

**BROOKSHIRE HOMEOWNERS ASSOCIATION**

c/o Anchor Community Management, Inc.

P. O. Box 3237, Camarillo, CA 93011-3237

(805) 388-3848 • (877) 388-3848 • Fax: (805) 388-0856 • info@anchorcommunitymgt.com

**APPLICATION FOR USE OF CLUBHOUSE**

The clubhouse must be reserved by the unit owner ONLY, as owner is responsible for the tenant and guests. A reservation is only accepted when this form is completed, returned to management and confirmation has been received from management that the date has been saved. All applications must be submitted with the deposit at least **14 DAYS** prior to use of the clubhouse. The date of the event I will need the clubhouse is \_\_\_\_\_

Name of Owner \_\_\_\_\_ Day Phone \_\_\_\_\_

Name of Tenant (if applicable) \_\_\_\_\_ Day Phone \_\_\_\_\_

Address of Unit \_\_\_\_\_ Camarillo, CA 93012

Number in Attendance \_\_\_\_\_ Type of Event \_\_\_\_\_

Type of Musical Entertainment, if any \_\_\_\_\_

**COSTS PAYABLE AT TIME OF SUBMITTING APPLICATION**  
NON-REFUNDABLE RENTAL FEE OF \$75.00  
SECURITY GUARD FEE - applicable if alcohol is served  
REFUNDABLE DEPOSIT OF \$250.00 (Key must be returned within 48 hours)  
TWO SEPARATE CHECKS MUST BE SUBMITTED  
☞ **BY CASHIERS CHECK OR MONEY ORDER ONLY** ☞

Deposit will be refunded within 15 days after key is returned if no property damage is sustained and if no rules have been violated. In the case of cancellation, deposit will be returned.

The undersigned has read the rules and agrees to abide and be bound by them. The rules are incorporated herein by this reference.

The undersigned agrees to defend, indemnify and hold harmless BROOKSHIRE HOMEOWNERS ASSOCIATION against any claim, suit or action and against all expense, including attorneys' fees, and free from any liability, personal injury and/or property damage sustained by owners, tenants, or guests while on the premises.

The undersigned also agrees to compensate Brookshire HOA for any damage to the clubhouse or common areas resulting from this rental which exceeds the \$250.00 deposit. Owner acknowledges and agrees herein, that any damage which exceeds the \$250.00 deposit shall be considered a special assessment against Owner and Owner's unit, and may be billed and collected through Owner's monthly dues statement. Owners are responsible for any damage to the Clubhouse, including damage caused by their tenants, tenant's guests, vendors or any other persons related to the event and for all repairs or replacement costs.

Date: \_\_\_\_\_ Signature of Owner \_\_\_\_\_

Date: \_\_\_\_\_ Signature of Tenant (if applicable) \_\_\_\_\_

*Tenant must be registered with the HOA.*

## APPLICATION FOR USE OF CLUBHOUSE

The clubhouse must be reserved by the Brookshire unit owner **ONLY** as the unit owner is responsible for activities and behavior of tenants and guests. All monies associated with renting the clubhouse must come from the owner. No monies will be accepted or refunded to tenants. A reservation is only accepted when this form is completed, returned to management and confirmation has been received from management that the date has been reserved for you. All applications must be submitted with the deposit, rental fee detailed herein, and the special event endorsement (see B below) at least **14 DAYS** prior to use of the clubhouse. Failure to provide any part of this requirement within the required timeframe will result in the reservation being cancelled. The clubhouse may be reserved for up to six (6) hours in one day, with 4 of those hours being used for the event itself and one hour being used for set-up and one more hour being used for clean-up. Events may begin no earlier than 9:00am and must end no later than 10:00pm M-Thr. Nights and 11:00pm on Friday and Saturday nights. The clubhouse cannot be reserved in the same two (2) week period by the same unit. Only one (1) event per weekend will be allowed.

- A. Clubhouse non-refundable Rental fee is \$75.00. A refundable cleaning deposit of \$250.00 is required at the time this application is submitted. The cleaning deposit will be refunded once the facilities are inspected and found to be in acceptable order. An additional fee, representing the cost to hire a security guard if alcohol is served will be added. That cost is anticipated to be approximately \$25 - \$30 per hour.
- B. All users must obtain a **special event endorsement** from the homeowner's insurance company in the amount of \$350,000. This insurance coverage must also show Brookshire Homeowners Association and Anchor Community Management as **additional insured**. In all likelihood, you will be charged by your insurance company for this endorsement.
- C. Renting the clubhouse does not include the use of the pool or spa or gym.
- D. Smoking of any kind is not allowed inside or outside the facility.

The clubhouse **may not** be reserved for any purpose involving a **business** or **commercial** type of activity.

**Keys must be returned within 24 hours.** Failure to do so will result in the Association cashing the deposit check and having the clubhouse rekeyed at the user's expense.

Only owners in good standing may rent the clubhouse. The Brookshire homeowner who reserves the room is responsible for all activities which take place while the room is reserved. Any violation committed by any guest will become the responsibility of the Brookshire homeowner. Any damage created by any person using these facilities will also become the responsibility of the Brookshire homeowner.

**Animals are not allowed** in the clubhouse at **ANYTIME**

All kitchen equipment, tables, podiums, electrical or sound equipment must be provided by the party reserving the room. Existing clubhouse furniture may be moved around inside the clubhouse for the event but must be put back where originally located at end of event.

Users must arrange for all pick-ups and deliveries to be made the day of the event.

No portable cooking devices are allowed at any event held at the facilities. Open flames, such as Tiki Torches or candles are not permitted at any time.

The Association is not responsible for personal items that may be lost or stolen.