

## STONEGATE HOMEOWNERS ASSOCIATION

### BANQUET AREA/KITCHEN RESERVATION AGREEMENT

1. I understand this agreement entitles me to the exclusive use of only the following areas of the Clubhouse:
  - A. Main dining room
  - B. Kitchen
  - C. Supply Closet
2. I understand and agree to the following rules:
  - A. The clubhouse must be reserved at least 2 weeks in advance of the reservation date. However, your use of the clubhouse will not be confirmed until the reservation form is completed, the deposit **check** of \$200, payable to Stonegate HOA, the rental **check** of \$25 (no cash), payable to Stonegate HOA and proof of proper insurance ( refer to # 3 on this form for insurance requirements) are all supplied. Cash will not be accepted. Your reservation will be cancelled if **all** of the above is not received **at least 2 weeks** in advance of event. The clubhouse reservation person is not responsible for calling and reminding you these items must be supplied.
  - B. Reservation time ends at **11:00 p.m.** including clean up time. You will lose your \$200 deposit in the event the room is not cleaned up adequately. Your account will be billed for any additional charges needed to clean up after your event.
  - C. Alcoholic beverages are not allowed outside the clubhouse.
  - D. The clubhouse **may not** be reserved for any purpose involving a **business** or **commercial** type of activity. Vocational, religious, theater groups or for profit activities will not be allowed.
  - E. Food and liquid items must be disposed of away from and outside of the clubhouse. Stonegate cleaning crews are only on premises twice a month and food and drink may not be left on premises.
  - F. Reservations do not entitle users to use any room, but the **main dining room** or the **kitchen** or the bathrooms All other rooms in the clubhouse are off limits!
  - G. **Reservations do not entitle users to any outdoor use without prior approval of clubhouse person. Jolly jumps are not allowed in Stonegate.**
  - H. Use of the pool and spa is limited to no more than **4 guests at anytime. Pool parties are not allowed.**
  - I. Reservation form must be completed and signed by the homeowner who will be in possession of the key. This homeowner ***must be in attendance at all times while the clubhouse is in use.***
  - J. When **decorating** the room, no nails or sharp objects may be used (which would create punctures, holes or discernible marks anywhere within the building). **All decorations must be removed after event.**
  - K. The **kitchen must be left clean.** All trash must be disposed of (away from the building). The clubhouse must be left in the same condition as when you rented it.
  - L. Folding chairs and folding tables are available in the storage closet located in the dining room and may be used. All tables and chairs must be returned to the closet, cleaned and stacked. Chairs and tables may be removed from building but only with the prior approval of the clubhouse chair. A \$25 refundable deposit must also be submitted at the time of rental of the chairs and tables. In any case, owners will be charged for damages to the chairs and tables.
  - M. **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.
  - N. **Guests must park on Cachuma Avenue and not park within the complex.**
  - O. Only owners in good standing may rent the clubhouse. The Stonegate owner 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 Stonegate homeowner. Any damage created by any person using these facilities will also become the responsibility of the Stonegate homeowner.

P. **Overnight stays in the clubhouse are prohibited.**

Q. **Animals are not allowed** in the clubhouse at **ANYTIME!**

R. Reservation form must be filled out completely and accurately. Deviations from this will result in the reservation being denied or revoked.

S. Loud or disturbing music must cease by 10:00pm.

3. A deposit check of **\$200.00** is required at the time this agreement is completed and returned, as well as a non-refundable check in the amount of \$25. **This clubhouse form and the checks and insurance must be in the hands of the clubhouse reservation person at least two weeks in advance.** No cash will be accepted. Failure to provide this paperwork and checks in the required time period will result in no reservation being held for you. The deposit is not refundable if the clubhouse is not properly cleaned, is damaged or a violation occurs during the reserved hours. A user fee of **\$25.00** must also be provided before a key will be issued. This user fee is not refundable and becomes the property of the Stonegate Homeowners Association, not the clubhouse rental person. In addition a **special event endorsement** from the homeowner's insurance company must be provided, in the amount of \$300,000 or the coverage on the home, whichever is greater. This insurance coverage must also show Stonegate Ventura HOA and Anchor Community Management as additional insured.

Stonegate owners may use the clubhouse on a weekly or monthly basis if:

1. A \$200 deposit check is on file with the clubhouse person at all times.
2. These regular meetings may not take place on Fridays, Saturdays or Sundays where the clubhouse is being used for an event.
3. The key must be picked up and returned to the clubhouse person with each use, and returned within 24 hours of the event.
4. These weekly or monthly users are subject to all the same requirements of the other users. By signing this document, you agree to all of the conditions.

***I HAVE READ AND UNDERSTAND ALL OF THE ABOVE:***

\_\_\_\_\_  
Owner Name (Print)

\_\_\_\_\_  
Tenant Name (Print)

\_\_\_\_\_  
Unit #

\_\_\_\_\_  
Home Phone

\_\_\_\_\_  
Work Phone

\_\_\_\_\_  
Date of Requested Reservation

\_\_\_\_\_  
Purpose of Reservation

\_\_\_\_\_  
Time of Reservation

\_\_\_\_\_  
Number of Guests

\_\_\_\_\_  
Owner Signature

\_\_\_\_\_  
*Date Check*

\_\_\_\_\_  
*Date Room Inspected*

\_\_\_\_\_  
*Date Check Returned  
and Application Received*