



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 - Times for Event: Start Time _____ End Time _____

PLEASE CHECK ALL ITEMS THAT WILL BE NEEDED FOR YOUR RESERVATION

Kitchen _____ Dining Room _____ Covered Deck _____ Ovens _____ Stove _____ Stereo _____ TV _____

Refrigerator/Freezer _____ BBQ _____ Tables & Chairs _____ Keys _____ Outside heaters _____

*Reserve dumpster (\$50 added charge) YES NO *Folding Chairs _____ Wheelchair Lift YES NO
(*Dumpster required for party of 50 people or more) (*up to 100 folding chairs available to rent \$2 each for down stairs patio WEDDINGS ONLY)

MUSIC MUST BE TURNED OFF NO LATER THAN 11PM AND EVENT MUST END BY MIDNIGHT

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.

*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). White folding chairs for the downstairs patio are available to rent for weddings, they are \$2 each and up to 100 available.

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: *Diagram posted in table/chair closet showing placement for tables and chairs*

- 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

The fee and deposit that you paid for your reservation cover the facilities ONLY.

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 CK# _____

Reservation Fee Paid: \$ _____ Ck# _____

Deposit Fee Paid: \$100.00 Ck# _____

Folding Chair Rental: \$200 Ck# _____

CLEAN UP SATISFACTORY: YES NO **Refund Approved:** YES NO

NOTES: _____



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Agreement for Use of the Community Clubhouse by Residents

Exhibit A

Special Regulations

1. Alcoholic Beverages and Parties with 50 or more people in attendance
2. I/We agree to abide by all California State and Local ABC laws
3. No alcohol may be served to any guest who is under the age of twenty-one (21), nor to any person who appears intoxicated.
4. The sale of alcohol is strictly prohibited
5. The Contract Holder reserving the Clubhouse must provide a proof of host liquor/party liability insurance with a minimum liability limit of \$1,000,000 to the Oak Shores Community Association not less than 5 days prior to the reserved date. The named insured is **“Oak Shores Community Association”**
6. Service of alcohol will end at least one hour prior to the scheduled end of the reserved use.
7. A “designated driver” system should be used as the case warrants.

I fully understand and accept the special rules to the serving/consumption of alcohol in the Oak Shores Community Clubhouse.

Signature: _____

Date: _____