

Date of Reservation: \_\_\_\_\_

# Seaside Village Clubhouse Reservation Request and Approval Form

Date of Reservation: \_\_\_\_\_

Time of Reservation: \_\_\_\_\_ TO \_\_\_\_\_ # of Guests \_\_\_\_\_

Applicants Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Remarks: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Do you need front gates opened for your guests? **YES**\_\_\_ **NO**\_\_\_  
Gates can be opened two hours only. What time do you want them opened. \_\_\_\_\_

**OFFICE USE ONLY:**

Date Deposit & Rental Fee Received: \_\_\_\_\_

Date Certificate of Insurance Received: \_\_\_\_\_

Application Approved By: \_\_\_\_\_

Date Emailed to Clubhouse Coordinator: \_\_\_\_\_

Date Key Issued: \_\_\_\_\_ Key #: \_\_\_\_\_

Work Order # issued to on-site office: \_\_\_\_\_

Key Returned: \_\_\_\_\_ Date Received: \_\_\_\_\_

Date Deposit Returned to Resident: \_\_\_\_\_

Reason for Forfeiture if applicable: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

# Seaside Village Towne Homes Association Rules and Regulations

Adopted October 25, 2017

[www.seaside-village.com](http://www.seaside-village.com)

## VII. CLUB HOUSE USAGE/ RESERVATIONS

1. Reservations are for the use of the Clubhouse indoor facility and concrete pad in front of Clubhouse only, for social purposes. Use of the pool, spa, and pool deck is strictly prohibited. Commercial use of the Clubhouse is prohibited.
  2. The resident who signs the clubhouse Reservation and Conditions of Usage Agreement must be a legal resident of record of Seaside Village Towne Homes Association and must be present in the Clubhouse at all times during the event.
  3. Reservations should be made at least two weeks in advance and no more than ninety days in advance.
  4. Reservations are confirmed when all fees have been paid (Deposit fee of \$400 and Rental fee of \$175.00). Mail two separate checks for deposit and rental, payable to Seaside Village Towne Homes Association, to Total Property Management, 2301 Dupont Drive, Suite 100, Irvine, CA 92612.
  5. The Clubhouse Committee retains the right to assign a security guard before or during any activity/function and charge the renter for said guard if it is deemed necessary.
  6. Reservations are limited to one per week (Monday - Sunday).
  7. Reservations are limited to six (6) consecutive hours or curfew hours whichever comes first. Curfew is 10 p.m. Sunday through Thursday, and midnight Friday and Saturday. The six (6) hour limit includes set up and clean up time.
  8. Reserved gatherings are limited to eighty (80) persons.
  9. All furniture must stay inside the clubhouse. Do not bring the clubhouse furniture to the pool area. **No exceptions.**
  10. I assume all liability and hold harmless the Seaside Village Towne Homes Association from and against any or all claims for personal injuries (including death) and or property damages arising out of, or incurred in connection with, the use of the Clubhouse.
  11. Deposit will be refunded if no damage is found and the clubhouse is clean and all garbage is removed.
  12. ~~If trash does not fit in trash containers in front of Clubhouse~~ you must take trash home with you for disposal. *Trash cans no longer in place.*
  13. Tile floor including kitchen must be cleaned ~~with steam mop~~ and carpeted floor must be vacuumed. *Sweep and Swiffer mop is fine.*
  14. If the individual renting the Clubhouse is a tenant, the unit owner must sign the Clubhouse Agreement or mail their approval for tenant use to our property manager at Total Property Management.
  15. If the individual renting the Clubhouse allows their guests to use the pool or spa, or the surrounding deck their \$400 deposit is subject to forfeit the Homeowner will be called to an Association Hearing, revoking of future clubhouse privileges, fining and forfeiture of deposit.
  16. Music whether recorded or live must be played at moderate levels so as not to disturb others in the community.
  17. Live Bands must cease playing by 10:00pm
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# Seaside Village Clubhouse Reservation and Conditions of Usage Agreement

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4. Reservations are confirmed when all fees have been paid (Deposit fee of \$400 and Rental fee of \$175.00). Mail two separate checks for deposit and rental, payable to Seaside Village Towne Homes Association, to Total Property Management, 23792 Rockfield Boulevard, Suite 100, Lake Forest, CA 92630.
5. The Clubhouse Committee retains the right to assign a security guard before or during any activity/function and charge the renter for said guard if it is deemed necessary.
6. Reservations are limited to one per week (Monday - Sunday).
7. Reservations are limited to six (6) consecutive hours or curfew hours whichever comes first. Curfew is 10 p.m. Sunday through Thursday, and midnight Friday and Saturday. The six (6) hour limit includes set up and clean up time.  
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**I have received a copy of, and agree to abide by, all the rules and conditions that pertain to Clubhouse usage \* Note: Homeowner must submit their authorization in writing, allowing their tenant to utilize the clubhouse, and that they understand the Homeowner may be responsible for any damages created by their tenant.**

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Address:** \_\_\_\_\_