



Clubhouse Reservation Information

Below is information regarding the rental of the clubhouse at San Miguel Ranch. You may find copies of the application, this FAQ, the availability of the clubhouse, what is included with the rental, and additional information on the San Miguel Ranch website: <https://sanmiguelhoa.com>

Rental Fees: For events up to **70** people - \$400 rental fee/\$500 deposit

NOTE: *Deposit refunds will take approximately 7-10 business days to process. Both the rental fee and deposit check are cashed.*

Hours:

Monday – Thursday	5:00 PM – 10:00 PM
Friday – Sunday	10:00 AM – 11:00 PM

Occupancy: 70 people 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.
- 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. Certificate must indicate use for Clubhouse rental.

Frequently Asked Questions

Q: How do I reserve the Clubhouse?

A: Send an email to smrstaff@waltersmanagement.com or visit our website for the reservation packet at <https://sanmiguelhoa.com>. You are also welcome to come into the onsite office during business hours to make a reservation. **To reserve your date, we require the total fee, deposit, and completed application.**

Q: Why is a certificate of liability insurance required?

A: The San Miguel Ranch insurance policy does not cover private events. You may contact the insurance provider for your home or an insurance vendor of your choice. You can also visit <https://privateeventinsurance.com> if you are unable to find an insurance vendor.

Q: Can I put a date on hold?

A: No. We can only reserve the clubhouse with a completed application, rental fee and deposit in hand. Reservations are booked on a first come first serve basis.

Q: During a reservation will my guests have access to the other amenities?

A: No. Clubhouse reservations are limited to the event room, front and rear patio area only. No exceptions.

Q: Are there tables and chairs available to use?

A: 15 round tables (60" diameter, 29"H), 4 rectangular tables (72"L, 30"W, 29"H), and 72 foldable chairs

Q: How will my guests obtain access to the facilities during my event?

A: Guests will need to check in with the guard posted at the front door.

Q: How early can I set up for my event?

A: Monday – Thursday: 5:00 p.m. Friday - Sunday: 10:00 a.m. You cannot set up the night before. Please plan accordingly.

Q: Is the end time when the party should conclude or do we have time to clean after?

A: Your event must conclude, the facility be cleaned, and the premises vacated by 10pm Monday-Thursday and 11pm Friday- Sunday.

Q: Where are the restrooms located?

A: On the right-hand side past the gym. There are also single stalls located next to the onsite office for your exclusive use during your event. Security will open the restrooms at 10am for you and lock them up at 10 or 11pm (depending on the day of your event).

Q: Can I have a jumper/bounce house/carousel at my event?

A: Yes, but you will need to bring your own generator to power it. The outlets in the clubhouse are not suited for powering any devices that require large amounts of electricity and trying to do so will trip the breaker.

Q: How do I get my deposit back?

A: Any applicable deposit refund will be processed within **10-15** business days. It can be picked up from the onsite office where the clubhouse is located once our office reaches out to you for pickup.

Q: Are cleaning supplies provided?

A: No. Please come prepared with cleaning supplies for the room.

Q: May I place signage or balloons directing guests to the clubhouse?

A: It is requested that all event decorations stay within the reserved area. All signs and decorations must be removed in order to avoid charges to the deposit.

Q: Is there a penalty if I cancel my event?

A: No. Cancellations must be submitted to smrstaff@waltersmanagement.com. Please allow **10-15** business days to receive your full refund.