



## Clubhouse Rental Application

### Clubhouse

#### Hours:

Monday – Thursday 5:00 p.m. – 10:00 p.m.  
Friday – Sunday 10:00 a.m. – 11:00 p.m.

**You may not set up earlier than 5:00 p.m. on Monday-Thursday and 10:00 a.m. on Friday-Sunday. No exceptions.**

### Clubhouse

#### Address:

401 Calle La Marina E, Chula Vista, CA 91914

### Rental Fees:

\$400 rental fee/\$500 refundable deposit.

**Both the rental fee and deposit are cashed. Deposit refunds after your event will take 7-10 business days to process.**

### Maximum

#### Occupancy:

70 person maximum per City of Chula Vista Fire Department.

### Insurance

#### Requirements:

I. A current certificate of liability insurance with a minimum coverage amount of \$500,000.00. Temporary Binders will not be accepted.

II. Additionally, your certificate must also include the following:

- A. The San Miguel Ranch Master Association, 401 Calle La Marina, Chula Vista, CA 91914, must be named on the certificate as additionally insured.
- B. Endorsement must indicate coverage for the date of your event.
- C. Minimum coverage amount of \$500,000.00.
- D. Certificate must indicate use for Clubhouse rental.

If your insurance carrier cannot provide event insurance, you may use one of the following websites to obtain a one-day event insurance policy:

[www.privateeventinsurance.com](http://www.privateeventinsurance.com), [www.theeventhelper.com](http://www.theeventhelper.com), and [www.eventsured.com](http://www.eventsured.com)

**Our office must receive the insurance certificate no later than 3:30 p.m. on the Friday before your event. If we receive your insurance certificate after the office is closed, you will not be able to hold your event.**

### What's Included:

15 round tables (60" diameter, 29"H), 4 rectangular tables (72" L, 30" W, 29"H), 72 foldable chairs, a full kitchen, private one stall restrooms, television with cable, grassy area behind the clubhouse, patio area in front, and the gas fireplace.

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**Applications must be received by management at least ten (10) days prior to the event.**

Reservations are on a first come first served basis. **Our office cannot 'hold' an event.** Events will only be booked upon receipt and approval of a completed application packet, along with the rental and deposit fee.

It is recommended that invitations and/or announcements are not produced or distributed until after you have received final approval of your application from management.

Please contact us for assistance with your reservation, or to submit your completed application:

[smrstaff@waltersmanagement.com](mailto:smrstaff@waltersmanagement.com)

# San Miguel Ranch Master Association Clubhouse Rental Application

**Internal Use Only:**

Received on: \_\_\_\_\_ Received by: \_\_\_\_\_ Cancelled Event On: \_\_\_\_\_

Fees: \$400.00 rental fee/ \$500 refundable deposit - For events up to 70 people Check Number: \_\_\_\_\_

Assessments (date of booking): \_\_\_\_\_ Assessments (week of event): \_\_\_\_\_ Insurance: \_\_\_\_\_

Refund Amount Requested: \$ \_\_\_\_\_ Refund Processed: \_\_\_\_/\_\_\_\_/\_\_\_\_ By: \_\_\_\_\_

Homeowner: \_\_\_\_\_ Tenant: \_\_\_\_\_

Event Date: \_\_\_\_\_ Event Time: Start \_\_\_\_\_ End \_\_\_\_\_

Name: \_\_\_\_\_

Property Address: \_\_\_\_\_

Deposit Mailing Address: \_\_\_\_\_

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

Phone Number(s) Home: \_\_\_\_\_ Cell: \_\_\_\_\_

Type of Event: \_\_\_\_\_ Number of Guests: \_\_\_\_\_ (Maximum Capacity 70)

Name of Caterer (if applicable): \_\_\_\_\_ Phone Number: \_\_\_\_\_

Will there be alcohol served at this event?  YES  NO

What kind of entertainment (if any) will take place at this event? \_\_\_\_\_

By my signature below I acknowledge that this event is being hosted by me and I will be held solely responsible for any violations of the Terms and Conditions and/or Rules and Regulations by myself and/or my invitees.

\_\_\_\_\_  
Member's Printed Name

\_\_\_\_\_  
Member's Signature

\_\_\_\_\_  
Date

## San Miguel Ranch Master Association Clubhouse Rental Terms and Conditions

The following Rules and Regulations apply to all users of the Clubhouse. Please note that all San Miguel Ranch Master Association Rules & Regulations apply as stated below and in your CC&R's. The San Miguel Ranch Master Association facilities are provided for the exclusive use of San Miguel Ranch Master Association residents only and will not be made available for use by the public or any outside organization(s). A current association resident must host all events. If it is determined that a non-resident or outside organization has hosted an event, the security deposit will be forfeited. The resident host must be in attendance for the entire event and is responsible for the security of the event, all guests, and the leased portion of the Clubhouse. Also, all association dues must be current to reserve the clubhouse room. Rental does not include pool, spa, or fitness center use. The San Miguel Ranch Board of Directors requires the following guidelines be followed:

- A. Security Deposit: The Association may, for any of the following, retain a portion or all of the security deposit for:
  1. Damage to the facility, its contents and/or common areas, by members or guests.
  2. Violations of any of the Rules & Regulations.
  3. Any cleaning required after the conclusion of your event, such as the removal of food, trash, or decorations. *'Conclusion' of the event refers to any time after 10:00 p.m. Monday - Thursday and 11:00 p.m. Friday - Sunday. This cleaning will incur a charge of \$50 per hour.*
  4. Violating any of the Rules noted below in this agreement.
- B. Reservations, payments, & cancellations are to be managed at the Association onsite office, during business hours only. **All cancellations must be in writing.**
- C. Your event must end, including clean up, no later than 10:00 p.m. Monday - Thursday and 11:00 p.m. Friday - Sunday. No exceptions. Therefore, arrangements should be made with your guests and vendors to accommodate the timeframe.
- D. The Clubhouse house rental is limited to and may not exceed 70 guests. Should there be more than 70 guests the contracted member must remove people from the event until it is down to 70 guests. This total includes the inside and outside areas of the Clubhouse.
- E. Host must arrange and be present for all pick-ups and deliveries (if any) to be made on the day of the event. No deliveries/pick-ups will be permitted the day before or the day after your event. You must make arrangements **during the hours of Clubhouse use only**. Please plan accordingly.
- F. All rental furniture, food, trash, and decorations must be removed no later than 10:00 p.m. Monday - Thursday and 11:00 p.m. Friday - Sunday. When decorating, please use ONLY scotch tape. Do not use nails, duct tape, staples, tacks, or masking tape.
- G. No pets are allowed within the boundaries of the facilities at all times, including the inside and outside areas of the Clubhouse.
- H. Smoking is prohibited within the boundaries of the facilities at all times, including the inside and outside areas of the Clubhouse. Residents may smoke outside the facility (i.e., parking lot).
- I. Alcohol is not permitted outside of the Clubhouse. In accordance with California State Law, no one under the age of 21 shall be served an alcoholic beverage while on the premises. If alcoholic beverages are served at a function held in the facilities, no minors are to be present without parental permission.

- J. Electronic amplification equipment may not be used past 8:00 p.m. from Sunday – Thursday and 9:00 p.m. from Friday – Saturday. Use of amplification equipment past 8:00 p.m. from Sunday – Thursday and 9:00 p.m. from Friday – Saturday will result in forfeiture of deposit and suspension of clubhouse rental privileges for a specific period of time. Music is to be kept at a low level so as not heard in parking lot or street in consideration of nearby residents at all times. DJ must set-up inside, and karaoke should not be amplified.
- K. Jumpers/bounce houses/carousels are allowed, but homeowners are responsible for bringing their own generators to power them. The outlets in the clubhouse are not suited for powering any devices that require large amounts of electricity, and any damages from tripping the breakers will be taken from the homeowner or assigned tenant deposit.
- L. Facility reservations **do not** include use of the pool, spa, gym, basketball court, tennis court or Tot Lot. Therefore, you may not use any of these facilities in conjunction with your reservation.
- M. The Clubhouse may not be used as an income-producing venue. No charging fees of any kind or selling of items or services will be allowed when renting the Clubhouse unless approved by the Board of Directors.
- N. All reservations for parties of young adults under the age of 18 must have adult supervision at ALL TIMES.
- O. Charcoal BBQ's, open fires, pony rides, tiki torches, and carnival type activities are prohibited. Free standing tents (not staked in the ground) are permitted. No tents or covers are permitted to be attached to the building's structure.
- P. Setting up for the event may not begin earlier than 5:00 p.m. Monday - Thursday and 10:00 a.m. Friday - Sunday. You cannot set up a day before your event, so please plan accordingly.
- Q. **The Clubhouse is available for use by San Miguel Ranch Master Association homeowners, or their assigned tenants, who are current with assessment dues.** The use of the facilities by a homeowner or assigned tenant may be restricted by the Board of Directors for violation of the Association's rules, delinquent assessments, unpaid fines, or abuse of the recreational facilities or common areas.
- R. The Board of Directors requests that event attendees be directed to park outside of the Clubhouse parking lot on Calle la Marina to ensure adequate parking for users of the recreational facilities.
- S. Host is responsible for guests leaving their event. No trash should be left in the parking lot or in the common area, and trash must be properly disposed of in the correct receptacles (garbage in waste, recyclables in recycling). Any charges incurred for special pickups to deal with cross contamination of the dumpsters will be taken from the deposit. Hosts are also responsible for keeping the noise to a moderate level while their guests are exiting the facility.

***By my signature below I acknowledge that I am hosting this event and that I have read, understand and agree to comply with all of the above Rules and Regulations.***

Member's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## **San Miguel Ranch Master Association Insurance Notes**

**The following outlines provide specific information on the association's insurance requirements for rental of the Clubhouse facilities.**

- I.** A current certificate of liability insurance with a minimum coverage amount of \$500,000.00. Temporary Binders will not be accepted.
- II.** Additionally, your certificate must also include the following:
  - A.** The San Miguel Ranch Master Association, 401 Calle La Marina, Chula Vista, CA 91914, must be named on the certificate as additionally insured.
  - B.** Endorsement must indicate coverage for the date of your event.
  - C.** Minimum coverage amount of \$500,000.00.
  - D.** Certificate must indicate use for Clubhouse rental.

We recommend you obtain the required insurance certificate as soon as possible. Some certificates require revisions before they can be accepted. Many certificates are not accepted due to missing or incorrect information. An acceptable certificate could take over two weeks to obtain depending on the response of your insurance agent.

In consideration of potential liability issues, management cannot intervene in a homeowner's insurance matters. If you are having difficulty in obtaining the required certificate and/or endorsement, you may want to provide your agent with a copy of this and the following page as a reference.

In no case will an application be accepted without the required insurance documentation.

## **San Miguel Ranch Master Association Additional Insured Endorsement Information**

### **WHAT ARE THE INSURANCE REQUIREMENTS?**

The San Miguel Ranch Master Association requires that any eligible Member or resident who wishes to rent the facilities for a private function obtain and submit an “Additionally Insured Endorsement” naming the San Miguel Ranch Master Association as Additionally Insured on their Homeowners Insurance Policy for the date of the scheduled event. Additionally, the policy must have a minimum of \$500,000.00 of liability coverage. The policy must specifically name the “San Miguel Ranch Master Association, 401 Calle La Marina Chula Vista, CA 91914” as Additionally Insured. ***NOTE: Some insurance certificates may use the “Policy Holder” format. In these cases, the “San Miguel Ranch Master Association, 401 Calle La Marina Chula Vista, CA 91914” will be shown as the “Policy Holder” and the Policy Holder will be named as Additionally Insured. This is an acceptable format.***

### **WHAT IF MY INSURANCE AGENT OR CARRIER DOESN'T OFFER THE ENDORSEMENT?**

Depending on your insurance agent and carrier you may or may not be able to obtain this endorsement. While it is the goal of Management to be able to approve every application and submission for use of the facilities, we sometimes see a potential host unable to obtain the required endorsement. If you happen to find yourself in this type of situation, we have the following options to offer you as alternative ways to meet the association's requirements:

- We will accept a policy from anyone. If you have a friend, relative or even a neighbor who is willing to allow you to use their policy and can obtain the endorsement, we will accept it.
- Your carrier may be willing to write a one day “Special Event” policy which allows for the required endorsement.

Please keep in mind that while the Management team is here to assist you, for obvious reasons we cannot involve ourselves in your attempts to obtain the required endorsement. If you are having difficulty in obtaining the endorsement, please do not request assistance from Management. We are simply unable to intervene in your personal insurance matters.

### **WHY MUST I OBTAIN AN ADDITIONALLY INSURED ENDORSEMENT ON MY INSURANCE POLICY WHEN I RENT THE CLUBHOUSE?**

This policy is standard within most homeowners associations. It is a requirement of your association's insurance company, and legal counsel is adamant that the association be protected from liability. When a private entity rents the clubhouse, they can bring as many as 70 guests into your community's clubhouse. Although most community members are very responsible, this is not always the case. What if there is drinking, or a fight erupts, and somebody gets injured? What if a child wanders off and drowns? All too horrible to even contemplate, but it happens...and unfortunately, when it does happen, there is typically a lawsuit filed. Who do you think is going to get sued if a private policy is not in place? That's right, the Association (you). Is it fair to the entire association to take on the liability for a private function? If the association does not require members to take responsibility for their private functions on common area property, they open the entire membership up to excess liability. How would you feel if your assessment rate went up to cover legal and/or insurance fees brought on by an individual who didn't even invite you to their party? Please remember that your Board is in place for the protection of the entire association. In carrying out their fiduciary responsibility, sometimes they must make decisions that are contrary to individual wants and desires. However, if you take a moment to step back and look at the big picture, I think we can all agree that these policies are responsible, reasonable and in the best interest of the entire community.