CENTRAL PARK COMMUNITY ASSOCIATION
CLUBHOUSE PRIVATE FUNCTION OR COMMUNITY SERVICE APPLICATION AND AGREEMENT

CENTRAL PARK CLUBHOUSE RENTAL PRICING

Homeowner(s) Name: _____ **Property Address:**_____

Home Phone: _____ **Cell Phone**: _____

Name of Tenant or Authorized Resident Family Member if Homeowner is not the host:_____

Identify the Event: _____ **Date of Event**: _____ **# Guests**:_____

Entertainment: ☐ Yes ☐ No Description: _____

Use of Kitchen Facility: ☐ Yes ☐ No Description: _____

Outside food vender: ☐ Yes ☐ No Description: _____

DAILY Clubhouse Rental Cost (Rental Cost INCLUDES Post-Event Cleaning, Maintenance & Inspection)

Monday - Thursday: $100 per day, Friday: $150 per day, Saturday: $250 per day, Sunday: $200 per day

Daily Rental of the clubhouse is defined as access from 11:00AM to 10:00PM.
(Earlier start time possible upon request, at an additional cost, but always at the sole discretion of the Board of Directors)

The clubhouse is not to be utilized or accessed outside the booked event times identified above. You will be subject to an automatic rental cost increase of $250 for any clubhouse access or usage outside of the hours rented. _____ (Initial)

	Total Rental Cost ALL DAY (11:00AM to 10:00PM)
Sunday	$200
Monday	$100
Tuesday	$100
Wednesday	$100
Thursday	$100
Friday	$150
Saturday	$250

Homeowner confirms receipt of images and instructions "Leave the clubhouse as you received it" (pages 9 -14)
Homeowner also confirms the obligation to revert the Central Park Clubhouse and all items FREE OF DAMAGES - to their original (pre-event) condition and locations. _____ (Initial)

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For Office Use Only

Reservation ID:_____ **Key Fob#**_____

	Date Received	Amount Paid	Check #
1. Security Deposit ($500)	_____	**$ 500.00**	_____

Private Function Rental

Rental Fee "Daily Rate" $_____

Including Maintenance Fee

2. Total Event Cost (Rent & Maintenance)	_____	**$**_____	_____

Community Service Application

Rental Fee "Daily Rate" $_____

Community Service Agreement (see page 8) $_____

Maintenance Fee $_____

3. Total Event Cost (Rent & Maintenance)	_____	**$**_____	_____

NOTE: All payments above must be received at the time of rental.

If the host for the clubhouse event is a Tenant, (not a homeowner) the Association also requires a copy of the Tenant's lease:

- ☐ Copy of Tenant's Lease Agreement received (No Fee)

If the applicant plans on hiring any food vendor that is set-up on the clubhouse parking lot or on (Central) park land, then no later than two (2) business days prior to the event date, such outside food vendor must provide Avalon with proof of insurance adding Central Park Community Association and Avalon Management as additional insured as well as a permit from the Riverside County Department of Environmental Health.

- ☐ Copy of Insurance verification received (No Fee)
- ☐ Copy of RCDEH Permit for Event received (No Fee)

Note: It is not the responsibility of Avalon Management to follow up on any "outdoor food vendor" clubhouse rental application submitted without the required documentation identified above.

CENTRAL PARK COMMUNITY ASSOCIATION
CLUBHOUSE PRIVATE FUNCTION OR COMMUNITY SERVICE APPLICATION AND AGREEMENT

CLUBHOUSE PRIVATE FUNCTION REQUIREMENTS

A. CLUBHOUSE

1. Homeowners may reserve the clubhouse for their personal use only.
2. **The clubhouse may not be used for commercial purposes.**
3. Homeowners must be in good standing with Central Park Community Association at the time of making the reservation. (No outstanding fines or violations.)
4. A Homeowner must make application for reservation of the clubhouse at the Avalon Management office.
5. In order to hold a reservation, the **Rental Fee and Deposit of $500.00** are due at the time the reservation is made.
6. Homeowners: Any homeowner can reserve the clubhouse on behalf of a direct family member (such as a parent, child, or sibling), and any organization the homeowner is a member of. If the Clubhouse is reserved by a homeowner to host an event for any non-resident direct family member, proof of such relationship (first/last name, address) is mandatory. If the Clubhouse is reserved by a homeowner to host an event for the benefit of a homeowner's organization or affiliation, proof of relationship or affiliation with such organization (names and address) are mandatory.
7. The Homeowner or the Homeowner's authorized resident family member or tenant making the reservation must be present during the entire period for which the clubhouse is reserved.
8. Homeowners may make reservations up to one year in advance. If available, reservations may be made no later than seven (7) business days prior to the desired event date. However, the reservation will not be held if all documentation is not completed no later than two (2) business days prior to the event.
9. Each homeowner is allowed to rent the Clubhouse for no more than two (2) times on a weekend (weekend defined as Friday through Sunday) and no more than two (2) times during the week during any calendar year. Homeowners who wish to request additional rentals beyond these limits may submit a written request to the Board of Directors for consideration. Any decision regarding additional rental request is the sole discretion of the Board of Directors.
10. If a homeowner wishes to have a third-party vendor (DJ, dance instructor, clown, etc.) at his/her event, that vendor must add the association as an additional insured, or provide a rider, providing liability insurance coverage of $1 million ($1,000,000.00).
11. Tenants: Any Tenants or Tenants authorized family member who wishes to reserve the Clubhouse must have the owner of their home complete and sign the clubhouse reservation form. A tenant can only reserve the clubhouse for the benefit of a resident living in that specific Central Park house being rented. A tenant cannot host an event on behalf of any non-resident direct family member or related organization of any kind.
12. Acceptable storage of lounge chairs and coffee tables are against the walls. No stacking of any furniture allowed.
13. All furniture must be returned to original location, see placement images in the storage room.
14. Regularly scheduled Central Park Community Association functions have priority over private functions.
15. The clubhouse parking lot is under Riverside County jurisdiction. A county permit from the Environmental Health Dept. is required for any type of food truck or food service vehicle set-up in the clubhouse parking lot or in the park.
16. Community Service Applications from Non-profit Organizations, Church Groups, Boys and Girl Scouts, Firefighters, US Armed Forces, Sheriff and Police etc. – the Board of Directors to approve on a case-by-case basis. (See page 8).

B. FEES

The following are refundable provided cancellation notice is given fourteen (14) business days prior to the reservation date and no costs are incurred by the Association.

1. **Daily* Rental Fee: Monday through Thursday: $100, Friday: $150, Saturday: $250, Sunday $200 with clubhouse access from 11:00 AM to 10:00 PM. * <u>Includes: Post-Event Cleaning, Maintenance & Inspection</u>** (Earlier start time possible upon request, at an additional cost, but at the sole discretion of the Board of Directors)
2. **Deposit is $500.00 due at the time of reservation.** The deposit will be held at the Avalon office until verification of no damage to the clubhouse nor additional deep cleaning is necessary. Costs to restore the facility to its pre-event condition will be deducted from the deposit and charged as an assessment if charges and/or damages are greater than the deposit.

C. POST EVENT VERIFICATION OF THE CLUBHOUSE

The following must be completed after use:

1. Clean kitchen, wiping down the counters, refrigerator, stove, oven, microwave, and mobile ice chest
2. Remove all renter's decorations including blue painters' tape on the wall and furnishings.
3. Wipe down the folding tables and chairs **and put them away in original location inside the storage room.** Wipe down clubhouse tables, chairs, and electrical devices and **return to original locations in the clubhouse. (See placement images by the storage room)** ____ (Initial)

4. Remove dirt from walls, baseboards, and light switches.
5. Be sure the clubhouse floors are clean and free of trash.
6. **MANDATORY RENTAL REQUIREMENT REGARDING TRASH REMOVAL:**
    a. **RENTERS ARE REQUIRED TO HAUL AWAY THEIR OWN TRASH AFTER THEIR EVENT "AND TAKE IT HOME"** ____ (Initial)
    b. **THE RECEPTACLES IN THE POOL AREA, THE PARK, AND PARKING LOT CANNOT BE UTILIZED FOR DISPOSING OF YOUR EVENT TRASH** ____ (Initial)

D. **FURTHER REQUIREMENTS**

1. Due to health and safety codes and to reduce association liability, the French doors located at the rear of the clubhouse are to remain locked and closed at all times.
2. Furniture may not be removed from the interior of the clubhouse, and the renter will incur a $50.00 service charge if the furniture is not returned to its original position at the close of their event.
3. In accordance with the law of the State of California, no one under the age of 21 shall be served an alcoholic beverage while on the premises. If alcoholic beverages are served at a function, no minors are to be present without written parental permission or the parents being present; the member renting the facility is responsible for the conduct of anyone consuming alcoholic beverages on the premises.
4. The sale of alcohol, food or merchandise is prohibited.
5. The HOA provides a limited number of tables and chairs. All other equipment is to be provided by the Homeowner.
6. **During the event, ALL clubhouse doors must be closed.**
7. If any food or drinks are prepared by a third-party outside the clubhouse, these food items must be delivered into the clubhouse for consumption. (During a clubhouse event, NO event participants may go outside the clubhouse to 'pick-up' food from any "outside" third-party food provider
8. Smoking is not permitted in the clubhouse or restrooms.
9. All musicians, DJ's, equipment, stereos and speakers must be confined within the clubhouse.
10. Access to the Clubhouse TV and sound system through AIRPLAY or GOGGLE CAST.
    Network: **CP Clubhouse** - Password **TigerJuice7560. For Audio, download the Sonos App!**
11. All music must be turned off (not audible outside the building) by 9:00 P.M.
12. The maximum capacity of the clubhouse is 100 people.
13. No advertising of your event is permitted. This includes, but is not limited to, flyers, newspaper ads, etc.
14. Report any damages to Temecula@Avalonweb.com
15. **The City of Murrieta has installed bollards at the entry/exit to the city parking lot that is adjacent to the HOA clubhouse. The bollards may be installed at night at 10:00 pm. Your event must end at 9:00 pm, and the parking lot must be vacated by 10:00 pm, after which any vehicles may be locked inside of the parking lot by these bollards**.

I, _____ am aware that if I use the clubhouse for any other purpose than what is originally stated, on the application, I shall be subject to fines and/or disciplinary action by the Central Park Board of Directors.

I, _____ am aware that if I access the clubhouse outside of my specified rental times, I shall be subject to additional rental fees of no less than $250.00.

I accept the above rules as written,

SIGNED BY RESPONSIBLE HOMEOWNER: _____ DATE: _____

PRINT NAME: _____

**IF YOU ENCOUNTER ANY ISSUES DURING YOUR EVENT
THAT PROHIBIT YOU FROM HOSTING YOUR PARTY, PLEASE
CONTACT AVALON MANAGEMENT AT 951-699-2918.
IF IT IS AFTER HOURS, PLEASE CALL 800-695-3972.**

CENTRAL PARK COMMUNITY ASSOCIATION
CLUBHOUSE PRIVATE FUNCTION OR COMMUNITY SERVICE APPLICATION AND AGREEMENT

The below signed applicant agrees:

Reserving hours, including set-up and clean-up time, are to take place between **11:00 AM to 10:00 PM**. Renter must perform an inspection at the start of their event. All events must end **at 9:00 PM.** Cleanup is to be completed, and **the clubhouse must be vacated by 10:00 PM – NO EXCEPTIONS,** after which vehicles may be locked inside of the parking lot by the clubhouse driveway bollards.

If the applicant plans on hiring any type of food service that is set-up on the clubhouse parking lot or on (Central) park land, the service provider must provide Avalon with a permit from the Riverside County Department of Environmental Health as well as proof of insurance adding Central Park and Avalon Management as additionally insured two (2) business days prior to the event. **Note:** It is not the responsibility of Avalon Management to follow up on any "outdoor food vendor" clubhouse rental application submitted without these required documentations. This includes food trucks, BBQs, and on-site catering.

If any type of food items or drinks are prepared by a third party outside the clubhouse, these food items must be delivered into the clubhouse for consumption. (During a clubhouse event, NO event participants may go outside the clubhouse to 'pick-up' food or drinks from any "outside" third-party food or drink provider).

The clubhouse may not be used for commercial purposes.

Reservation of the clubhouse does not include use of the pool area.

The Homeowner shall arrange for all pick-ups and deliveries to be made on the day of their event.

No smoking is permitted inside or outside of the Clubhouse.

Only blue painters' tape is allowed to secure decorations in the clubhouse.

When your event is over, please turn the AC unit off.

Central Park Community Association shall not be held liable if there are any issues with any functionality of any equipment, appliances, services, heating and electrical installations, access terminals, Wi-Fi and fobs, or if the Clubhouse Rental Event has to be cancelled altogether with very short-termed notice, due to unforeseen damages or circumstances beyond the expectations and/or control of the HOA Board and/or Management .

The $500.00 security deposit is not a cap, should there be additional liability costs. I understand the security deposit will be processed for payment upon receipt and deposit check will be held until after the rental.

I have received a copy of the Private Function Requirements. I understand that if I do not follow any of the requirements, or provide inaccurate information on my application, CENTRAL PARK COMMUNITY ASSOCIATION reserves the right to cancel my function and/or charge me fines and penalties, which can be taken out of my security deposit or charged to my HOA account.

I further agree that if I use the facility before and/or after the start and finish times, the Association may impose additional charges and deduct the same from my deposit or post them to my HOA account as well as levy fine up to the maximum amount permitted by law as well as suspend the homeowner's Association facilities privileges.

If it is determined that the homeowner has rented the clubhouse as an agent for any undisclosed third party or to conduct a commercial event, the Association reserves the right to suspend the homeowner's Association facilities privileges and fine up to the maximum amount permitted by law as well as suspend the homeowner's Association facilities privileges.

As renter accepts the condition of the clubhouse, any damage or cleanliness issues must be documented with photos and submitted to Avalon Management immediately. Renter is required to complete the Mandatory Inspect List and place it in the Lock Box after their event.

SIGNATURE: _____ DATE: _____

PRINT NAME:

ASSUMPTION OF THE RISK, INDEMNITY AGREEMENT AND LIABILITY WAIVER

I acknowledge and agree, on behalf of myself, and my family, that the use of the CENTRAL PARK COMMUNITY ASSOCIATION Clubhouse Facility, grounds and landscape areas located in Murrieta, owned and operated by CENTRAL PARK COMMUNITY ASSOCIATION, involves potential risk of serious physical injury to a person undertaking these activities. I fully understand that activity upon ASSOCIATION property may, by its very own nature, be hazardous and that it can lead to injury to me, my family, my guests, and/or damage to my property.

I understand that by signing this form, my family, my tenants, my guests, and I agree to assume the risks of potential injury, to which I am voluntarily exposing my family, my tenants, my guests, and myself by participating in social or designated activities at the Facility of CENTRAL PARK COMMUNITY ASSOCIATION

On behalf of myself, my family, my tenants, and my guests, I release from liability and assume the risk for any damage, injury and/or claim of any kind, whether to person or property as a result of such activities, and waive my claims that I, my family, my tenants, and/or my guests, may otherwise have or acquire against CENTRAL PARK COMMUNITY ASSOCIATION for any injury occurring to me, my family, my tenants, or to my guests, whether to person or property, as a result of any use of CENTRAL PARK COMMUNITY ASSOCIATION Clubhouse Facility and grounds of CENTRAL PARK COMMUNITY ASSOCIATION, located at Murrieta, California.

ON BEHALF OF MYSELF, MY FAMILY, MY TENANTS, AND MY/OUR GUESTS, I/WE HEREBY ACKNOWLEDGE AND AGREE TO INDEMNIFY, RELEASE FROM ANY AND ALL LIABILITY AND HOLD HARMLESS THE ASSOCIATION AND ITS OFFICERS, DIRECTORS, MEMBERS, MANAGERS, AGENTS, ATTORNEYS, EMPLOYEES, INSURERS, HEIRS, ASSIGNS AND REPRESENTATIVES FROM AND AGAINST ANY AND ALL COSTS (INCLUDING, BUT NOT LIMITED TO, REASONABLE ATTORNEYS' FEES AND COURT COSTS), EXPENSES, LOSSES, DAMAGES, CLAIMS MADE OR LIABILITIES ASSESSED AGAINST THE CENTRAL PARK COMMUNITY ASSOCIATION, FOR ANY INJURY OCCURRING TO ME, MY FAMILY MEMBERS, MY TENANTS, AND/OR MY/OUR GUESTS AS A RESULT OF OUR OR THEIR USE OF THE ASSOCIATION CLUBHOUSE AND RELATED FACILITIES. The undersigned further expressly agrees that the foregoing release, waiver and indemnity agreement is intended to be as broad and inclusive as is permitted by the law of the State of California and that if any portion thereof is held invalid, it is agreed that the balance shall notwithstanding continue in full force and effect. The undersigned has/have read this release and waiver of liability and indemnity clause and agree(s) that no oral representations, statements or inducement, apart from the agreement, have been made or will be honored unless expressly agreed upon by and in writing by Central Park Community Association and the homeowner(s)/resident(s).

I agree that my liability is <u>not</u> limited to my security deposit. I am responsible for <u>all</u> damages, charges and/or penalties arising out of my use of the Clubhouse and/or this Agreement.

THIS FORM AFFECTS YOUR LEGAL RIGHTS — READ BEFORE SIGNING.

The undersigned homeowner agrees to all of the above and assumes full responsibility for all obligations stated above.

SIGNATURE: _____ DATE: _____

PRINT NAME: _____

CENTRAL PARK COMMUNITY ASSOCIATION
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MANDATORY CLUBHOUSE RENTAL INSPECTION LIST

By signing below, the renter acknowledges they have inspected the Clubhouse and found it in acceptable condition at the end of their event.
A post-event inspection will be completed by management after your event. Any damage or cleanliness issues not noted prior to the event may be considered the responsibility of the renter.

This form MUST be completed, signed, and deposited in the HOA drop box after the event.

Renter Name _____ Address _____

Rental Date: _____ Time_____

ITEM	CHECK OUT (End of Event)	Management Post Event Check	COMMENTS
Oven, Microwave, and all Countertop Appliances: Free of all spills, breadcrumbs, food items etc.			
Stovetop and all Countertops: Free of all spills, breadcrumbs, food items etc.			
Inside of Refrigerator, Freezer Drawer and Mobile Cooler: Free of all spills, drinks, ice, food items etc.			
All renter's decorations and Blue Painters Tape removed			
Clubhouse Flooring: Free of all spills, breadcrumbs, food items etc.			
Trash bags are NOT supplied; you must bring your own as you must remove all debris, food items and trash at the end of your event.			
The receptacles in the pool area, the park and the parking lot cannot be utilized for disposing of your event trash – or you will be subject to fines.			
Make sure both thermostats to the HVAC Units are Off when leaving the Clubhouse			
All Walls, Mantel, Window Shutters and Baseboards: Free of all spills, breadcrumbs, food items, etc.			
Folding Tables and Folding Chairs: All items free of all spills, breadcrumbs and food items etc. and put-away neatly on mobile racks & returned to the their original location inside storage room. (See placement images by the storage room).			
Clubhouse Furniture: All items free of all spills, breadcrumbs, and food items etc. and returned to their original clubhouse location. (See placement images by the storage room).			
Make sure the clubhouse door to the restroom hallway is closed completely.			
Report any stains, scratches, tears or damage along with photos to: Temecula@avalonweb.com			

RENTER SIGNATURE _____ DATE _____

PRINT NAME: _____

CENTRAL PARK COMMUNITY ASSOCIATION
CLUBHOUSE PRIVATE FUNCTION OR COMMUNITY SERVICE APPLICATION AND AGREEMENT

COMMUNITY SERVICE RENTAL APPLICATION (IF NEEDED OR APPLICABLE)

Requests from adult-led Community Service organizations for clubhouse use will be reviewed and approved by the Board of Directors on a case-by-case basis.

Community Service Event Guidelines:

Community Service Rental Cost Reduction is available to Non-profit Organizations, Church Groups, Boys and Girl Scouts, Firefighters, US Armed Forces, Sheriff and Police etc. etc.

Unless a homeowner is the host and responsible party for the Community Service Event, any Community Service Rental Application must include proof of insurance whereby Central Park Community Association is added as an additional insured, or provide a rider, providing liability insurance coverage of $1 million ($1,000,000).

Application for up to 50% rental cost reduction of the Daily Rental Rate of $100 for Mondays, Tuesdays, Wednesdays and Thursdays ONLY. For further clarification, Community Service Rental is NOT available on Fridays, Saturdays, nor Sundays.

All Community Service Applications will be reviewed by the Board of Directors on a case-by-case basis, and approved at the Board of Directors' sole discretion (unless the Board of Directors finds an application as misrepresentation of facts)

Community Service Organization Name: _____

Renter's Name*: _____

Address: _____

Cell Phone: _____

*** If no homeowner hosts the Community Service Event, the name of the person responsible for the Community Service Event must be identified and must be present during the entire period for which the clubhouse is reserved.**

Event Description: _____

Date of Event: _____

Event Start Time: _____

Event End Time: _____

Number of Guests: _____

RENTER SIGNATURE: _____ DATE:

PRINT NAME: _____

For Office Use Only

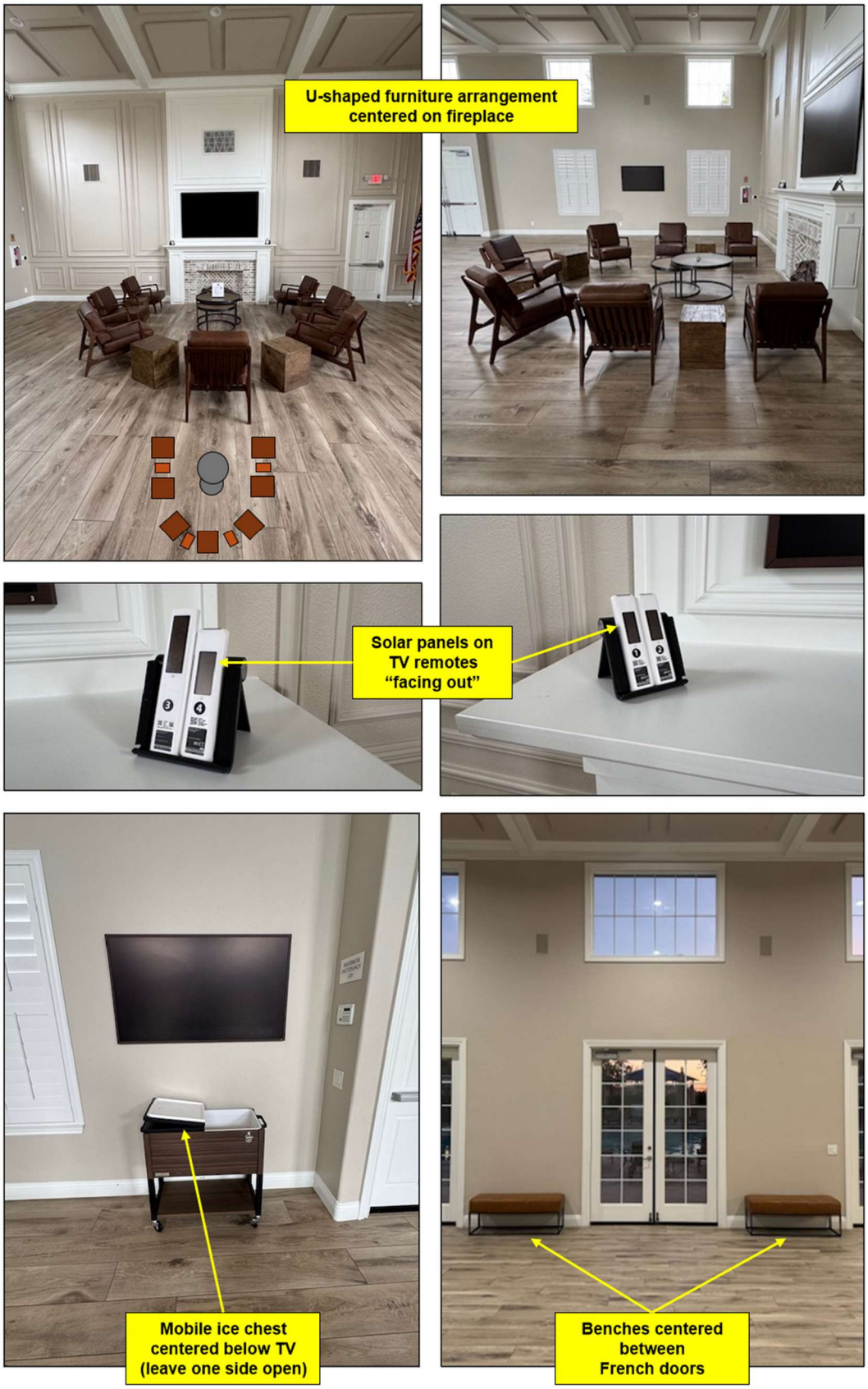
Community Service Rental Application

BOARD APPROVAL BY: _____ DATE: _____

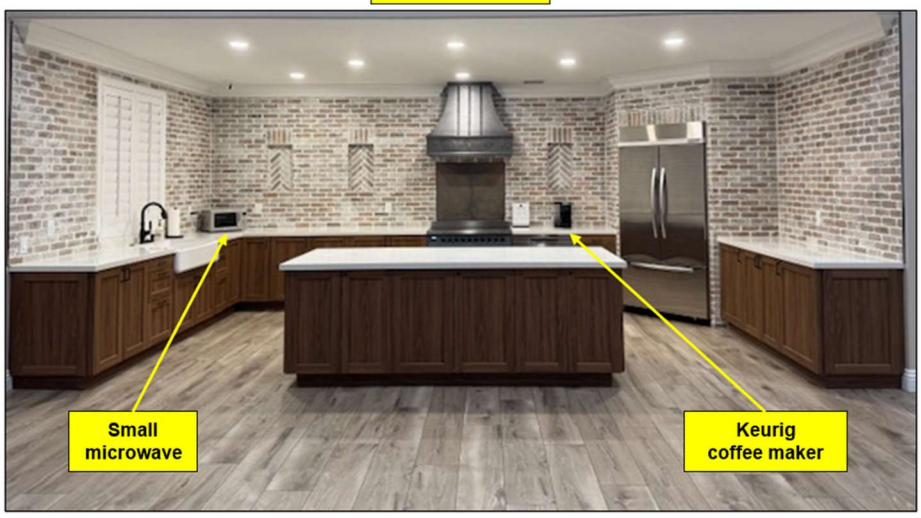
PRINT NAME AND TITLE: _____

☐ Copy of Insurance verification received (No Fee)

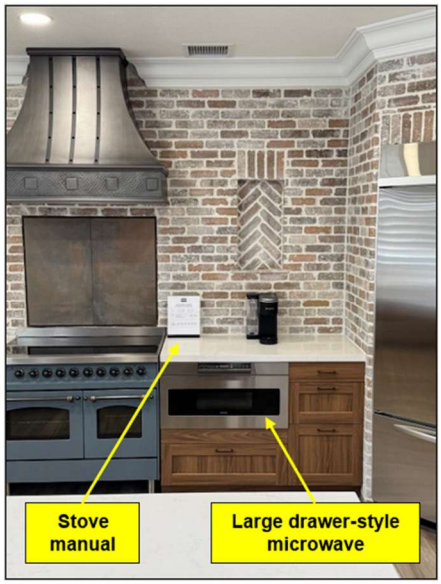
Clubhouse


U-shaped furniture arrangement centered on fireplace
Solar panels on TV remotes "facing out"
Mobile ice chest centered below TV (leave one side open)
Benches centered between French doors

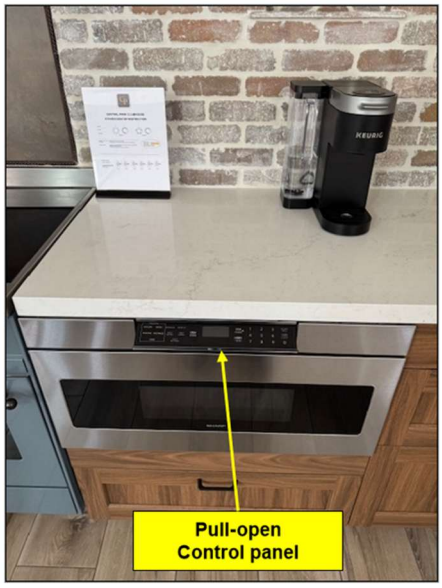
Kitchen


Small microwave
Keurig coffee maker


Misc. kitchen cookware f. induction cooktop

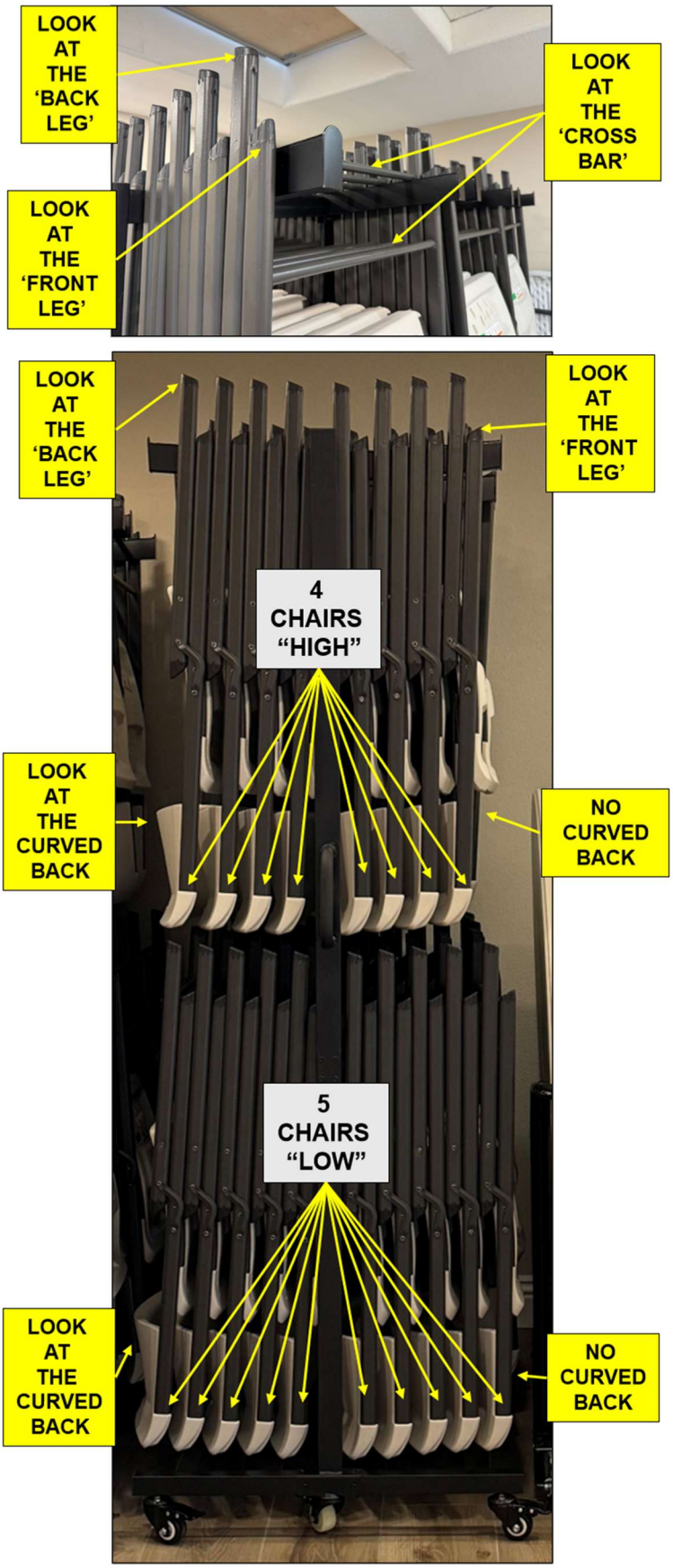

Stove manual
Large drawer-style microwave

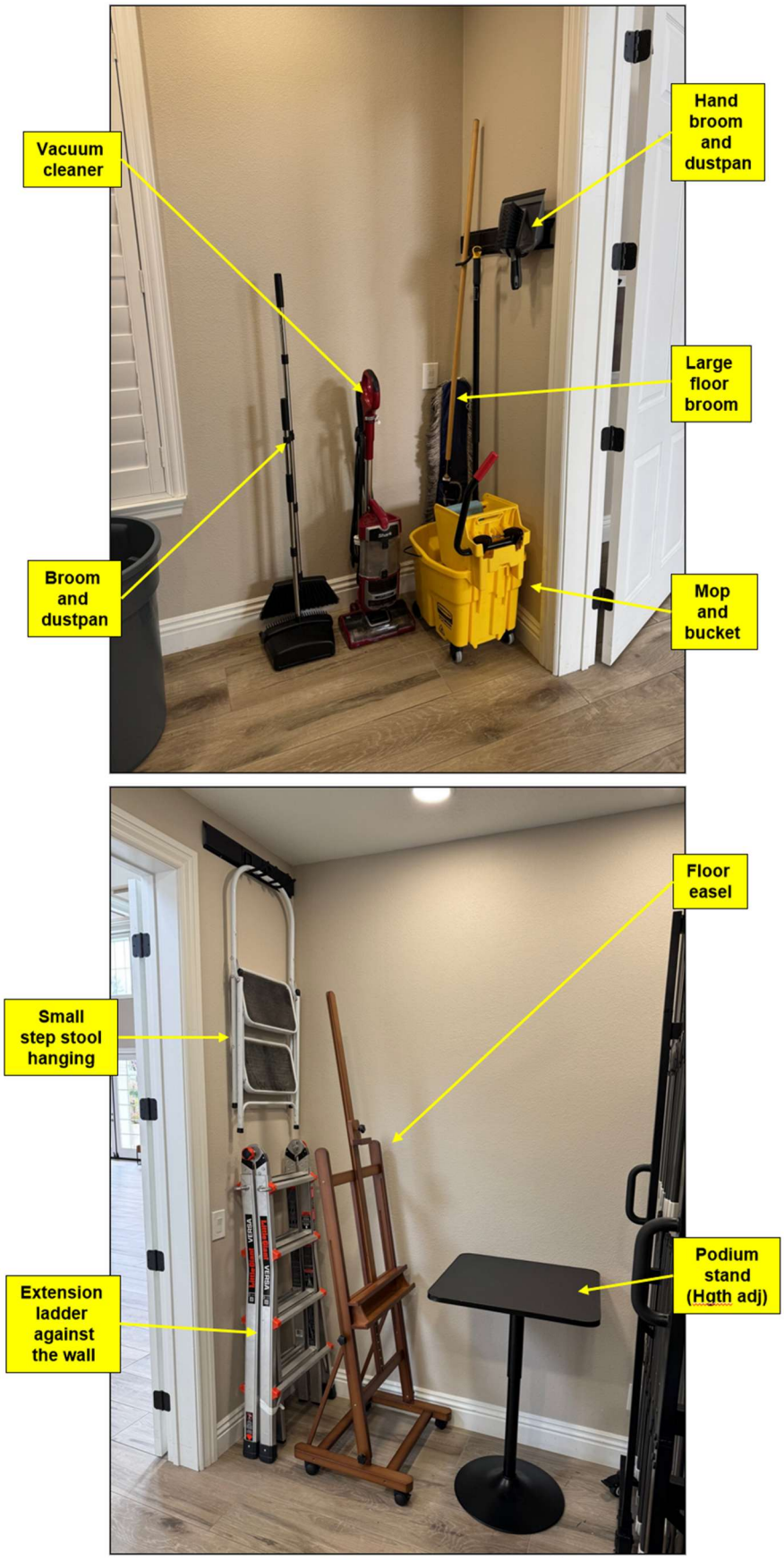

Extra kitchen appliances


Pull-open Control panel


1
round table up
against the wall
54
folding chairs on
the rack
54
folding chairs on
the rack
11
round tables on
the cart
6 rectangular
tables in
the corner
3
trash bins up
against the wall

FOLDING CHAIRS
PLEASE PAY CAREFUL ATTENTION TO THIS:
ALL FOLDING CHAIRS MUST BE HUNG AS LOW AS POSSIBLE ON THE RACK -
OR THEY WILL NOT FIT THROUGH THE DOOR AT THE TOP


LOOK AT THE 'BACK LEG'
LOOK AT THE 'CROSS BAR'
LOOK AT THE 'FRONT LEG'
LOOK AT THE 'BACK LEG'
LOOK AT THE 'FRONT LEG'
4 CHAIRS "HIGH"
LOOK AT THE CURVED BACK
NO CURVED BACK
5 CHAIRS "LOW"
LOOK AT THE CURVED BACK
NO CURVED BACK


Vacuum cleaner
Hand broom and dustpan
Large floor broom
Broom and dustpan
Mop and bucket
Floor easel
Small step stool hanging
Podium stand (Hgth adj)
Extension ladder against the wall