

# NEWPORT HILLS COMMUNITY ASSOCIATION

## ROOM DESCRIPTION EQUIPMENT AND FEE STRUCTURE

<p><b>GREAT ROOM</b>      <b>Fee: \$100</b>      <b>Capacity:</b> Gatherings of up to 100 persons. <b>Hours:</b> All events will begin no earlier than 8:00 a.m. and must end no later than 10:00 p.m. with cleanup ending prior to midnight. If the party making the reservation wishes to do cleanup the next day, a special request may be made and if approved, cleanup must be completed prior to 10 am of the following day. <b>Description:</b> Largest room inside Clubhouse. Key FOB access to the Great Room is through the door to the Board Room. If the Board Room is not also reserved, please close partitions to permit its separate usage. <b>Amplification:</b> Must be contained inside room, end no later than 10:00 p.m. and at all times must be respectful to neighbors. <b>Alcohol:</b> See attachment. <b>Cleaning:</b> Wood floor is laminate and needs to be vacuumed or wiped clean with a lightly dampened cloth. Do not use excess water, and immediately clean up any liquid spills. Mops &amp; cleaning supplies are stored in the closet.</p>
<p><b>ACTIVITY ROOM</b>      <b>Fee: \$50</b>      <b>Capacity:</b> Gatherings of up to 45 persons. <b>Hours:</b> All events will begin no earlier than 8:00 a.m. and must end no later than 10:00 p.m. with cleanup ending prior to midnight. If the party making the reservation wishes to do cleanup the next day, a special request may be made and if approved, cleanup must be completed prior to 10:00 a.m. of the following day. <b>Description:</b> The Activity Room is situated on the right side of the breezeway with key FOB access from the door entering from the pool area. The Activity Room is primarily reserved for children's groups, meetings, birthday parties, and exercise classes. <b>Amplification:</b> No amplification of any kind will be permitted. <b>Alcohol:</b> Please see attachment. <b>Cleaning:</b> Wood floor is laminate and needs to be vacuumed or wiped clean with a lightly dampened cloth. Do not use excess water, and immediately clean up any liquid spills. <b>Equipment:</b> 3 Rectangular (6ft) Tables &amp; 20 Plastic Chairs</p>
<p><input type="checkbox"/> <b>BOARD ROOM</b>      <b>Fee: \$25</b>      <b>Capacity:</b> Adds 41 persons to Great Room capacity, for 141 in capacity for both rooms. <b>Hours:</b> The Board Room may be reserved for up to 6 hours. All events will begin no earlier than 8:00 a.m. and must end no later than 10:00 p.m. with cleanup ending prior to midnight. If the party making the reservation wishes to do cleanup the next day, a special request may be made and if approved, cleanup must be completed prior to 10:00 a.m. of the following day. <b>Description:</b> Small room with Accordion doors that opens to the Great Room. May be sectioned off for smaller gatherings. Key FOB access is through the door nearest the Great Room. <b>Amplification:</b> See Great Room requirements. <b>Alcohol:</b> See attachment. <b>Equipment:</b> Projector, Cable TV, Stereo System (additional Cost Included). Residents must coordinate obtaining a key with the NHCA management office the week prior to the event. Key must be returned to the NHCA office within 72 hours of the event. Key may be dropped off in the management mailbox located in the front of the clubhouse. <b>Cleaning:</b> Vacuum the carpet and wipe down the counter and table tops. Please remove debris from the chairs.</p>
<p><input type="checkbox"/> <b>KITCHEN</b>      <b>Fee: \$100</b>      <b>Capacity:</b> Gatherings of up to 12 persons. <b>Hours:</b> The kitchen may only be reserved by one Member at a time from 8:00 a.m. to 11:00 p.m. <b>Description:</b> Full catering kitchen, inclusive of microwave, refrigerator, stove, oven and warming drawers. <b>Amplification:</b> None. <b>Alcohol:</b> See attachment. <b>Cleaning:</b> Wipe down all counter tops with cleaner located under the sink. Sweep and mop the stone floors. Clean out the refrigerator and freezer</p>
<p><input type="checkbox"/> <b>DEPOSITS</b> <b>Deposit:</b> A deposit of a minimum \$500.00 is required at the time of reservation in addition to the room fees. Kitchen reservation requires a total deposit of a minimum \$1,000.00 plus the room fees. <u>The deposit check will be cashed.</u> <b>Adjustments:</b> Deposits and fees may be increased based upon the planned usage of the facility. <b>Room Rates: Great Room - \$100, Kitchen- \$100, Board Room - \$25, AV equip in BR- \$25, Activity Room- \$50</b> <b>Total Rental - \$300</b></p>

# NEWPORT HILLS COMMUNITY ASSOCIATION

## RULES & GUIDELINES

- A minimum deposit in the amount of \$500.00 must be paid to NHCA at the time the reservation is made, in order to hold the reservation. A minimum deposit of \$1,000.00 is required for any reservation that includes kitchen use. Deposit checks will be cashed and amounts will be returned to the Member by mail within two weeks following the event, unless there are to be deductions made by NHCA. Deposits and fees may be increased based upon the planned usage of the facility.
- Any commercial activity must be approved by the NHCA Board of Directors, in its sole discretion.
- Member sponsored non-profits may request waiver of fees from the Board and approval may be granted at the Board's sole discretion. Criteria for waiver of fees include items such as the benefits to the Newport Hills community.
- A certificate of insurance from the Homeowner's Insurance Policy naming NHCA as additional insured is required for any event where alcohol will be served. Certificate must be delivered to NHCA two (2) weeks in advance of the event.
- The reservation fee is due at the time the reservation is made. Fees are non-refundable if the reservation is canceled less than fourteen (14) days prior to the event.
- All musicians, D.J.'s, equipment, stereos and speakers must be confined inside the building. Amplification must be contained inside room and end no later than 10:00 p.m., and at all times must be respectful to neighbors.
- No pets allowed inside the clubhouse
- Smoking is not allowed inside or around the facility
- Furniture must not be moved from the interior of the facility buildings. Furniture may be moved around the inside of the rooms, however a \$25.00 service charge will be incurred if the furniture is not returned to it's original position after the event.
- All kitchen equipment, additional banquet tables, podiums, electrical equipment and sound equipment are to be provided by the members.
- The reservation of the facility does not include use of the pools or the water play area by attendees of the event.
- Member reserving the facility is responsible for removal of all trash to an appropriate trash receptacle. A dumpster is located in the back of the building, behind the showers in the pool area. If the dumpster is full, the Member is responsible for taking their trash bags with them.
- Any damage to the facility or cleaning, needed after the event, will be deducted from the deposit received from the Member.
- No portable cooking devices are allowed within the facility area or are to be used for the event.
- NHCA is not responsible for personal items that may be lost or stolen.
- The use of jump houses are not permitted at the Clubhouse or pool area, but may be permitted in the park with a permit from the City of Newport Beach. Contact Matt Dingwall at the c/o Newport Beach at 949-644-3152
- Open Flames are not permitted at any time – Candles, tiki torches, etc.
- The facilities cannot be used for personal financial gain or commercial activity.
- Balloons may not be used as decoration, or otherwise, in the great room.
- No overnight reservations are permitted.
- Reservations on Easter, Christmas -Eve, Christmas Day, July 4<sup>th</sup>, Thanksgiving Day and New Years Day are approved at the sole discretion of the Board of Directors. Reservations on New Year's Eve and Halloween are **not** allowed.
- The NHCA Board of Directors and Architectural Committee Members are exempt from the guideline limitations.
- NHCA sponsored small gatherings and meetings or events are exempt from providing insurance for the reservation of NHCA.
- Member is responsible for turning off all electrical equipment and lights including fans and air conditioning.

**MEMBERS RESERVING THE FACILITY ARE RESPONSIBLE FOR ENSURING THAT ALL WINDOWS AND DOORS ARE CLOSED AND LOCKED.**

# NEWPORT HILLS COMMUNITY ASSOCIATION

## ALCOHOL REQUIREMENT

- Serving of alcohol at the facility is permitted when use is specified in advance and the following requirements are met:
  - A \$1,000,000.00 minimum rider on the homeowner's personal liability insurance policy, naming NHCA as an additional insured, is required to serve alcohol. Proof of this rider is required 14-days prior to the event. NHCA sponsored small gatherings, meeting or events are exempt from this requirement.
    - Wording on the insurance information shall read as follows:  
Newport Hills Community Association  
1900 Port Carlow Place  
Newport Beach, Ca 92660  
Phone: 949-721-1929 Fax: 949-706-3659

In accordance with California State Law, no one under the age of 21 shall be served an alcoholic beverage while on the premises. If alcohol beverages are served at the reservation function, no minors are to be present without consenting parent or guardians.

# NEWPORT HILLS COMMUNITY ASSOCIATION

## POOL USE REQUIREMENT

- Homeowners are not allowed to reserve the sole use of the pool facility. It is open to all members during pool hours.
- **During non-lifeguard season Labor Day to Memorial Day:** If you plan to use the pool and have more than 6 children under the age of 14, you are required to provide your own lifeguards. The Newport Hills Community Association is not responsible for providing lifeguards and you are fully responsible for any and all attendees of your event. By signing our application, you also hold NHCA harmless from any claims against the Newport Hills Community Association, its officers and employees for any injury, accident, illness or death occurring during use of the pool or facility
- **During lifeguard season Memorial Day Weekend – Labor Day Weekend:** the pool will have lifeguards staffed for events held at the pool area between the hours of 10am – 7pm. Any events outside these hours will require providing your own lifeguards to be responsible for your patrons and the facility.

# NEWPORT HILLS COMMUNITY ASSOCIATION

## CLEAN-UP CHECKLIST

The conditions shall be met in conjunction with the reservation of all NHCA facility

- Check the facility before hand to make sure it is in order
- A vacuum is provided in the activity room and great room closet. All floors must be vacuumed of debris. Wood floors must be wiped down. **DO NOT USE EXCESS WATER ON WOOD FLOORS**
- Stone floors in the hallway and kitchen must be swept and mopped as necessary
- Kitchen shall be cleaned and all counter tops wiped down and floors mopped. Basic cleaning supplies will be provided under sink.
- Activity room counter tops and floors must be wiped down and all chairs and tables put away in the cabinets. Cleaning supplies are available under sink.
- No debris or trash shall be left in the bathrooms
- All trash shall be removed and placed in the dumpster, which is located behind the showers in the pool area. Members must bring his or her additional trash bags.
- Ensure all doors and windows are closed and locked
- Turn off all lights, fans, air conditioning when leaving the facility

# NEWPORT HILLS COMMUNITY ASSOCIATION

## CLUBHOUSE RESERVATION APPLICATION

### NEWPORT HILLS HOMEOWNERS INFORMATION:

NHCA Member's Name: \_\_\_\_\_

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

Cell phone: \_\_\_\_\_

Email: \_\_\_\_\_

### EVENT INFORMATION:

Date of event requested: \_\_\_\_\_

Type of Event: \_\_\_\_\_ # of Guests: \_\_\_\_\_

Start Time: \_\_\_\_\_ Finish Time: \_\_\_\_\_

**(must include set-up and take down time)**

1. Alcohol Served (Circle One): Yes No  
(if yes, ins. rider is required)

2. Food Served (Circle One): Yes No

3. Catered: (Circle One): Yes No

**If yes, Name of Company** \_\_\_\_\_

4. Live Entertainment: (Circle One): Yes No

### Room Reservation Rates:

- Great Room **\$100**
- Kitchen **\$100**
- Activity Room **\$50**
- Board Room **\$25**
- AV equip. **\$25**

Total: \$ \_\_\_\_\_

### Additional Security

#### Deposit required:

- Deposit – no kitchen **\$500**
- Use of kitchen **\$1000**

**All paperwork and fees must be complete, and monies paid upon submittal of this application page.**

### **NHCA Office Use Only:**

Sec. Dep: \$ \_\_\_\_\_ Res \$ \_\_\_\_\_

Insurance Rider \_\_\_\_\_ (Date submitted)

Walk-thru / Deposit Check refunded: \_\_\_\_\_

### LIABILITY WAIVER

I acknowledge and agree, on behalf of myself, and my family, that the use of the NHCA facilities, grounds and landscape areas located in Newport Hills, owned and operated by NHCA involve potential risk of serious physical injury to me, my family, and or damage to my property.

I understand that by signing this form, I, and my family and my guests, by participation in recreational activities on the facilities of NHCA.

On behalf of myself, my family and my guests, I release from liability and hold NHCA harmless 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 and/or my guests, may otherwise have or acquire against NHCA its officers and directors, agents, or employees, for any injury occurring to me, my family, or to my guests, whether to person or property, as a result of any use of NHCA property or participation in recreational activities on the facilities and grounds of NHCA, located at 1900 Port Carlow Place, Newport Beach, California.

I have read the rules and responsibilities of pool use in the guidelines. Initial \_\_\_\_\_

**I have read the Community Guidelines, the reservation Guidelines and this reservation liability waiver. I accept the liability for damage to NHCA property and for injury to persons admitted to the clubhouse and facilities. I understand that in the event I, my family and/or guest violate any of the regulations, or if I provide inaccurate information on my application, NHCA reserves the right to cancel my function at any time, charge any and all expenses incurred and deduct any fines and/or penalties incurred by this violation from my security deposit. I understand that violation of any clubhouse guidelines will result in forfeiture of some or all of my clubhouse deposit. Initial \_\_\_\_\_**

Members Signature \_\_\_\_\_ Print Name \_\_\_\_\_

Date \_\_\_\_\_