



OAK SHORES COMMUNITY ASSOCIATION, INC.

2727 TURKEY COVE ROAD • BRADLEY, CALIFORNIA 93426
PHONE: (805) 472-2233 • FAX: (805) 472-2234
WEB: oakshores.us

OSCA CLUBHOUSE RESERVATION FORM

Owners Name: _____ Contact phone # _____

Reservation Dates: (Beginning Date): _____ (End Date): _____

Type of event: _____ # of persons attending _____

Event contact person: _____ Phone #: _____

Will alcohol be served at the event? YES NO

PLEASE CHECK ALL ITEMS THAT WILL BE NEEDED FOR YOUR RESERVATION

Kitchen ____ Dining Room ____ Covered Deck ____ Ovens ____ Stove ____ Stereo ____

Refrigerator/Freezer ____ BBQ ____ Tables & chairs ____ Keys ____ Outside heaters ____

Reserve dumpster (\$50 additional charge) YES NO

MUSIC MUST BE TURNED OFF NO LATER THAN 11PM

A \$200 per day reservation fee and a \$100 Deposit is required for reserving the Clubhouse. These fees are due in the Oak Shores office at least thirty (30) days prior to the reservation date and **must be paid in two (2) separate checks**. Reservations may be cancelled by OSCA if appropriate fees are not received thirty (30) days prior to the scheduled event.

The fees that you pay for your reservation cover the facilities ONLY.

*It is at the manager's discretion whether a Security Guard(s) may be required for parties/events with 50 or more persons attending.

YOUR CLUBHOUSE RESERVATION INCLUDES THE FOLLOWING:

The **exclusive** use during your reservation dates includes: the clubhouse kitchen, dining area, upstairs covered deck, and BBQ area. The lower patio area and grass area can be roped off for the event time only. *Please note that the pool and surrounding area is a public area and may not be reserved.*

The use of the following is also allowed: Round Tables that fit 6 comfortably (16), Rectangle 8 ft tables that fit 8 people comfortable (11), Chairs (135).

All pots and pans, cooking utensils, coffee pots, the ice machine, and all items in the kitchen pantry may be used.

The glass plates, silverware, glassware, tablecloths, candle holders and any decorations that have been left in the cabinets MAY NOT BE USED. These are for community events ONLY. You will have to rent or purchase these items for your event.

It is your responsibility to clean or arrange for the cleaning of the clubhouse area. Your deposit will be refunded, only after a full inspection of the clubhouse is made and the clubhouse area is found to have been cleaned to our satisfaction.

If the condition of the clubhouse is found unacceptable at inspection, OSCA will keep the clubhouse deposit, and the owner will be charged for any additional cleanup that is required of the clubhouse.

The following is a checklist of items that must be completed for deposit refund approval:

KITCHEN:

- Wash all dishes, pots, pans, utensils, and glassware used for your event. Dry and put away.
- Wipe down all counter tops
- Clean sinks thoroughly
- Run the garbage disposal
- Run dishwasher and put dishes away
- Pick up any trash, sweep and mop floor (Cleaning supplies in closet outside the kitchen door on the right)
- Trash is to be dumped in dumpster in parking lot (if requested \$50.00 charge)
- If a dumpster is not reserved, you will need to dump the trash at the Maintenance yard
- Trash is NOT to be left at the clubhouse, inside or out
- Wash and return any OSCA cloth towels or oven mitts used

DINING ROOM:

- Wipe tables and put away.
- Put all chairs back on the chair racks.
- Pick up any food or trash, sweep and mop hardwood floor with water only.
- Dispose of all trash

OUTER CLUBHOUSE AREAS (includes all outer clubhouse areas)

- Dispose of all trash
- Clean up cigarette butts off the ground (if any)
- Wipe tables off on the patio

I have read and agree to the above terms and conditions of the Oak Shores Clubhouse reservation

Printed Name: _____

Signature: _____ **Date:** _____

OFFICE USE ONLY:

Reservation Book and calendar checked and recorded _____ (initial)

****Insurance Company notified if alcohol to be served** _____ (initial)

Date: _____ (that reservation was made) **Dumpster Fee Paid: \$50.00 Check #** _____

Reservation Fee Paid: \$ _____ **Check#** _____ **Deposit Fee Paid: \$100.00 Check#** _____

CLEAN UP SATISFACTORY: YES NO Refund Approved: YES NO

NOTES: _____