



Facility Rental Application – Woods

**Available
Hours:**

Monday – Sunday 10:00 a.m. – 11:00 p.m.

All standard reservations are for (6) hours minimum. You may not book a reservation earlier than 10:00 a.m. Additionally, your event must conclude by the rental end time indicated on your reservation; which includes the cleaning of the facility.

******Any hours beyond (6) are charged for additional fees (pricing enclosed).***

**Clubhouse
Address:**

1150 Woods Dr, Chula Vista, CA 91914

Rental Fees:

Grand Hall (includes Logia and upper patio)

\$450 – Usage Fee
\$500 – Deposit
\$150 – Event Monitor
\$1,100 - TOTAL

Both the rental fee and deposit are cashed. Deposit refunds after your event will take 4-6 weeks to process.

**Maximum
Occupancy:**

Grand Hall, Logia, upper patio: 150 people max

**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. EastLake III Master Association, 1150 Woods Dr, 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, www.theeventhelper.com/#r8fwzf and www.eventsured.com

Our office must receive the insurance certificate ten (10) days in advance of your event.

Reservations must be received by Management no less than (30) 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.

If you wish to add or change hours to your reservation, any changes must be received no less than (30) days prior to your event, by the person listed on the contract.

The Woods Facility Rental Application

Internal Use Only: Check Number _____

Received on: _____ Received by: _____ Cancelled Event on: _____

Fees: Rental Fee Amount: _____ Deposit Amount: _____ Event Monitor: _____

Assessments (date of booking): _____ Assessments (week of event): _____ Insurance: _____

Refund Amount Requested: \$ _____ Refund Processed: ____/____/____ By: _____

Homeowner: _____ Tenant: _____

Event Date: _____ Rental Time: Start _____ End _____

Name: _____

Address: _____

Email Address: _____

Phone Number(s) Home: _____ Cell: _____

Type of Event: _____ Number of Guests: _____

Name of Caterer (if applicable): _____

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

The Woods Facility Rental Terms and Conditions

The following Rules and Regulations apply to all users of the Woods Facility. Please note that all EastLake III Master Association Rules & Regulations apply as stated below and in your CC&R's. The Woods Facility is provided for the exclusive use of EastLake III residents only and will not be made available for use by the general public or any outside organization(s). All events must be hosted by a current association resident. If it is determined that a non-resident or outside organization has hosted an event, the security deposit will be immediately forfeited. The resident host must be in attendance for the entire event and is responsible for the pre and post inspection walk, security of the event, all guests, and the leased portion of the facility. Also, all association dues must be current in order to reserve the Clubhouse. Rental does not include pool or spa. The EastLake III 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 Community 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 the end time on your reservation. This cleaning will incur a charge of \$100 per hour.*
 - 4. Violating any of the Rules noted below in this agreement.
- B. Reservations and payments are to be handled at the Association onsite office, during business hours only. The office is located at 1331 S. Creekside Drive, Chula Vista, CA 91915.
- C. Cancellations **must** be in writing, received from the person on the contract only. Cancelled reservations received (30) days prior to the event date shall receive 100% of their security deposit. Cancellations made less than (30) days prior shall receive 50% of their security deposit back. ***If you wish to add or change hours to your reservation, any changes must be received no less than (30) days prior to your event.***
- D. Insurance is **required** of all events whether or not alcohol is being served. The office must receive your event's insurance certificate ten (10) days in advance of your event. Failure to provide such documentation will result in the cancellation of your event and forfeiture of deposit and fees.
- E. Your event must end, including clean up, no later than your scheduled end time. No exceptions. Therefore, arrangements should be made with your guests and vendors to accommodate the timeframe.
- F. Do NOT drag furniture across the floors. All furniture must be placed in its original location at the conclusion of your event.
- G. 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.
- H. Host must bring all cleaning supplies including but not limited to, broom, dustpan, sponges, dish towels, dish soap, extra trash liners, cleaning wipes, etc. These items are NOT supplied.

- I. Grilling or frying foods is not permitted in the kitchen area. Heating food is permissible. Open flames and cooking onsite (outside of the kitchen) are also not permitted. **Heating of food and the serving is permitted.** (ie taqueros cannot cook meat onsite, but are welcome to heat and serve)
- J. Food vendors are limited to your rental area only, and are not permitted to set up in the parking lot. No food trucks are permitted.
- K. Private party signs and decorations are allowed in reservation areas but NOT on the main gates.
- L. No glitter, streamers, confetti, poppers, etc. are allowed.
- M. All rental furniture, food, trash, and decorations must be removed no later than your scheduled end time. When decorating, please use ONLY scotch tape. Do not use nails, duct tape, staples, tacks, or masking tape.
- N. No pets are allowed within the boundaries of the facilities at all times, including the inside and outside areas of the Clubhouse, with the exception of uniformed service animals.
- O. 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).
- P. 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.
- Q. 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. All amplified music outdoors must cease at 10pm.
- R. No smoke machines may be used inside the Clubhouse. (often used by DJs)
- S. Facility reservations **do not** include use of the pool or spa. Therefore, you or your guests may not use any of these facilities in conjunction with your reservation. This includes guests attending your event who may be community residents.
- T. 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.
- U. All reservations for parties of young adults under the age of 18 must have adult supervision at ALL TIMES.
- V. Charcoal BBQ's, open fires, candles, pony rides, tiki torches, jumpers, and carnival type activities are prohibited. Free standing tents (not staked in the ground) are not permitted.
- W. Set up for the event may not begin earlier than your scheduled start time. You cannot set up a day before your event, drop off food, etc., so please plan accordingly.
- X. **The Clubhouse is available for use by EastLake III 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.

- Y. All trash from the event is to be removed and placed in dumpsters in the parking lot area. Please be sure to break down boxes, etc. and ensure trash is not overflowing or left on the ground in the enclosure. The Event Monitor can provide the code for access to the dumpsters. Host is responsible for guests leaving their event. No trash should be left in the parking lot or in the common area.
- Z. No gates are to be propped open with the exception of the gate located at the west side of the Clubhouse. This gate may be propped open for loading and unloading only; otherwise the gates must remain closed for the duration of the event.

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: _____

Cost for Additional Hours

\$35.00 per hour after the 6th hour
\$50.00 per hour after the 8th hour

7th hour - \$35.00 extra

8th hour - \$70.00 extra

9th hour - \$120.00 extra

10th hour - \$170.00 extra

11th hour - \$220.00 extra

12th hour - \$270.00 extra

13th hour - \$320.00 extra

EastLake III – The Woods Facility 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 EastLake III Master Association, 1150 Woods Dr, 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.

EastLake III Master Association

Additional Insured Endorsement Information

WHAT ARE THE INSURANCE REQUIREMENTS?

The EastLake III 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 EastLake III 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 "EastLake III Master Association, 1150 Woods Dr, Chula Vista, CA 91914" as Additionally Insured. ***NOTE: Some insurance certificates may use the "Policy Holder" format. In these cases, the "EastLake III Master Association, 1150 Woods Dr, 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.
- You 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 are bringing 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.