association clubhouse at the following date _____ from _____ (AM / PM) to _____ (AM / PM). *Events are not allowed to continue after 11:00 PM without prior authorization and approval from the Board of Directors.

I assume full responsibility for proper use of the clubhouse and for leaving it and its furnishings as I found them, no later than 10:00 AM the following day. I have placed with Keystone Pacific Property Management two checks totaling \$400.00. One check is for the deposit in the amount of \$200.00, payable to Eastmont Villas Community Association and the second is for the non-refundable usage fee of the clubhouse in the amount of \$200.00 payable to Eastmont Villas Community Association. The deposit check in the amount of \$200.00 will be returned to me after the clubhouse has been inspected and the return of the check has been approved. I further understand that the \$200.00 will be forfeited as (1) a cleaning fee, if the clubhouse inspector finds the clubhouse in an unclean condition; or (2) as a portion of monies due to repair or replace damaged or removed furnishings.

I agree that the noise level of the event will be kept to a minimum and at a respectable level at all times. *Please note: The Patrol Company will be requested to shut down any event if there are complaints received from surrounding neighbors regarding an event taking place in the Clubhouse.

I further agree that myself, or another adult member of my household will be in attendance during my entire reservation period.

RESIDENT'S NAME: _____ PHONE NUMBER: _____

HOMEOWNER'S NAME: _____

ADDRESS: _____

PHONE NUMBERS: (day) _____ (evening) _____

EMAIL ADDRESS: _____

NUMBER OF GUESTS: _____ (Maximum Clubhouse Capacity is 140)

PURPOSE OF EVENT: _____ WILL ALCOHOL BE SERVED? Y / N

ENTERTAINMENT: _____

RESIDENT'S SIGNATURE: _____

HOMEOWNER'S SIGNATURE: _____

DATE SUBMITTED: _____

EASTMONT VILLAS COMMUNITY ASSOCIATION

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CLUBHOUSE POST-RENTAL INSPECTION

Inspected By: _____

Approved: _____

Disapproved: _____

Return Full Deposit to Homeowner? YES / NO

Keep \$_____ for damages to Clubhouse.

Notes: _____

**Complete each page of the form with all requested information and submit along with
your payments to Management:**

Keystone Pacific Property Management, LLC

Eastmont Villas Community Association

16775 Von Karman Ave., Suite 100

Irvine, CA 92606

EASTMONT VILLAS COMMUNITY ASSOCIATION

CLUBHOUSE RENTAL AGREEMENT

INVENTORY

3 Large Plants	4 Lamps	2 Vinyl Loveseats (Tan)
3 Small Plants (On top of book case)	1 6-ft. Book Case	10 Books (On book case)
1 Rectangle Dining Table	4 Square End Tables	6 Chairs (Dining)
2 Rugs	1 Leather Sofa	2 Wingback Chairs
2 Material Sofas	3 Metal Scrolled Wall Art	2 Coffee Tables (Oval & Rectangle)
1 Square Metal Wall Art	2 Framed Metal Wall Art	3 Folding Pads for Dining Table
1 Metal Art Centerpiece for Dining Table	4 Throw Pillows to match Material Sofa's	
2 Seaside Watercolor Art		
Stereo System and Equipment (3 small speakers, 2 standing speakers, remote, turntable, tuner, equalizer, CD player, etc)		

Clubhouse – Kitchen

1 Dishwasher
1 Stove / Oven
1 Refrigerator

Clubhouse – Storage for Use

50 Folder Chairs
3 Folding Tables
2 Folding Chair Carts

CLUBHOUSE RULES

1. Clubhouse reservation does not include use of swimming pool or spa area, or the common area.
2. Wet bathing suits are not permitted in the clubhouse
3. Do not drag furniture over the floor. It creates scuffmarks.
4. ALL GARBAGE AND TRASH must be removed from the premises. Do not use pool area trash containers.
5. Bring your wet mop from home. Floors **MUST** be kept clean.
6. Clubhouse must be cleaned and keys returned by 10:00 AM on the day following your reservation unless other arrangements have been made. *(To the Patrol Company). It's the owner's responsibility to arrange for the pre- and post-inspection of the clubhouse with The Patrol Company. The renter of the facility must be present for the pre- and post-inspection with proper photo identification. No exceptions.*
7. FOOD OR BEVERAGE consumption is not permitted outside of the clubhouse.
8. Renters cannot reserve the Clubhouse unless property owner signs the Clubhouse Rental Agreement.
9. NO loud noise in the Clubhouse after 11:00 PM.
10. The party is to be confined to the entrance to the Clubhouse and interior of the Clubhouse. Your refund will be forfeited if your party guests spill out into common areas, including grass areas, parking areas, and streets. ***(NO tents, taco truck, bouncer, bbq, etc. are allowed at the event or pool area while you utilize the facilities, NO exceptions)***
11. Only one reservation per weekend (Friday, Saturday & Sunday) is permitted. The Board retains the right to approve exceptions.
12. None of the Clubhouse furniture can be removed from the Clubhouse for owner functions. All furniture must remain on the interior of the Clubhouse. The furniture cannot be moved outside or placed in the storage room or hallway. No exceptions.
13. No smoking is permitted in the Clubhouse at any time. No exceptions.

Homeowner Signature

Date

Resident's Signature

Date

****Bring this form the day you pick up the keys!***

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CLUBHOUSE CHECKLIST

1. Stack all folding tables / chairs on the (2) supply carts
2. Clean stove, oven, refrigerator, microwave, sink, and counter tops. **DO NOT use chemicals.**
3. Remove all personal items, food containers, etc.
4. Sweep floors. Use a damp mop if necessary to remove spilled liquids or foreign substances.
5. Remove all personal decorations used for special occasions.
6. Replace all furnishings to their original position.
7. Before leaving the Clubhouse:
 - a. Turn off air conditioning or furnace
 - b. Turn off lights in the Clubhouse and restrooms
 - c. Turn off gas to fireplace
 - d. Lock the deadbolts on the inside of the restroom doors (lower lock only, not upper deadbolt)

Eastmont Villas Clubhouse Inspection Report

Name of Homeowner / Resident: _____

Address: _____

Date of Event: _____ Start Time: _____ AM/PM End Time: _____ AM/PM

Items to Check	Pre-Event Inspection	Post-Event Inspection	Notes
Chairs are Stacked and Wiped Clean			
Tables Wiped Clean			
All Entries are Locked and Secured			
Kitchen Cabinets & Counters are Free of Dings			
Walls Free of Dings/Marks			
No Tape Stuck to Walls			
No Trash			
Carpet Free of Stains/Tears			
Kitchen Includes:			
Refrigerator/Freezer (Clean & Empty			
Sink/Disposal (Clean & Empty)			
Dishwasher (Empty)			
Cupboard (Empty)			
Clubhouse Keys:			
Key Given to Homeowner			
Key Returned from Homeowner			

Other Items Observed:

Pre-Event:

Date of Inspection: _____ Time of Inspection: _____ AM/PM

Signature of Homeowner / Resident: _____

Elite Enforcement Inspector: _____

Post-Event:

Date of Inspection: _____ Time of Inspection: _____ AM/PM

Signature of Homeowner / Resident: _____

Elite Enforcement Inspector: _____